

DART Community Support Subteam Minutes, 11-09-16

- Review/Approve minutes of 10/12/16. **The minutes were approved.**
- Reaching out to Chairs and Directors, and Cognos licensees
 - Use Gallogly College of Engineering as focus group. **The subteam decided to reach out to Cognos authors in the College of Engineering first. Survey responses may inform the group on how to best reach out to Chairs/Directors to ascertain that population's reporting needs and let them know what resources are available. The College of Engineering project may help the group sharpen future outreach efforts for other colleges.**
 - Develop list of questions for Cognos license-holders. **The group reviewed and edited list of questions for Cognos authors. Krystal Golding-Ross will be creating the Qualtrics survey, to be e-mailed by either Susie Irwin or David Wilkins. There are four people with Cognos author licenses in College of Engineering.**
 - Develop list of questions for Chairs/Directors. **The group did not have enough time to develop a list of questions.**
 - Best method for question/response: Qualtrics surveys? Other? **The group discussed different means to gather responses, and decided to use Qualtrics for this current project. Different methods may be used for future projects.**
- Other possible support projects or issues? **None were mentioned.**
- Next meeting: 12/14/16