

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

## Meeting Notes

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

**OBJECTIVE OF MEETING:** ELSS

**DATE:** 11/30/2018

**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 Efeitsen, Kevyn Montano

**TIMEKEEPER:**

**ASSISTANT:** Kevin Porter

**MEMBERS PRESENT:** Charles Braden, Cristina Domokos, Erika Wescoatt, Linda Zarzana, Dyne Eifertsen, Diana Hicks, Kevin Porter, Joseph Rust

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

**UPDATES AND BRIEF REPORTS:**

Topic	Person(s) Responsible	Notes

**ACTION ITEMS:**

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
What is the status of the ELSS End-Of-Semester Report?	Braden	<ul style="list-style-type: none"><li>• Purposes of report include: document decisions made by team, provide basic user manual-type information, and explain next steps and business practices. It will be a living document.</li><li>• Extensive draft report was shared with team and feedback solicited.</li><li>• Goal to have ready for review by Student Success Council, Senates, and district in early spring.</li></ul>	<ul style="list-style-type: none"><li>• Team members to provide suggestions and edits to chair by next Thursday, Dec. 6th.</li></ul>

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
What is the future of the ELSS project team?	Braden & Eifertsen	<ul style="list-style-type: none"><li>• Current ELSS project team will evolve into new enrollment management/optimization project team in spring to begin next steps towards implementation of Astra Schedule and Platinum Analytics.</li><li>• This team will also make recommendations as to people/roles to serve on more permanent enrollment management/optimization group in future that will maintain room rules and look at analytics to make suggestions/decisions about FTE allocations, among other things.</li><li>• Next step to craft charter for spring project team.</li></ul>

**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person

**OTHER INFORMATION:** Discussed what is meant by enrollment management/optimization, and if other terminology would be more accurate/appropriate. Discussed event scheduling: clients, approval levels, hierarchy of room usage -- all need structure. Next week will be last meeting of semester.