

## **Data & Reporting Team (DART) Meeting Minutes, 12-15-16**

### **EL 216, 8:30-10:00 AM**

**Welcome new member: Lisa Wallace, IT Coordinator, Graduate Admissions**

**Minutes from 10/27/16. Virtually approved**

**OU Acronym Game.** David Wilkins led the team in a game that matched an acronym to a committee or office on the OU campus. Several new groups have been created on campus recently, and the game was designed to make sure that everyone was familiar with these new entities and their functions.

**Analytics Conference Presentation.** David Wilkins showed a presentation on Data Strategy by Lisa C. Dodson from the recent SAS Analytics conference. Also shown were the Five Laws of Library Science and how they could be applied to data projects. David then showed a slide of how various DART subteams could be employed throughout the lifecycle of a sample project that added data to the reporting repository. While 2016 has been a year of laying the foundation for such projects with new governance processes, new teams, new support structures like DART, etc., David voiced hope that 2017 could be a year of production and getting things done.

**Academic Technology Expo: Jan 12<sup>th</sup> (Innovation Hub) & Jan 13 (OMU).** For more info, see [academictech.ou.edu](http://academictech.ou.edu). David suggested that a similar expo could be held to showcase BI initiatives underway in administrative offices at OU, and asked if there was sufficient interest to pursue this idea. The goals of such an expo would be to share how admin offices are using BI at OU, the tools used, networking, and to generally expand the vision of how BI could be used at OU. It was mentioned that perhaps there would be room at the Academic Technology Expo to showcase administrative BI technology, too. David will investigate that possibility, and Patrick Livingood mentioned that Mark Morvant (CTE) and Carl Grant (Libraries) would be appropriate contacts.

**DART update to DGCC.** David recently gave an update of DART activities to the DGCC. The update was mainly comprised of subteam updates given later in the agenda. The DGCC is interested in hearing more about the proposed injection point of the DART Data Review Subteam within the DRRG/DGCC review process. The DGCC also desires that DART explore tools that would be appropriate for capturing business rules, business definitions, reporting rules, etc., and provide for collaboration while making the content accessible across campus. As the Data Dictionary Subteam has already begun exploring software in this space, that team will take the lead in this effort.

**New Dept Ed Rules governing use of FAFSA Data.** There are new rules being issued from the Department of Education on how FAFSA information can be used. Kathi Robinett will be invited to share more at an upcoming DART meeting as additional details become known.

**Process for adding new DART members.** The DART charter allows for adding new members as needed, and the DART website invites people to request DART membership if they feel their area can help DART fulfill its mission to serve the OU reporting community. DART has never discussed a formal process for

considering new members. David mentioned it might be wise to set a policy soon, so all are in agreement. The dangers of just accepting any prospective member is that DART may grow too large so as to become ineffective, or that certain area(s) could become overrepresented. After discussion, Jeff Wall mentioned that no hard-and-fast method for accepting new members could be found, and suggested that the names of candidates be e-mailed to the group for consideration on a case-by-case basis. The group agreed on that process. The DART Chair will e-mail the names of prospective members to the group, and will create a space on OneDrive so people can register comments and opinions in a virtual discussion fashion on whether to accept a given prospective candidate.

### **Cognos License Renewal/Usage**—Ellucian licenses, May 2017; IBM licenses annual renewal, June 2017

The DART Community Support Subteam has done a quick breakdown of Cognos license usage. Though there are questions about 11 licenses, the rough counts are:

- 423 total licenses; 59 currently undesignated
- Of 364 designated licenses, only 260 have logged onto Cognos in the last year

Though more analysis is needed, it appears a complete review of Cognos license and report usage could lead to a wise license renewal decision next May/June, allowing good stewardship of university resources. Any savings could be spent on tools that fill another reporting niche. Chris Wallace asked if there was a Cognos license review policy. David mentioned that several informal license reviews have taken place and gave an overview of those processes. David said a regular review process in fall or spring has been proposed. Jeff Wall mentioned that it would take time to move away from Cognos (if that was ever the decision) because so many Cognos reports would have to be replaced. David mentioned that the Cognos Community Support Subteam is looking at Cognos licenses as a part of a current project, and the DART Policy & Recommendations Subteam is interested in looking into license utilization further in early 2017.

### **DART Subteam Updates**

- **Communications (David Wilkins).** The Communications Subteam has been working on a matrix which catalogs communication needs in the reporting areas under the DART charter to be sure all needs are covered. Input has been sought for reporting needs for Peoplesoft HR and Peoplesoft FIN. The matrix was reviewed, and DART members were invited to provide additional input to the document on OneDrive.
- **Community Support (David Wilkins)** This team is reaching out to Cognos authors in the Gollogly College of Engineering. The team has sensed e-mail and survey fatigue. Cognos authors will be contacted individually by Krista Pettersen, with whom they have a working relationship. Susie Irwin of this subteam has revised the Cognos report overview for reports stored in the Academic General Cognos folder, which was shown at the DART meeting. This document will undergo a few more revisions and then be posted to Cognos Sharepoint and publicized to the reporting community.

- **Data Dictionary (David Wilkins)** This subteam has created a 39-slide overview of the most-used Cognos objects for student data. The overview was further reviewed by the DART Data Quality and Training Subteam. The document was shown at the DART meeting and will soon be posted to Cognos Sharepoint. This subteam will also look into tools that would be appropriate for capturing business rules, business definitions, reporting rules, etc., and provide for collaboration while making the content accessible across campus.
- **Data Review (Aaron Biggs)** This subteam is working on a revised proposal to DGCC to add an injection point for DART Data Review for any new data requests from DRRG. The proposed injection point would be after submission to DGCC for review and prior to vote.
- **Data Quality & Training (Brendan Klein)** The subteam has identified five data quality issues with Banner/ODS data, and will begin to look for the best solutions. In terms of activity, this team may have an even split between data quality and training initiatives.
- **Policy & Recommendations (Emilie Giustozzi)** This team is surveying the OU landscape for IT- and data-related policy-making bodies and policies. Policy gaps, and possible impacts of policies on different reporting scenarios, will be considered.
- **Reporting Tool Training (Susie Irwin)** Cognos Query Studio is being phased out and will not be supported in the future. A workshop was offered for users wanting to migrate Query Studio reports to Workspace Advanced reports. Documentation was also created. There will be additional activity geared toward the Cognos 11 Go Live during the spring semester.

#### **Other Updates**

- **Portal Update—Aaron Biggs** Meetings have/are being held for the new faculty portal.

#### **Other Issues?**

**Next meeting:** February 23, 2017, 8:30-10:00, EL 216