

DART Community Support Subteam Minutes, 10-12-16

- Review/Approve minutes of 9/14/16. **The minutes were approved.**
- Reaching out to Chairs and Directors to show What Cognos can do for you—data and reports
 - Chair/Dir List—narrow down? Focus Group for areas with licenses?
 - Available licenses:
 - Consumer 28
 - Author 25
 - Communication Plan & Response

The group focused discussion on the best way to reach out to Chairs and Directors to see if their reporting needs are being met. Some faculty have raised reporting needs that can be satisfied by existing reports, or reports that could be created rather simply.

Several ways to identify the appropriate Chairs and Directors were mentioned. Krista Pettersen had suggested the Graduate College Liaison List as a possible option. David Wilkins also suggested using Peoplesoft data to identify Chairs and Directors. While examining the Grad College Liaison List, it was determined that some entries were out-of-date, and perhaps Peoplesoft data would be a better choice to identify this population.

David Wilkins reviewed the Chairs and Directors list, and highlighting those with Cognos Licenses and those with personnel in their areas who have Cognos licenses. David also showed the list of current Cognos licensees with some Peoplesoft HR attribute data attached, by area and license type. Those licensees who are no longer with the university will be sent to IT to see if their licenses can be brought back into the license pool.

Krista Pettersen offered to add a column to the Chairs/Directors list to denote whether their department is an academic department, non-academic department, center or institute.

The subteam decided to reach out to a focus group as a test case, to see if reporting needs are being met. After looking at the aforementioned lists, it was decided to reach out to those in the Gollogly College of Engineering first. Susie Irwin has been working with Cognos licensees in Engineering who have been trying to write reports. It's probable that some reporting needs are already being met by Cognos authors in various areas, so care must be taken in communicating during the reach-out effort to recognize the good work that may already have been done.

It was also mentioned that some faculty reporting needs may be met by a new faculty portal, which will be in development soon.

David will send Susie the enhanced Cognos license list, and she can query log files to find the last date a licensee logged in or authored a report.

- Other possible support offerings and projects? **The group decided to focus on reaching out to chairs and directors, and no other possible projects were discussed.**
- Next meeting: 11/9/16