

Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Enterprise Level Scheduling Solution - ELSS (2018-2019)			
OBJECTIVE OF MEETING: ELSS			
DATE: 11/09/2018 TIME: 10:00am		LOCATION/ROOM #: CTL CALL-IN NUMBER: +1 646 876 9923 or +1 669 900 6833 CALL-IN CODE: 150 591 710	
FACILITATOR(S): Kale Braden & Kevyn Montano			
TIMEKEEPER:			
ASSISTANT: Kevin Porter			
MEMBERS PRESENT: Charles Braden, Cristina Domokos, Gizella Engelsgaard, Kevyn Montano, Anthony Giusti, Diana Hicks, Kevin Porter, Joseph Rust.			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
Presentation on Digarc Section a potential product to allow for a department/division level schedule interface	Braden	• There have been some concerns with how divisions, departments, and others will interface with Astra Schedule and control workflow for academic scheduling. The team watched a presentation about a possible solution called DIGIARC Section that provides workflow tools and a more user-friendly interface for Astra Schedule and Platinum Analytics, while also communicating with PeopleSoft. • Team discussed what Ad Astra can do that DIGIARC Section can't, and why both systems would be useful. • Team agreed that chairs should continue to explore DIGIARC Section.	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
What is Presentation/PR plan for ELSS Group to distribute information regarding this project?	Braden	• So far chair has given presentations to department chairs and Student Success Council, as well as trainings for several groups. Next up likely equity, counseling, events schedulers, student life representatives, Administrative Assistants, Instructional Services Assistants, and Clerks; individual meetings with Associate Vice Presidents and Deans. • Chair is happy to meet with individuals or give presentations to groups as requested to alleviate concerns and answer questions.	• Team needs to develop Presentation/PR plan to start unveiling Astra Schedule and Platinum Analytics to all other constituencies and begin conversations about implementation.
What is the status of the Fall '18 ELSS Wrap Up report: structure, process, and timeline?	Braden	• Chair drafting end-of-semester report, will bring outline to next meeting for team input and review. • Report will be detailed, including history, configuration choices/decisions, and business practices; will be useful for governance process.	• Complete report for distribution in early spring.
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
ITEMS FOR FUTURE CONSIDERATION:			
Topic	Contact Person		
• What does equity in scheduling look like?			
OTHER INFORMATION: The ARC Enterprise Level Scheduling System Implementation team will be focusing upon the installation,			

