

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 Efeirksen, 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">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.Extensive draft report was shared with team and feedback solicited.Goal to have ready for review by Student Success Council, Senates, and district in early spring.	<ul style="list-style-type: none">Team members to provide suggestions and edits to chair by next Thursday, Dec. 6th.

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">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.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.Next step to craft charter for spring project team.

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.