# Business Intelligence Community of Practice

## Meeting Minutes for July 15, 2015

Location: Video conference with members joining from Knoxville, Martin, Chattanooga, and Memphis.

Attendees:

* Jay Eckles (co-chair), UT System Administration, Director of Business Intelligence
* Dennis Hengstler (co-chair), UT System Administration, Asst. VP and Director of Institutional Research
* Kriss Gabourel, UT System Administration, IT Administrator II
* Denise Haley, UT System Administration, Business Analyst
* Janice Hodge, UT System Administration, Director of HR Technology and Metrics
* Ed Johnson, UT System Administration, IT Manager
* Les Mathews, UT System Administration, Executive Director of Information Technology
* Lisa Ann Ford, UT Foundation, Director
* John Toman, UT Institute for Agriculture, IT Specialist
* Shawn Bryan, UT Health Science Center, IT Analyst II
* Allen Dupont, UT Health Science Center, Director of Institutional Effectiveness
* Jeanne Hermann, UT Health Science Center, Director of Electronic Research Administration
* Desiree McCullough, UT Martin, Interim Director of Institutional Research
* Steven Robertson, UT Martin, IT Administrator II
* Tom Hoover, UT Chattanooga, Assc. VC and Chief Information Officer
* Kristen Noblit, UT Chattanooga, Senior Research Associate
* Denise Gardner, UT Knoxville, Asst. Provost and Director of Institutional Research
* Mark Savage, UT Knoxville, Executive Director Office of Information Technology
* Ron Loewen, UT Knoxville, Director of Budget and Finance

Absent: Scott Gordy, Michael Ebbs

Scribe: Mozhgan Shahidi

Agenda:

I.                    Introductions

II.                  Review of CoP Charge

o   Vision and Overview

  What is BI and why do we need this?

  What would we like to accomplish?

o   Scope of work

  Functional areas covered

  Requirements for our group’s deliverables

         Strategy

         Tool recommendations

         Resource need recommendations

III.                Next Steps

a.       Establish subcommittees and leadership

b.      Assign tasks to subcommittees

c.       Schedule next meeting for reports on assignments

Chair Dennis Hengstler opened the meeting with a welcome, introductions, and background on the process. The charge of the committee was reviewed, including the vision and overview.

Dr. Hengstler reviewed a diagram illustrating the various functional information systems at the University, how they do or might feed a data warehouse, and how those data warehouses would serve as the foundation of a UT System business intelligence platform.

Chair Jay Eckles led a discussion on what we would like to accomplish and what our greatest concerns are. The team reviewed pre-meeting survey responses on both topics. Discussion included topics such as ease of use, metadata, integration and cooperation, timing, prioritization, and scope.

Dr. Eckles introduced a plan for the committee that involved establishing three subcommittees:

* Software Tools (Ed Johnson, chair)
* Training and Support (Denise Haley, chair)
* Policy, Standards, and Definitions (Allen Dupont, chair)

A fourth subcommittee, Resources (Ron Loewen, chair), will be convened once we have recommendations forming. The plan calls for recommendations to be submitted to SITC by October 15, 2015. The plan calls for a phase of identifying existing BI tools, practices, and policies, a phase for gathering requirements, a phase for strategy development, and finally a phase for building an implementation plan.

Feedback on the plan primarily centered on the aggressive timeline. The committee agreed to extend the plan by two weeks to accommodate a general scope and requirements conversation in two weeks’ time. Subcommittee chairs were encouraged to gather their subcommittees for small group discussion prior to the next meeting.

Denise Gardner requested that Dr. Eckles poll the committee members for the best day and time of day for the purposes of scheduling the committee’s future biweekly meetings.

Drs. Eckles and Hengstler adjourned the meeting.