

## Data & Reporting Team (DART) Virtual Meeting, 10-26-17

Due to lack of urgent issues requiring a meeting, and to respect everyone's time, DART held a 'virtual meeting' for October, 2017.

**WELCOME NEW MEMBER: SHAWN HALL—OFFICE OF BUSINESS ANALYTICS. Welcome Shawn!**

**Minutes from last meeting:** Previously approved via DART SharePoint

**Cognos 11 (Cognos Analytics) went 'Live' on October 21.** Thanks and Kudos to all who made the Go Live a success, especially Susie Irwin and IT DBAs, members of the DART Community Support and Reporting Tool Training Subteams, and those who volunteered to spend time testing Cognos 11 before and after Go Live to ensure all was working properly. Susie has offered three sessions of in-person post Go Live support, and has fielded some questions via e-mail. All-in-all, the Cognos update has gone smoothly to date!

**Academic Technology Expo**—Per DART meetings earlier this year, a new Administrative Office Track has been added to the ATE program for January 12 & 13, 2018. I encourage DART members to submit proposals. Please see the ATE Call for Proposal e-mail sent on October 9<sup>th</sup> from IT, and the follow-up e-mail from IT received Friday, October 27<sup>th</sup>. The deadline has been extended to 10/31, but the proposal link will stay open after that. It would be great to have all proposals in by Friday, 11/3, so the ATE Planning Committee can begin their review.

### DART Subteam Updates

- **Communications** (David Wilkins). This team has not had any recent activity but will meet soon to discuss future direction.
- **Community Support** (David Wilkins). This group has been focusing on providing support for Cognos 11 Go Live, with a staged communication plan, conducting two user group meetings, ensuring post Go-Live support is available, placing Cognos 11 documentation on Cognos SharePoint Online, and other support activities. The user group meetings consisted of 1) an overview of Cognos support options available, 2) a demonstration of Cognos 11 navigation and how to run reports, and 3) an author-specific session showing the new author GUI interface and authoring icons. In user group meetings, Cognos users seemed satisfied with the Cognos support offerings, and some expressed interest in Cognos brown bag Lunch-n-Learn sessions next spring.
- **Data Dictionary** (David Wilkins) This subteam has created 98 new data dictionary entries for tables, which have been posted to the [Online Data Dictionary](#). The team will continue working on table and column data dictionary entries.
- **Data Review** (Patti Otto) Patti Otto was elected leader of this subteam, and will help monitor data requests that may warrant DART review and possible input. Future meetings of this subteam will likely be held virtually.

- **Data Quality & Training** (Brendan Klein) This team is refining a OneNote Notebook response template to be used to track issues. This template will be finished soon, and will be tested with a pilot project. The subteam continues to catalog data quality issues.
- **Policy & Recommendations** (David Wilkins) This group has had little activity since the last DART meeting, and has scaled back meeting frequency to every other month.
- **Reporting Tool Training** (Susie Irwin) Susie developed a number of Cognos 11 support documents. This group reviewed those and suggested just a few revisions for clarity. The group also reviewed some Cognos 11 functionality to determine what should and could be changed to enhance the OU user experience. Susie has offered three sessions of in-person Cognos support immediately after Cognos 11 Go Live, and Cognos Office Hours are scheduled to be held the first three weeks in November to assist those who still have questions. Susie is developing a Cognos Author FAQ based on questions received after Cognos 11 Go Live. Susie will be offering a Cognos Consumer class in mid-November and early December, and a new author training this semester. Susie will also be conducting author training for Financial Aid, per request of Kathi Robinett.

**Next meeting: To accommodate the holidays, our next meeting will be moved up to December 14<sup>th</sup>, 8:30-10:00, and we will meet in EL 216 as BL 339 is unavailable on that date.**