Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Notes

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	
MEMBERS PRESENT: Charles Braden, Cheryl Sears, Erika Wescoatt, Linda Zarzana, Dyne Eifertsen, Anthony Giusti, Diana Hicks	
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	Notes
Report from District ELSS Committee: State of the district Ad Astra Implementation/Installation.	Braden & Eifertsen	• Currently looking at event setup functions • Discussing issues around mapping PeopleSoft location codes in Ad Astra, given that currently used by district for attendance accounting and not necessarily physical locations (e.g., each apprenticeship program has its own code). May exclude satellite locations from first round optimization in the short-term. • ARC looking for more individualized Ad Astra support to work through implementation details
Demonstration of current set-up of Ad Astra "Scheduler" system .	Braden	• Did not occur

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Should ARC pursue requesting district to explore separating the ARC instance of Ad Astra Scheduler from the rest of the district?	Braden	• After discussion of potential pitfalls with shared instances, including having high-level editing capabilities of other campus' rules, project team agreed that ARC should pursue a separate instance of Ad Astra Scheduler.	• Team lead will pursue with district and Ad Astra

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
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	• The team brainstormed some initial thoughts on Room Rules criteria for Exclusions, Preferences, and Pedagogy.
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	• See above

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
• Can we use event scheduling ("instructional events") to reserve classrooms that are needed infrequently for particular classes, like music classes in rehearsal rooms? Any ramifications?	
• What is minimum suite of amenities/technology that every classroom should have? (Departments have paid	

in past, and feel ownership of space.)	
• How/why particular class caps set, as relates to room size determinations in Ad Astra?	
• How can we make scheduling responsibilities in Ad Astra sustainable, given technical knowledge needed and employee turnover? Perhaps subset of future scheduling group has ongoing responsibility?	
OTHER INFORMATION: • Next Friday (9/28/18) we will not have an ELSS team meeting; however, please try to attend Ad Astra Platinum Analytics presentations by our data coach Patrick Cain in the afternoon.	