

DART Community Support Subteam Minutes, 08-10-16

- Review/Approve minutes of 6/23/16. **The minutes were approved.**
- Review proposed website content. The charter language was changed slightly to:

"The DART Community Support Subteam provides general support to the reporting community. Support may be provided through e-mails, documentation, videos, websites, user group meetings, and/or by other means. The subteam chair will communicate to the DART Chair any issues that fall outside of its charter. Additionally, the Community Support Subteam will seek guidance from the DART Chair and/or Data Governance Coordinating Committee on questions of project priority or resources, decisions between conflicting views or alternatives, and issues that have broad implications."

There were no other changes to the website content.

- **Qualtrics author survey.** Survey response was weak. Some authors intend to fill out the survey but have been too busy. Lindsey mentioned that she didn't respond because, though she had reports that may be useful to other administrative offices, those reports would not be appropriate to make available to everyone in the Academic General folder. Others agreed that this might be a problem. David suggested that a review team could help determine appropriateness of reports for others, and mentioned that new Cognos report folders could be added that could be restricted for viewing only to admin offices (i.e. 'Admin Offices Restricted'). Those without permission would not even see the restricted report folders in Cognos. The idea of creating a second Qualtrics survey to uncover these types of reports was mentioned.
- **Additional opportunities to serve the OU reporting community.** Krystal mentioned that we should consider redefining the Cognos Community by reaching out to a broader set of people to let them know that Cognos exists, and the current reports and data are available to help answer business questions. Mark Morvant has also mentioned this idea in DART Data Training meetings. A part of this effort could be reaching out to people who have licenses but are not using them for whatever reason. There was some discussion as to how broad such communications should reach, and who the target audience should be. There was discussion of reaching out to academic chairs and directors as a start.
- **Next meeting: 8/24/16 or Doodle?** The team decided to scale back meetings to once a month, preferring the second Wednesday of each month from 2:30 to 3:30. The next meeting will be on September 14th.