

Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Enterprise Level Scheduling Solution - ELSS (2018-2019)			
OBJECTIVE OF MEETING: Introduction to Project, Review of Charter, and Review of Project Objectives.			
DATE: 08/31/2018 TIME: 10:00am		LOCATION/ROOM #: Admin Conference Room CALL-IN NUMBER: +1 408 638 0986 or +1 646 558 8665 CALL-IN CODE: 645 765 330	
FACILITATOR(S): Kale Braden, Dyne Eifertsen, Kevyn Montano			
TIMEKEEPER:			
ASSISTANT: Kevin Porter			
MEMBERS PRESENT: Charles Braden, Lydia Engelsgaard, Kevyn Montano, Linda Zarzana, Dyne Eifertsen, Anthony Giusti, Kevin Porter, Joseph Rust, Diana Hicks			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
ELSS Charter and Scheduling Process Report			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
Introductions	All	Introductions were made	
Overview and History of Enterprise Level Scheduling System Project	Braden, Eifertsen, & Montano	<p>BRIEF HISTORY</p> <ul style="list-style-type: none"> • 2+ years ago started process by looking at how we schedule and what we thought we needed; bridged in with district project to look at getting scheduling system • Spring 17 Enterprise-Level Scheduling Solution (ELSS) Taskforce formed; developed state-of-the-scheduling document • Fall 17 sent Request for Proposal (RFP); selected Ad Astra Information System as software vendor • Spring 18 Ad Astra started working on data pipelines • June 18 started ELSS implementation meetings at district; thus far, more about software training than business practices • Fall 18 ELSS Implementation Team formed, sponsored by Student Success Council 	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
What is the PROJECT PURPOSE AND SCOPE?	Braden, Eifertsen, & Montano	<ul style="list-style-type: none"> • Implementation of Ad Astra software suite: <ul style="list-style-type: none"> ○ Ad Astra Scheduler - classroom optimization; internal/external event scheduling/reservations ○ Ad Astra Platinum Analytics - class and section optimization, based on student data • The software won't solve our problems in and of itself; rather, it's the business practices we create • Two main elements team will work on: tasks given to us by district ELSS group, and business practices. • Team will be focusing upon the installation, configuration, and operational protocols of the scheduling software, not building ARC's Academic schedules. 	
		<ul style="list-style-type: none"> • Implementation by a 3rd party software system, for entire district and at district office; Interfacing with all four campuses, district IT, and district instructional offices • Economy of scale very different for each campus; district decisions 	

What are the PROJECT RISKS, CONSTRAINTS, OR DEPENDENCIES?	Braden, Eifertsen, & Montano	<ul style="list-style-type: none"> could unintentionally impede small and/or large campuses Ad Astra has minimal experience with CA funding model based on WSCH, FTES, FTEF, etc.; we are in some ways teaching them along the way Currently, the only field Platinum Analytics writes back to PeopleSoft is room assignments Funding model changing from "students in seats" at census to 60% from students in seats and 40% from incentives like degree completion
What is/are the PROJECT TIMELINE/KEY MILESTONES?	Braden, Eifertsen, & Montano	<ul style="list-style-type: none"> Leads will work this week to map out agendas and tasks for the semester; goal is to have a decision item for each meeting, with materials to prep ahead of time Leads working on getting access/permissions to software: committee-level access, and view-level access (ISAs, deans, AAs) Intention is to begin using Ad Astra for scheduling decision in Fall 19; more realistic goal might be to have system available to start testing by then Next couple of weeks, need to make preliminary decision on Room Rules (rules Optimizer uses to assign classes to certain rooms)
What is/are the PROJECT ORGANIZATION, ROLES, AND RESPONSIBILITIES?	Braden, Eifertsen, & Montano	<ul style="list-style-type: none"> District ELSS group (with 4 reps from each campus) working on big picture implementation items: software installation, data pipelines, etc. Also looking at revenue generation tied to scheduling Each campus has its own version of our ELSS team working on their own implementation Our ELSS Implementation Team will work on: tasks assigned by district team, and business practices. We will not be building schedules We will utilize working groups to accomplish some tasks; the second hour of each meeting will be for working groups Anyone is invited to attend meetings and contribute. Will have information sessions with constituencies as we progress. An Enrollment Management group will form in Spring 19, building upon infrastructure work we accomplish
What are considerations and next steps for Room Rules?	Braden, Eifertsen, & Montano	<ul style="list-style-type: none"> We can do absolute rules (ABC section can only be taught in XYZ classroom), or rules that say ABC class needs to be in a room with XYZ equipment, etc. "Relative room ownership" -- some obvious, some squishy Need to figure out process to get new classes entered into room rules (after class has been approved) Who enters in room rules -- AAs? ISAs? We have preliminary inventory of room equipment; issues with campus naming conventions/attributes to be sorted out since using one iteration of Scheduler for entire district Discussed if equipment needs and max class size should go in Course Outline of Record; this is not recommended Discussed complaints about equity issues surrounding differing class sizes within and between disciplines and campuses Max class size determinations should be deliberate; looking at max size per section for ELSS purposes; suggestion to reach out to district academic senate and curriculum coordinating committee; issue needs to stay on radar Lead is working on spreadsheet of draft real-world language room rules based on results from most recent semesters, and will bring to team for feedback. Looking at separate sets of rules for faculty-level accommodations (physical, etc.)

ITEMS FOR FUTURE CONSIDERATION:

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	Braden, Eifertsen, & Montano

PeopleSoft systems.	
Developing business practices, protocols, and procedures for utilizing Ad Astra Scheduler 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
How does Platinum Analytics data get communicated back to ISAs: Reports with field ISAs need? Ask our programmers to work on an import field?	Braden, Eifertsen, & Montano
What, and how, are we rolling schedules over?	Braden, Eifertsen, & Montano
OTHER INFORMATION: • Discussed Ad Astra's ability to interact with as-yet selected Student Experience Lifecycle (SEL) software; it can pull data from most of them • Council of department chairs and coordinators meets 2x per semester; good group to solicit feedback from	