

Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Notes

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

OBJECTIVE OF MEETING: Update the group on Ad Astra Conference, develop training agenda for ARC.

DATE: 10/19/2018

TIME: 10:00am

LOCATION/ROOM #: Admin Conference Room

CALL-IN NUMBER: +1 646 876 9923 or +1 669 900 6833

CALL-IN CODE: 150 591 710

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

TIMEKEEPER:

ASSISTANT: Kevin Porter

MEMBERS PRESENT: Charles Braden, Cristina Domokos, Gizella (Lydia) Engelsgaard, Kevyn Montano, Linda Zarzana, Dyne Eifertsen, Anthony Giusti, Diana Hicks, Kevin Porter

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

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Update on Ad Astra Conference	Braden, Eifertsen, & Montano	• Presentations were done by Ad Astra clients, so very institution-specific • One-on-one sessions and networking were most beneficial • Received confirmation that ARC (and other Los Rios colleges) will get its own instance of Astra Schedule; should help with scheduling at centers • Important contacts made and discussions had re: developing ability to write data back to PeopleSoft from Ad Astra • Team lead volunteered to spearhead an Ad Astra California Community College Users Group; may help get critical mass for pushing specific needs with Ad Astra • Ad Astra looking at adding much-needed notes fields • Received clarification on where certain Ad Astra fields are populated from, and if/when data is overwritten

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
What should be the agenda for the Ad Astra training on October 31 from 9am-12pm?	Braden, Eifertsen, & Montano	Team agreed that the agenda should include two hours on academic scheduling and one hour on event scheduling	Bring an actual event to be scheduled, and flowchart of who informed of events (operations, maintenance, food service, police, etc.)

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
New fields needed in PeopleSoft to store notations and other data for import to Astra Schedule	
Who has access to event scheduling functions, and who will be event approvers?	
How parking factors in to event scheduling?	
Who does what, and when (in flowchart)? Who maintains system?	

How set up TBA classes to function in Astra Schedule? (Class times, "rooms," etc.)	
Prioritization rules for events; ramifications of bumping/getting bumped from reserved spaces	
Strategies for Pathways and General Education (GE) classes. Touch base with Marsha Reske re: "Bakersfield Tool" pilot program, and Bill Simpson re: GE thematic blocks.	
OTHER INFORMATION: In lieu of next week's meeting, and in preparation for October 31 training, team lead will invite constituents to attend an introductory presentation of Astra Schedule, across two sessions: 10am-12pm, and 1pm-3pm. An optional, informal brown-bag lunch/discussion will occur from 12pm-1pm.	