

# 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:** 11/30/2018

**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 Efeitsen, Kevyn Montano

**TIMEKEEPER:**

**ASSISTANT:** Kevin Porter

**MEMBERS PRESENT:** Charles Braden, Cristina Domokos, Erika Wescoatt, Linda Zarzana, Dyne Eifertsen, 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 |
|-------|-----------------------|-------|
|       |                       |       |
|       |                       |       |

**ACTION ITEMS:**

| Question                                               | Person(s) Responsible | Notes and Decision(s)                                                                                                                                                                                                                                                                                                                                                                                                            | Next Steps                                                                                                                           |
|--------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| What is the status of the ELSS End-Of-Semester Report? | Braden                | <ul style="list-style-type: none"><li>• Purposes of report include: document decisions made by team, provide basic user manual-type information, and explain next steps and business practices. It will be a living document.</li><li>• Extensive draft report was shared with team and feedback solicited.</li><li>• Goal to have ready for review by Student Success Council, Senates, and district in early spring.</li></ul> | <ul style="list-style-type: none"><li>• Team members to provide suggestions and edits to chair by next Thursday, Dec. 6th.</li></ul> |
|                                                        |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                      |

**DISCUSSION ITEMS:**

| Question                                     | Person(s) Responsible | Notes and Next Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is the future of the ELSS project team? | Braden & Eifertsen    | <ul style="list-style-type: none"><li>• Current ELSS project team will evolve into new enrollment management/optimization project team in spring to begin next steps towards implementation of Astra Schedule and Platinum Analytics.</li><li>• This team will also make recommendations as to people/roles to serve on more permanent enrollment management/optimization group in future that will maintain room rules and look at analytics to make suggestions/decisions about FTE allocations, among other things.</li><li>• Next step to craft charter for spring project team.</li></ul> |
|                                              |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**ITEMS FOR FUTURE CONSIDERATION:**

| Topic | Contact Person |
|-------|----------------|
|       |                |
|       |                |

**OTHER INFORMATION:** Discussed what is meant by enrollment management/optimization, and if other terminology would be more accurate/appropriate. Discussed event scheduling: clients, approval levels, hierarchy of room usage -- all need structure. Next week will be last meeting of semester.