

DART Community Support Subteam Minutes, 12-14-16

- Review/Approve minutes of 11/09/16. **Approved.**
- Academic General Report Description—enhanced. **Susie Irwin enhanced the original document by adding new columns: Topic and Business Use. This document was reviewed by the team and approved. The columns Description and Modified Description will be consolidated prior to posting to Cognos Sharepoint and publicizing the document to the reporting community.**
- The Data Dictionary Subteam has been working on an overview of the most-used objects for student data in the ODS. David Wilkins showed this document to the group. The document will soon be posted on Cognos Sharepoint and publicized to the reporting community.
- Cognos License Last Login analysis. **As part of the project to reach out to Cognos licensees, David did a quick analysis of last logon activity (Last Cognos Logon Date provided by Susie Irwin). Note: the Years Since Last Cognos Login column below represents whole years, so that if a person had not logged onto Cognos in 23 months, the ‘Years’ column will still show a ‘1.’ The ‘116’ column represent people whose last logon activity is still under investigation.**
 - 423 total licenses, which are to be designated to specific employees by name
 - 59 are undesignated (2 admin, 25 author, 32 consumer)
 - 260 licensees (of 364 designated) have logged in during the last twelve months
 - Of those who haven’t logged in during the last year (counts are prelim only):

		Years since last Cognos Login						
Count of YEARS SINCE LAST LOGIN		1	2	3	4	5	116	Grand Total
Administrator		1						1
Advanced Author		6	4	1		1	2	14
Consumer		28	28	11	3	4	8	82
Professional Author		4	3				1	8
Grand Total		39	35	12	3	5	11	105

Further analysis will be done as part of the outreach project, and as we move closer to the Cognos 11 implementation date and Cognos license renewals, both occurring next summer.

- Reaching out to Chairs and Directors, and Cognos licensees

A Qualtrics survey (created by Krystal Golding-Ross) designed to gauge satisfaction and areas of desired improvement in the Cognos/ODS environment was sent to the four Cognos authors in College of Engineering, who are being used as a focus group. David Wilkins used a redesigned e-mail format to introduce the survey, complete with graphics and color, more resembling a marketing e-mail instead of using just straight text. The survey could be accessed by clicking anywhere in the e-mail. None of the four Cognos authors replied. Krystal Golding-Ross

mentioned that e-mail and survey fatigue were possible. It was decided that the best way to reach people would be to approach them individually. Krista Pettersen offered to approach each Cognos author in Coll of Engr personally, as she has a working relationship with them. It's possible that an informal meeting will be held with this group, as that setting may yield better results. A one-on-one outreach method will also be used with the approximately ten chairs and directors in Coll of Engr.

David Wilkins will try and find out what questions/issues have surfaced in the faculty portal project, to be sure that any Cognos solutions offered to chairs and directors would not be a duplication of effort from the portal project.

- Other possible support projects or issues? **None were mentioned.**
- Next meeting: 1/11/17