

# Enterprise Level Scheduling Solution - ELSS (2018-2019)

## Meeting Agenda

|   |   |                      |
|---|---|----------------------|
| <b>NAME OF COUNCIL/TEAM:</b> Enterprise Level Scheduling Solution - ELSS (2018-2019)  |   |                      |
| <b>OBJECTIVE OF MEETING:</b> Provide directions regarding initial set-up as well as ongoing maintenance of for Ad Astra Scheduler room rules. |   |                      |
| <b>DATE:</b> 09/14/2018<br><b>TIME:</b> 10:00am   | <b>LOCATION/ROOM #:</b> CTL (Third floor of Library)<br><b>CALL-IN NUMBER:</b> +1 408 638 0986 or +1 646 558 8665<br><b>CALL-IN CODE:</b> 645 765 330 |                      |
| <b>FACILITATOR(S):</b> Kale Braden, Dyne Eifertsen, Kevyn Montano   |   |                      |
| <b>TIMEKEEPER:</b>  |   |                      |
| <b>ASSISTANT:</b> Kevin Porter  |   |                      |
| <b>ATTENDEES:</b>   |   |                      |
| <b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>  |   |                      |
| See Folder in Basecamp: Room Rules  |   |                      |
| <b>UPDATES AND BRIEF REPORTS</b>  |   |                      |
| <b>Topic</b>  | <b>Person(s) Responsible</b>  | <b>Time Allotted</b> |
| Report from District ELSS Committee: State of the district Ad Astra Implementation/Installation.  | Braden, Eifertsen, & Montano  | 10 min.              |
| Report on ARC Ad Astra decisions made prior to this committee being convened.   | Braden, Eifertsen, & Montano  | 10 min.              |
| <b>ACTION ITEMS:</b>  |   |                      |
| <b>Question</b>   | <b>Person(s) Responsible</b>  | <b>Time Allotted</b> |
| What should the process be for deciding initial room allocation rules to be programmed in the Ad Astra Scheduler system?                      | Braden, Eifertsen, & Montano  |                      |
| Shall the tri-chairs be directed to proceed with the initial room rule set-up?  | Braden, Eifertsen, & Montano  |                      |
| <b>DISCUSSION ITEMS:</b>  |   |                      |
| <b>Question</b>   | <b>Person(s) Responsible</b>  | <b>Time Allotted</b> |
| Expectation for ELSS Committee Members.   | Braden, Eifertsen, & Montano  | 10 min.              |
| What are the criteria by which a room has restricted usage?   | Braden, Eifertsen, & Montano  | 10 min.              |
| How do we envision triggering new rules to be written into the system due to curriculum changes, facility changes, or pedagogical needs?      | Braden, Eifertsen, & Montano  | 10 min.              |
| Where should we track the criteria which influence how a course may be assigned to a room?  |   | 10 min.              |
| <b>ITEMS FOR FUTURE CONSIDERATION:</b>  |   |                      |

| Topic  | Contact Person |
|--|----------------|
|  |                |
|  |                |
| <b>OTHER INFORMATION:</b> The ARC Enterprise Level Scheduling System Implementation team will be focusing upon the installation, configuration, and operational protocols of the scheduling software, not building ARC’s Academic schedules. |                |