Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Agenda

NAME OF COUNCIL/TEAM: Enterprise Level Scheduling Solution - ELSS (2018-2019)

OBJECTIVE OF MEETING: Clarify exclusion criteria for Ad Astra Room Rules

DATE: 09/21/2018 **TIME:** 10:00am	**LOCATION/ROOM #:** Admin Conference Room **CALL-IN NUMBER:** +1 646 876 9923 or +1 669 900 6833 **CALL-IN CODE:** 150 591 710

FACILITATOR(S): Kale Braden & Dyne Efeirtsen

TIMEKEEPER:

ASSISTANT: TBD

ATTENDEES:

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

Ad Astra Instructions for Preferences

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	10 min.
Demonstration of current set-up of Ad Astra "Scheduler" system .	Braden	10 min.

ACTION ITEMS:

Question	Person(s) Responsible	Time Allotted
Should ARC pursue requesting district to explore separating the ARC instance of Ad Astra Scheduler from the rest of the district?	Braden	15 min.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Time Allotted
What should the criteria be for rooms to have rules attached to them to exclude their use. (Discussion to develop items to be brought back as action items).	Braden & Eifertsen	20 min.
What should the criteria be for faculty to have rules established to schedule their classes into specific rooms. (Discussion to develop items to be brought back as action items).	Braden & Eifertsen	20 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.