

# Enterprise Level Scheduling Solution - ELSS (2018-2019)

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Enterprise Level Scheduling Solution - ELSS (2018-2019)			
<b>OBJECTIVE OF MEETING:</b> Discuss top five reports for distribution and discussion from Ad Astra.			
<b>DATE:</b> 03/18/2019 <b>TIME:</b> 2:30-4:00		<b>LOCATION/ROOM #:</b> CTL <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Kale Braden			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b> Kevin Porter			
<b>MEMBERS PRESENT:</b> Charles Braden, Cristina Domokos, Kevyn Montano, Cheryl Sears, Steven Segura, Dyne Eifertsen, Kevin Porter			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<b>UPDATES AND BRIEF REPORTS:</b>			
Topic	Person(s) Responsible	Notes	
Ad Astra conference call	Kale Braden and Patrick Cain	<ul style="list-style-type: none"> <li>- Team had a conference call with Platinum Analytics consultant Patrick Cain.</li> <li>- Discussed recommended framework of ARC-specific Platinum Analytics goals and Key Performance Indicators (KPIs), and how these tie in with our strategic plan goals.</li> <li>- 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.</li> <li>- 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.</li> <li>- Important goal identified: work towards schedule of classes that has minimal to no changes once semester begins.</li> <li>- Next call we will discuss visualizations and workflow.</li> </ul>	
State of the project (3:30-4:30 after phone call.)	Kale Braden	<ul style="list-style-type: none"> <li>- Ad Astra has now committed to implementing schedule building and workflow tools.</li> <li>- Event scheduling functionality in Astra Schedule making good progress, should be fully functional by fall 2019</li> </ul>	
<b>ACTION ITEMS:</b>			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
<b>DISCUSSION ITEMS:</b>			
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.	
<b>ITEMS FOR FUTURE CONSIDERATION:</b>			
Topic	Contact Person		
Flesh out goals and KPIs for Platinum Analytics	Kale Braden		

