

# Enterprise Level Scheduling Solution - ELSS (2018-2019)

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Enterprise Level Scheduling Solution - ELSS (2018-2019)			
<b>OBJECTIVE OF MEETING:</b> Continue discussion of Scheduling flowchart and further presentation/discussion of Ad Astra Scheduler software.			
<b>DATE:</b> 10/12/2018 <b>TIME:</b> 10:00am		<b>LOCATION/ROOM #:</b> CTL <b>CALL-IN NUMBER:</b> +1 646 876 9923 or +1 669 900 6833 <b>CALL-IN CODE:</b> 150 591 710	
<b>FACILITATOR(S):</b> Kale Braden, Dyne Eifertsen, Kevyn Montano			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b> Kevin Porter			
<b>MEMBERS PRESENT:</b> Charles (Kale) Braden, Cristina Domokos, Kevyn Montano, Steven Segura, Erika Wescoatt, Linda Zarzana, Dyne Eifertsen, Kevin Porter			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<b>UPDATES AND BRIEF REPORTS:</b>			
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>	
Report from District ELSS Committee: State of the district Ad Astra Implementation/Installation.	Braden, Eifertsen, & Montano	<ul style="list-style-type: none"> <li>• Kale, Dyne, and Kevyn are attending "Aspire'18: Ad Astra Users' Conference" in Kansas City from Oct 14-17</li> <li>• Oct 31st Ad Astra training session at ARC (ITC) for academic schedulers</li> <li>• Nov 1st Ad Astra training session at SCC (LRC) for event schedulers</li> </ul>	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
What questions should Braden, Eifertsen, and Montano take to Aspire'18 Ad Astra Conference next week?	Braden, Eifertsen, & Montano	<ul style="list-style-type: none"> <li>• Why does Room Optimizer take varying amounts of time to run, and when should we run it for shortest processing times?</li> <li>• What is status of splitting Astra Schedule into four instances, one for each college?</li> <li>• Clarification on if/where Platinum Analytics pulling class cap data from, including Min/Max/Ideal Enrollment figures; and if we manually enter into those fields, will it be overwritten upon next PeopleSoft data import?</li> <li>• Is there an Ad Astra field we can use for historical data/reasoning to explain why specific classes have different class caps, etc.? Perhaps Description field, if not overwritten?</li> <li>• Is there an Ad Astra field we can use to enter Preference Rules notes?</li> </ul>	
<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
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	<ul style="list-style-type: none"> <li>• Team lead working on customized, expanded planning process flow chart, building upon original version provided by Ad Astra; figuring out where Ad Astra systems fit into our planning process and vice versa is a project team core task</li> </ul>	
		<ul style="list-style-type: none"> <li>• Team lead submitted request for team members to get access to Ad Astra system; should be available soon</li> </ul>	

<p>What is the status of the ARC implementation of Astra Schedule? (A walk through of the current system.</p>	<p>Braden</p>	<ul style="list-style-type: none"> <li>• Able to run fairly successful Room Optimizer tests in Astra Schedule sandbox; digging deeper into causes of bottlenecks and infeasible course placements</li> <li>• The team practiced adding Preferences Rules in Astra Schedule</li> <li>• Team lead is close to being ready to send draft Astra Schedule run results to departments for very early feedback</li> </ul>
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**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person
<p>Develop semester-to-semester roll-over criteria. What are core classes we offer every semester? Are any core offerings consistently under-enrolled? What are course rotation strategies (e.g., offered every other semester)?</p>	
<p>What does room allocation look like going forward? Room ownership?</p>	
<p>Thoughtful conversation on min/max/ideal class sizes, caps, and faculty equity</p>	

**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.