Enterprise Level Scheduling Solution - ELSS (2018-2019)

Meeting Notes

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

OBJECTIVE OF MEETING: Discuss top five reports for distribution and discussion from Ad Astra.

DATE: 03/18/2019 **TIME:** 2:30-4:00	**LOCATION/ROOM #:** CTL **CALL-IN NUMBER:** **CALL-IN CODE:**

FACILITATOR(S): Kale Braden

TIMEKEEPER:

ASSISTANT: Kevin Porter

MEMBERS PRESENT: Charles Braden, Cristina Domokos, Kevyn Montano, Cheryl Sears, Steven Segura, 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
Ad Astra conference call	Kale Braden and Patrick Cain	- Team had a conference call with Platinum Analytics consultant Patrick Cain. - Discussed recommended framework of ARC-specific Platinum Analytics goals and Key Performance Indicators (KPIs), and how these tie in with our strategic plan goals. - Recommended process: Strategic Enrollment Management (SEM) team, consisting of 7-10 people with holistic perspective, identify handful of course change candidates, which are passed along to the unit-level end users (i.e., dean and/or chair) for further consideration and possible action. - Strategies to build trust in system and data: ensure end users understand where data coming from and how analysis works, and reiterate that Platinum Analytics helps inform scheduling decisions but doesn't do scheduling itself. - Important goal identified: work towards schedule of classes that has minimal to no changes once semester begins. - Next call we will discuss visualizations and workflow.
State of the project (3:30-4:30 after phone call.)	Kale Braden	- Ad Astra has now committed to implementing schedule building and workflow tools. - Event scheduling functionality in Astra Schedule making good progress, should be fully functional by fall 2019

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Ad Astra reports. Identifying top five reports for distribution and discussion by department chairs, deans, and others.	Kale Braden and Patrick Cain	- Continuing to work on this.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
Flesh out goals and KPIs for Platinum Analytics	Kale Braden