

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: 12/07/2018 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, Dyne Efeirsen, Kevyn Montano			
TIMEKEEPER:			
ASSISTANT: Kevin Porter			
MEMBERS PRESENT: Charles Braden, Gizella Engelsgaard, Kevyn Montano, Steven Segura, Linda Zarzana, Dyne Eifertsen, Kevin Porter.			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
Next semester project team schedule	Braden	• Project team will likely meet every other week, on alternate weeks from our Ad Astra coach conference calls. Schedule to be determined later.	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
What is the approval process for draft ELSS report?	Braden	• Final draft will be sent to project team next Wednesday, Dec. 12th, followed by an email vote on Friday, Dec. 14th. • If/when approved, report will be sent to senates, deans, chairs, administrative assistants, instructional services assistants, and any other constituencies or individuals who request it.	• Team should provide any final feedback on draft prior to Friday, Dec. 14th, focusing on business practice and next steps.
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
How will enrollment management/optimization team develop block scheduling criteria?	Braden	• Future enrollment management/optimization group will be looking at how to best schedule courses into common blocks of time by default, and determining a process whereby exceptions are requested for pedagogical or other student-centered reasons based on rules that are developed. • Chair shared and discussed a spreadsheet representing the bulk of the block scheduling patterns for full-term classes on campus. • Sixty-three percent of our offered classes are three-unit, lecture-only, 0.200 FTE classes taught two days per week. We would like to see other classes either start at a common clock time with these, or end before a common clock time. (The second most common class pattern is three-unit, lecture/lab, 0.283-0.300 FTE classes; 10:30-11:50am is most common class time.) • Team will need assistance from Ad Astra to help pull analytical data that can inform the process. • Next step: identify classes that are not on common block schedule times and send out questionnaires to departments/deans to learn more about reasons classes are not on block schedule so we have data to consider moving forward.	
ITEMS FOR FUTURE CONSIDERATION:			
Topic	Contact Person		

	OTHER INFORMATION: 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.
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