

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 Efeirtsen, 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.			