Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Notes

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

OBJECTIVE OF MEETING: First ELSS meeting and first Platinum Analytics cadence call

DATE: 02/04/2019 **TIME:** 1:30pm - 3:30pm	**LOCATION/ROOM #:** CTL **CALL-IN NUMBER:** **CALL-IN CODE:**

FACILITATOR(S): Kale Braden, Dyne Eifertsen, Kevyn Monatno

TIMEKEEPER:

ASSISTANT: Kevin Porter

MEMBERS PRESENT: Charles Braden, Cristina Domokos, Gizella Engelsgaard, Kevyn Montano, 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
State of the ELSS Project: Tasks to Accomplish	Kale Braden	- Team to continue under the original charter, but will begin to shift focus towards future Strategic Enrollment Management (SEM) team that has its own charter. - Team reviewed lengthy list of distinct tasks that we hope to accomplish this semester, and which people and/or Resource Groups will be responsible. - Team lead is offering trainings for deans and chairs in ITC Training Room on Fridays from 3-4pm. - Metrics of success for this semester: (1) every AA, Dean, and Department Chair has access to Platinum Analytics and has the opportunity to attend a training, (2) Astra Schedule is being utilized to schedule events and non-FTE facility usage, and (3) solidify exactly how we want to utilize Astra Schedule for academic facility usage.
Cadence Analytics call with Patrick Cain, Ad Astra	Braden/Cain	- Team had a conference call with Platinum Analytics consultant Patrick Cain. - Patrick set our goal for the next few cadence calls to look at the data itself, where the data is going, and what we're going to do with the data. - Team looked at examples of baseline and trend data points. - Previous five like terms have been imported into Platinum Analytics.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Should team lead seek approval for Resources Groups to work on specific tasks as part of the ELSS project team?	Braden	Group agreed that this should be done.	Request authorization from Student Success Council to set up the following Resource Groups: Facilities Verification, Room Rules, Next Generation Usage, Events Configuration, and Strategic Enrollment Management. Set up mini charters, find members, and notify Senates.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person