

Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Agenda

NAME OF COUNCIL/TEAM: Enterprise Level Scheduling Solution - ELSS (2018-2019)		
OBJECTIVE OF MEETING: Provide directions regarding initial set-up as well as ongoing maintenance of for Ad Astra Scheduling room rules.		
DATE: 09/14/2018 TIME: 10:00am	LOCATION/ROOM #: CTL (Third floor of Library) 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		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
See Folder in Basecamp: Room Rules		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Allotted
Report from District ELSS Committee: State of the district Ad Astra Implementation/Installation.	Braden, Eifertsen, & Montano	10 min.
Report on ARC Ad Astra decisions made prior to this committee being convened.	Braden, Eifertsen, & Montano	10 min.
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
What should the process be for deciding initial room allocation rules to be programmed in the Ad Astra Scheduling system?	Braden, Eifertsen, & Montano	
Shall the tri-chairs be directed to proceed with the initial room rule set-up?	Braden, Eifertsen, & Montano	
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Expectation for ELSS Committee Members.	Braden, Eifertsen, & Montano	10 min.
What are the criteria by which a room has restricted usage?	Braden, Eifertsen, & Montano	10 min.
How do we envision triggering new rules to be written into the system due to curriculum changes, facility changes, or pedagogical needs?	Braden, Eifertsen, & Montano	10 min.
Where should we track the criteria which influence how a course may be assigned to a room?		10 min.
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		

