# BI Community of Practice

## Minutes for 9/23/2015

Location

Video Conference

### In attendance

* Jay Eckles (co-chair)
* Dennis Hengstler (co-chair)
* Mozhgan Shahidi (scribe)
* Ed Johnson (Tools subcommittee chair)
* Denise Haley (Training & Support subcommittee chair)
* Allen Dupont (Policy, Standards, and Definitions subcommittee chair)
* Denise Gardner
* Shawn Bryan
* Kriss Gabourel
* Jeanne Hermann
* Steven Robertson
* John Toman
* Mark Savage
* Lisa Ford
* Tom Hoover
* Scott Gordy
* Cyndie Nichols
* Les Mathews

### Absent

* Ron Loewen (Resources subcommittee chair)
* Mike Ebbs
* Janice Hodge
* Kristen Noblit
* Desiree McCullough

### Agenda

1. Refresh of committee purpose
2. Report on RFI vote to approve for publication
3. Review of subcommittee assignment results
4. Overview of initial drafts of strategy documents
5. Review of plan (5 min)
6. Discussion of next steps (3 min)

### Minutes

Jay Eckles called the meeting to order at approximately 10:00 AM.

#### Refresh of committee purpose

Dr. Eckles reviewed with the committee the original charge for the BI Community of Practice.

#### Report on RFI vote to approve for publication

Dr. Eckles reported that electronic vote to approve the RFI was unanimous.  He has forwarded the approved RFI to Brad New in purchasing for publication along with 21 email addresses to be notified of the publication of RFI.

#### Review of subcommittee assignment results

Ed Johnson was present via video conference but due to technical difficulties could not deliver his report personally. Dr. Eckles delivered it on his behalf. Revisions to and approval of a suggested process to evaluate the RFI responses use weighted factors among 5 areas: Reporting functionality, Interface with systems and sources, Interface with clients, Security and Privacy, and Data governance functionality. The team completed the inventory of currently existing BI Tools. The team also continued work on BI tool requirements. As an FYI, TBR is reportedly near to publishing their RFP. Ian Reynolds of TBR and Dr. Eckles have talked about explicit language in the TBR contract that would allow UT to purchase on the contract if UT so desires.

Denise Haley reported on Training and Support subcommittee progress. The team has worked on the website as to how it should look like – Jeanne has added to that – and some of the requirements that should be included. They will have documentation on it by the end of the week.

Allen Dupont reported on the results of the Policy, Standards, & Definitions subcommittee. He reported that he and Dr. Eckles have exchanged emails on a draft of the Governance piece. The draft is at a point that can be shared with the rest of the CoP members for feedback and discussions.

#### Overview of initial drafts of strategy documents

Dr. Eckles presented three strategy document drafts under development: the core strategy document draft, a data governance process draft, and a report verification process draft. The essence of the proposed strategy is to start small and grow steadily, with the BI CoP prioritizing questions or reports for development, which will lead to data gathering iterations in a centralized data repository.

The strategy as currently drafted will accommodate low, medium, or high levels of investment.

Data ownership was proposed as a matrix in which each datum is owned simultaneously by a UTSA vice president responsible for the functional area and by the chancellor of the campus or institute where the data originates.

The report verification process draft is an idea for a voluntary process that would allow authors to have their reports vetted by subject matter experts, ensuring consistency and accuracy, and improving data delivered to decision makers.

The three documents were to be delivered to CoP members immediately after the meeting for their review and feedback. Feedback was requested by Wednesday, 9/30/2015.

#### Review of Plan

RFI has been sent to purchasing with response date set to October 7.

The next two weeks’ tasks are to review the strategy documents and provide feedback. Dr. Eckles will incorporate the feedback and initiate electronic discussions when needed. The plan calls for the CoP to vote to approve a strategy on October 7, 2015.

Dennis Hengstler thanked Dr. Eckles and the CoP for the progress made. Dr. Eckles and Les Mathews echoed that they too are pleased with the work of Sub-Committee’s and how far they have taken things

#### Discussion of next steps

Dr. Eckles asked that each person to review the 3 documents he’ll sent via email shortly after the meeting.

The next SITC meeting is in mid-October and it is a good idea to update SITC on the CoP’s work and what may be coming through in near future. If the group is not ready to approve the document by October 7, they can still provide SITC with the core tenants of the BI Strategy.

Dr. Eckles adjourned the meeting at approximately 11:00 AM.