Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Enterprise Level Scheduling Solution - ELSS (2018-2019)	
OBJECTIVE OF MEETING: Weekly ELSS Meeting.	
DATE: 10/05/2018 **TIME:** 1:00pm	**LOCATION/ROOM #:** CTL **CALL-IN NUMBER:** +1 646 876 9923 or +1 669 900 6833 **CALL-IN CODE:** 571 613 818
FACILITATOR(S): Kale Braden, Dyne Eifertsen, Kevyn Montano	
TIMEKEEPER:	
ASSISTANT: Kevin Porter	
MEMBERS PRESENT: Charles (Kale) Braden, Cristina Domokos, Kevyn Montano, Dyne Eifertsen, Diana Hicks, Kevin Porter	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Report from District ELSS Committee: State of the district Ad Astra Implementation/Installation.	Braden, Eifertsen, & Montano	• Still focused on event planning functionality; team lead working to translate current ARC event form for Astra Schedule use • Ad Astra adviser coming out for district training 10/31-11/1
Status of Ad Astra Schedule ARC implementation (Rules, Optimizer, Inventory, etc.).	Braden	• Proceeding with assumption ARC will get its own instance of Astra Schedule • ARC has about 145 Preference Rules thus far • Room Optimizer has been tested multiple times with initial Preference Rules; tweaking after each run • Working on the following: dividing rooms into regions; adding room photos; software access privileges

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Does the team approve of the current Room Exclusion list?. (This is the list of rooms in Astra Schedule that are restricted to certain courses or sections due to the criteria discussed in the previous meeting -- see agenda attachment.)	Braden	• After the following discussions, team approved of the Room Exclusion list as presented, and agreed that it is a work in progress to be continued - Designated people (Instructional Assistants perhaps) will have ability to schedule section-less courses into rooms as events, which we can't do currently; ideally, all Preference Rules are global, but in reality many are course-specific; in Astra Schedule, Preference Rules are listed from top down as follows: Exclusions (yellow), Exceptions (red), Required (green on red), Options (white on red)	Continuous tweaking of Room Exclusion list

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What impressions did the team have from the Platinum Analytics presentation on September 28, 2018? Are there any follow-up issues/items identified for future agendas?	Braden, Eifertsen, & Montano	• Presentation went smoothly; substantive questions asked and answered • Discussed issues raised about possible extra workloads for classified staff • Discussed potential issues with granularity of data that goes down to individual student or faculty level • Discussed the varied reception of Platinum Analytics presentation at each Los Rios campus
What are our thoughts on the Ad Astra scheduling flow chart as presented during the Platinum Analytics presentation on September 28, 2018? What works? Does it mesh into our current scheduling processes? What may need to change?	Braden, Eifertsen, & Montano	• Ad Astra's process flow chart (attached to agenda) is pretty accurate in terms of general timelines, but is missing many important steps specific to ARC and Los Rios. Team lead will begin adding to it.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
What are our goals for utilizing Ad Astra?	
We will need to document what we've done and why we've done it in Astra Schedule to carry knowledge forward	

OTHER INFORMATION: Kale, Dyne, and Kevyn are attending "Aspire'18: Ad Astra Users' Conference" in Kansas City from Oct 14-17.

2025 - American River College Shared Governance