

# 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> Provide directions regarding initial set-up as well as ongoing maintenance of for Ad Astra Schedular room rules.		
<b>DATE:</b> 09/14/2018 <b>TIME:</b> 10:00am	<b>LOCATION/ROOM #:</b> CTL (Third floor of Library) <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>		
See Folder in Basecamp: Room Rules		
<b>UPDATES AND BRIEF REPORTS</b>		
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.
<b>ACTION ITEMS:</b>		
Question	Person(s) Responsible	Time Allotted
What should the process be for deciding initial room allocation rules to be programmed in the Ad Astra Schedular system?	Braden, Eifertsen, & Montano	
Shall the tri-chairs be directed to proceed with the initial room rule set-up?	Braden, Eifertsen, & Montano	
<b>DISCUSSION ITEMS:</b>		
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.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		

Topic				Contact Person

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