

# 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:** 12/07/2018  
**TIME:** 10:00am

**LOCATION/ROOM #:** CTL  
**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, Gizella Engelsgaard, Kevyn Montano, Steven Segura, Linda Zarzana, Dyne Eifertsen, Kevin Porter.

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

**UPDATES AND BRIEF REPORTS:**

| Topic                               | Person(s) Responsible | Notes   |
|-------------------------------------|-----------------------|---|
| Next semester project team schedule | Braden                | <ul style="list-style-type: none"> <li>Project team will likely meet every other week, on alternate weeks from our Ad Astra coach conference calls. Schedule to be determined later.</li> </ul> |
|                                     |                       |   |

**ACTION ITEMS:**

| Question  | Person(s) Responsible | Notes and Decision(s)   | Next Steps  |
|---|-----------------------|---|---|
| What is the approval process for draft ELSS report? | Braden                | <ul style="list-style-type: none"> <li>Final draft will be sent to project team next Wednesday, Dec. 12th, followed by an email vote on Friday, Dec. 14th.</li> <li>If/when approved, report will be sent to senates, deans, chairs, administrative assistants, instructional services assistants, and any other constituencies or individuals who request it.</li> </ul> | <ul style="list-style-type: none"> <li>Team should provide any final feedback on draft prior to Friday, Dec. 14th, focusing on business practice and next steps.</li> </ul> |
|   |                       |   |   |

**DISCUSSION ITEMS:**

| Question  | Person(s) Responsible | Notes and Next Steps   |
|---|-----------------------|--|
| How will enrollment management/optimization team develop block scheduling criteria? | Braden                | <ul style="list-style-type: none"> <li>Future enrollment management/optimization group will be looking at how to best schedule courses into common blocks of time by default, and determining a process whereby exceptions are requested for pedagogical or other student-centered reasons based on rules that are developed.</li> <li>Chair shared and discussed a spreadsheet representing the bulk of the block scheduling patterns for full-term classes on campus.</li> <li>Sixty-three percent of our offered classes are three-unit, lecture-only, 0.200 FTE classes taught two days per week. We would like to see other classes either start at a common clock time with these, or end before a common clock time. (The second most common class pattern is three-unit, lecture/lab, 0.283-0.300 FTE classes; 10:30-11:50am is most common class time.)</li> <li>Team will need assistance from Ad Astra to help pull analytical data that can inform the process.</li> <li>Next step: identify classes that are not on common block schedule times and send out questionnaires to departments/deans to learn more about reasons classes are not on block schedule so we have data to consider moving forward.</li> </ul> |
|   |                       |  |

**ITEMS FOR FUTURE CONSIDERATION:**

| Topic | Contact Person |
|-------|----------------|
|       |                |
|       |                |

**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.

2024 - American River College Shared Governance