

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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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		

