

Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Agenda

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| 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 Scheduler 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 Scheduler 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 |
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| 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. | |