

Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Enterprise Level Scheduling Solution - ELSS (2018-2019)

OBJECTIVE OF MEETING: Introduction to Project, Review of Charter, and Review of Project Objectives.

DATE: 08/31/2018

TIME: 10:00am

LOCATION/ROOM #: Admin Conference Room

CALL-IN NUMBER: +1 408 638 0986 or +1 646 558 8665

CALL-IN CODE: 645 765 330

FACILITATOR(S): Kale Braden, Dyne Eifertsen, Kevyn Montano

TIMEKEEPER:

ASSISTANT: Kevin Porter

MEMBERS PRESENT: Charles Braden, Lydia Engelsgaard, Kevyn Montano, Linda Zarzana, Dyne Eifertsen, Anthony Giusti, Kevin Porter, Joseph Rust, Diana Hicks

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

ELSS Charter and Scheduling Process Report

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Introductions	All	Introductions were made
Overview and History of Enterprise Level Scheduling System Project	Braden, Eifertsen, & Montano	BRIEF HISTORY • 2+ years ago started process by looking at how we schedule and what we thought we needed; bridged in with district project to look at getting scheduling system • Spring 17 Enterprise-Level Scheduling Solution (ELSS) Taskforce formed; developed state-of-the-scheduling document • Fall 17 sent Request for Proposal (RFP); selected Ad Astra Information System as software vendor • Spring 18 Ad Astra started working on data pipelines • June 18 started ELSS implementation meetings at district; thus far, more about software training than business practices • Fall 18 ELSS Implementation Team formed, sponsored by Student Success Council

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What is the PROJECT PURPOSE AND SCOPE?	Braden, Eifertsen, & Montano	• Implementation of Ad Astra software suite: ◦ Ad Astra Scheduler - classroom optimization; internal/external event scheduling/reservations ◦ Ad Astra Platinum Analytics - class and section optimization, based on student data • The software won't solve our problems in and of itself; rather, it's the business practices we create • Two main elements team will work on: tasks given to us by district ELSS group, and business practices. • Team will be focusing upon the installation, configuration, and operational protocols of the scheduling software, not building ARC's Academic schedules.
		• Implementation by a 3rd party software system, for entire district and at district office; Interfacing with all four campuses, district IT, and district instructional offices • Economy of scale very different for each campus; district decisions

What are the PROJECT RISKS, CONSTRAINTS, OR DEPENDENCIES?	Braden, Eifertsen, & Montano	- could unintentionally impede small and/or large campuses - Ad Astra has minimal experience with CA funding model based on WSCH, FTES, FTEF, etc.; we are in some ways teaching them along the way - Currently, the only field Platinum Analytics writes back to PeopleSoft is room assignments - Funding model changing from "students in seats" at census to 60% from students in seats and 40% from incentives like degree completion
What is/are the PROJECT TIMELINE/KEY MILESTONES?	Braden, Eifertsen, & Montano	- Leads will work this week to map out agendas and tasks for the semester; goal is to have a decision item for each meeting, with materials to prep ahead of time - Leads working on getting access/permissions to software: committee-level access, and view-level access (ISAs, deans, AAs) - Intention is to begin using Ad Astra for scheduling decision in Fall 19; more realistic goal might be to have system available to start testing by then - Next couple of weeks, need to make preliminary decision on Room Rules (rules Optimizer uses to assign classes to certain rooms)
What is/are the PROJECT ORGANIZATION, ROLES, AND RESPONSIBILITIES?	Braden, Eifertsen, & Montano	- District ELSS group (with 4 reps from each campus) working on big picture implementation items: software installation, data pipelines, etc. Also looking at revenue generation tied to scheduling - Each campus has its own version of our ELSS team working on their own implementation - Our ELSS Implementation Team will work on: tasks assigned by district team, and business practices. We will not be building schedules - We will utilize working groups to accomplish some tasks; the second hour of each meeting will be for working groups - Anyone is invited to attend meetings and contribute. Will have information sessions with constituencies as we progress. - An Enrollment Management group will form in Spring 19, building upon infrastructure work we accomplish
What are considerations and next steps for Room Rules?	Braden, Eifertsen, & Montano	- We can do absolute rules (ABC section can only be taught in XYZ classroom), or rules that say ABC class needs to be in a room with XYZ equipment, etc. "Relative room ownership" -- some obvious, some squishy - Need to figure out process to get new classes entered into room rules (after class has been approved) - Who enters in room rules -- AAs? ISAs? - We have preliminary inventory of room equipment; issues with campus naming conventions/attributes to be sorted out since using one iteration of Scheduler for entire district - Discussed if equipment needs and max class size should go in Course Outline of Record; this is not recommended - Discussed complaints about equity issues surrounding differing class sizes within and between disciplines and campuses - Max class size determinations should be deliberate; looking at max size per section for ELSS purposes; suggestion to reach out to district academic senate and curriculum coordinating committee; issue needs to stay on radar - Lead is working on spreadsheet of draft real-world language room rules based on results from most recent semesters, and will bring to team for feedback. - Looking at separate sets of rules for faculty-level accommodations (physical, etc.)

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
Ad Astra User Access levels. Recommendations on security levels within the Ad Astra Systems (who has action to view, edit, and add scheduling information).	Braden, Eifertsen, & Montano
Room Preferences/ Restrictions (Establishing the rules by which sections are assigned to classrooms)	Braden, Eifertsen, & Montano
Event Processes and procedures	Braden, Eifertsen, SEARS, & Montano
Recommendations on changes that might be necessary to room numbers and names and processing of those recommendations (if approved) into both the Ad Astra and	Braden, Eifertsen, & Montano

PeopleSoft systems.	
Developing business practices, protocols, and procedures for utilizing Ad Astra Scheduler and Ad Astra Platinum Analytics to develop ARC's schedules	Braden, Eifertsen, & Montano
Protocols and recommendations on utilizing the analytics within the Ad Astra systems.	Braden, Eifertsen, & Montano
Identify and develop additional technological infrastructures needed to support scheduling within the Ad Astra systems.	Braden, Eifertsen, & Montano
How does Platinum Analytics data get communicated back to ISAs: Reports with field ISAs need? Ask our programmers to work on an import field?	Braden, Eifertsen, & Montano
What, and how, are we rolling schedules over?	Braden, Eifertsen, & Montano
OTHER INFORMATION: • Discussed Ad Astra's ability to interact with as-yet selected Student Experience Lifecycle (SEL) software; it can pull data from most of them • Council of department chairs and coordinators meets 2x per semester; good group to solicit feedback from	