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 Schedular 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 Alloted
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 Schedular 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 schedules.