# BI Community of Practice

## Minutes for 10/21/2015

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)
* Ron Loewen (Resources subcommittee chair)
* Janice Hodge
* Desiree McCullough
* Jeanne Hermann
* Steven Robertson
* Mark Savage
* Scott Gordy
* Kriss Gabourel
* Shawn Bryan
* John Toman
* Kristen Noblit

### Absent

* Mike Ebbs
* Denise Gardner
* Lisa Ford
* Tom Hoover
* Cyndie Nichols
* Les Mathews

### Agenda

1. Discussion of RFI responses
2. Review of Report Verification Process document edits
3. Review of plan & Discussion of next steps

### Minutes

Jay Eckles called the meeting to order at approximately 10:03 AM.

#### Discussion of RFI responses

Dr. Eckles indicated that all RFI responses that we expect have been received and are available for CoP review. Kristen Noblit, John Toman, and Ed Johnson all provided thoughts on the responses they have reviewed. Dr. Eckles reminded the committee members of the October 23 deadline for using the survey to submit RFI response evaluations.

#### Review of Report Verification Process document edits

Jeanne Hermann was the only committee member to submit text edits to the Report Verification Process Draft in the two week period agreed upon at the last BI CoP meeting. Her edits were reviewed and no objection was raised. The Community of Practice agreed by consensus to approve the latest version of the Report Verification Process document. Dr. Eckles will update the version number from 0.11 to 1.0.

#### Review of plan & Discussion of next steps

Dr. Eckles described the plan as being on track in terms of tasks, though we are approximately 4 weeks behind schedule. We are currently evaluating RFI responses, and next steps will be to determine which vendors bear more scrutiny and schedule demonstrations in Nashville. Best guess for the timing of demonstrations is last half of November. In the meantime, Dennis Hengstler and Dr. Eckles are continuing to work on data governance and strategy issues.

Mark Savage asked when a Request for Proposals will be developed and published, since UTK is hoping to wait on the university before the campus decides what reporting tool to use for local needs. Dr. Eckles explained that the RFP task falls beyond the end of the current plan, as it would happen after the BI CoP’s strategy recommendations are reviewed and accepted by the Statewide IT Committee and by university executives. At that time we’ll have a better sense of investment level and source of funding. Best guess for the timing of RFP is mid-February.

Dr. Eckles adjourned the meeting at 10:22 AM, imploring committee members to spend the remaining 38 minutes of scheduled BI CoP meeting time to review RFI responses.