

# 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> Introduction to Project, Review of Charter, and Review of Project Objectives.		
<b>DATE:</b> 08/31/2018 <b>TIME:</b> 10:00am	<b>LOCATION/ROOM #:</b> Admin Conference Room <b>CALL-IN NUMBER:</b> +1 408 638 0986 or +1 646 558 8665 <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>		
ELSS Charter and Scheduling Process Report		
<b>UPDATES AND BRIEF REPORTS</b>		
Topic	Person(s) Responsible	Time Allotted
Introductions***	All	10 min.
Overview and History of Enterprise Level Scheduling System Project	Braden, Eifertsen, & Montano	20 min.
<b>ACTION ITEMS:</b>		
Question	Person(s) Responsible	Time Allotted
<b>DISCUSSION ITEMS:</b>		
Question	Person(s) Responsible	Time Allotted
Discussion of Charter: ~ PROJECT BACKGROUND AND NEED ~ PROJECT PURPOSE AND SCOPE ~ PROJECT OBJECTIVES ~ PROJECT DELIVERABLES ~ SUCCESS INDICATORS ~ PROJECT ASSUMPTIONS ~ PROJECT RISKS, CONSTRAINTS, OR DEPENDENCIES ~ PROJECT TIMELINE/KEY MILESTONES ~ PROJECT ORGANIZATION, ROLES, AND RESPONSIBILITIES	Braden, Eifertsen, & Montano	30 min.
Sub-teams and invited experts/guests.	Braden, Eifertsen, & Montano	15 min.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
Topic	Contact Person	
Ad Astra User Access levels. Recommendations on security levels within the Ad Astra Systems (who has action to view, edit, and add scheduling information).	Braden, Eifertsen, & Montano	

Room Preferences/ Restrictions (Establishing the rules by which sections are assigned to classrooms)	Braden, Eifertsen, & Montano
Event Processes and procedures	Braden, Eifertsen, SEARS, & Montano
Recommendations on changes that might be necessary to room numbers and names and processing of those recommendations (if approved) into both the Ad Astra and PeopleSoft systems.	Braden, Eifertsen, & Montano
Developing business practices, protocols, and procedures for utilizing Ad Astra Schedular and Ad Astra Platinum Analytics to develop ARC's schedules	Braden, Eifertsen, & Montano
Protocols and recommendations on utilizing the analytics within the Ad Astra systems.	Braden, Eifertsen, & Montano
Identify and develop additional technological infrastructures needed to support scheduling within the Ad Astra systems.	Braden, Eifertsen, & Montano
<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.	

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