

DART Community Support Subteam Virtual Meeting,

December 12, 2017

David Wilkins put forth a proposal to fold the responsibilities of the DART Communications subteam into the DART Community Support Subteam, and then disband the DART Communications subteam. This proposal would then be voted on at the next DART meeting on December 14, 2017.

This meeting was held via e-mail.

These minutes of the virtual meeting contain the following sections:

- Proposal
- Result
- Next Action
- Update

PROPOSAL

The e-mail text of the proposal follows:

From: Wilkins, David

Sent: Tuesday, December 12, 2017 3:35 PM

To: Pettersen, Krista A.; Robinett, Kathi E.; Irwin, Susie S.; Blazek, Eric M. (ericblazek@ou.edu); Golding Ross, Krystal A.

Subject: DART Community Support Change-AND-Meet or Not?

Greetings.

This e-mail is a little lengthy, as I have a proposal to make. The proposal is the main agenda item, unless anyone has items to consider.

After reading the e-mail, please select your choices from the following:

Meet—Virtually (this e-mail) or Prefer in-person meeting: _____

Approve the PROPOSAL (Yes, No, Discuss further): _____

Approve CHARTER CHANGE (Yes, No, Discuss further): _____

I have a revised charter suggestion:

I have an additional agenda item:

Thank you for registering your choices after reading the PROPOSAL and attachment.

PROPOSAL:

I want to make a proposal that the responsibilities of the DART Communications Subteam be folded into the DART Community Support Subteam. As a refresher, the charters and memberships can be found on the [DART website](#).

The DART Communications Subteam hasn't met in over a year. When it last met, it polished the attached communication matrix. The matrix identifies different reporting needs, and attempts to identify responsible parties for those communications. Most communication needs appear to be covered, however, the DART Communications Subteam was intended to be fallback, and especially offering to cover any communication needs in rows 19-21.

Conversely, the DART Community Support Subteam handled the Cognos 11 upgrade staged communications, and in the past year, there hasn't been a specific need for the DART Communications Subteam.

The members DART Communications are in favor of this proposed change.

One advantage of folding communications responsibilities into DART Community Support is this subteam already has a standing monthly meeting, and could discuss upcoming communication needs. The team now has a proven track record with the Cognos 11 upgrade. Another advantage of the proposed consolidation is that it represents one point-of-contact subteam for DART-related communications and would eliminate any confusion.

If the members of DART Community Support endorse this move, a slight modification to the Community Support charter could be made as such:

Current:

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.

Proposed:

The DART Community Support Subteam provides general support to the reporting community. Support may be provided through communication of important information to the reporting community, such as changes to data stores, reporting tools, IT-created reports, etc. Support may also be offered through 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.

You may consult the [DART Communications charter](#) for more background for possible charter changes.

Thanks for taking a minute to review this, and for your thoughts. I'd appreciate hearing from you by 5:00 today, if possible (trying to make scheduling adjustment myself), or 10 AM on Wednesday, 12/13/17 at the latest.

Thank you,

David

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RESULT

Respondents to the proposal were unanimous in support of this proposal.

NEXT ACTION

The proposal will be presented at the next DART meeting on 12/14/17.

UPDATE

The proposal was approved at the DART meeting of 12/14/17, and this proposal is considered adopted. The DART Communications content on the DART website and on the DART SharePoint Online site will be moved under DART Community Support areas respectively, and the charter will be changed on the DART Community Support web page to reflect changes noted above.