



**Scheduling Task Force
Meeting Minutes**
Monday, September 9, 2013, 2 p.m.
Lee Hall, Room 414

Date: Monday, September 9, 2013, 2 p.m.

Location: Lee Hall, Room 414

Present: Kevin T. Caffrey, Senior Associate Registrar; Hall B. Cheshire, Acting Chief Information Officer; Megan L. Higginbotham, Assistant Director of Student Activities and Engagement; Susan E. Knick, Director of Scheduling and Events; Louis A. Martinette, Associate Professor; Jeffrey W. McClurken, Co-Chair; George R. Meadows, Professor; John T. Morello, Associate Provost for Academic Affairs; Debra J. Schleef, Chair/Professor; Douglas N. Searcy, Vice President for Student Affairs; Gerald Slezak, Director of IT Support Services; M. Gregg Stull, Chair/Professor; Linda R. Thornton, Associate Director of Business System Analysis; Martin A. Wilder, Co-Chair; Mathew C. Wilkerson, Director of Institutional Research; Susan B. Worrell, Special Assistant to the President for University Events

Absent: Keith E. Mellinger, Associate Professor of CAS and Interim Director of Academic and Career Services; Christine M. Porter, Director of Residence Life and Commuter Students

1. Sharepoint Resource

Presented by Linda Thornton, Associate Director of Business System Analysis

- a. A demonstration and discussion regarding the SharePoint site for the Scheduling System Task Force, a collaboration platform for task force members.

2. Committee Reports

- a. Available Systems

Presented by Hall B. Cheshire, Acting Chief Information Officer

- i. Compiled a list of systems to include: Ad Astra, Infosilem, EMS, Kenetic, Localist, R25/25 Live, Asure Space, Deskflex, and Room Wizard.
- ii. Will hold one hour conference calls with peer institutions to compare how the compiled list of needs compares to the system's features.

- iii. Created a grid that will allow systems to be compared by categories and resulting in a final score.
- iv. After information is collected, the subcommittee will schedule demos with those systems that contain the key features based on the List of Needs.
- v. Discussion regarding the idea that the focus of the search is information-gathering, as opposed to evaluation.

b. Institutional Comparisons

Presented by Gerald Slezak, Director of IT Support Services

- i. Divided the list COPLAC and Virginia schools along subcommittee members for research purposes.
- ii. Drafted a Google Doc that will be used for “satisfaction” surveys. The task force member doing the research will fill out the survey that can then be entered into a spreadsheet for analysis.
- iii. Will post a link to the GoogleDoc to the SharePoint site; feedback and comments are welcome.
- iv. Goal is for surveys to be completed by September 17 in order to allow time to analyze data for the next task force meeting.

c. List of Needs

Presented by John T. Morello, Associate Provost for Academic Affairs

- i. Subcommittee met to work on two lists:
 - 1. List of needs (what the system should be able to do)
 - 2. List of selection criteria (which factors will be considered in making the decision between systems).
- ii. The goal is to keep the list concise as possible while taking everything into consideration; want to determine required and preferred criteria.
- iii. Initial request for feedback was sent last week, with responses due September 10. Feedback so far is focused on how the product will be used (policy) rather than the capabilities of the product.
- iv. Focusing on gathering information first, with prioritization later. Would prefer that choices on prioritization be made by the entire committee, instead of the subcommittee.
- v. Committee will vote on required and preferred needs.

3. Review Preliminary List of Needs with Task Force

a. Additions to the List of Needs:

- i. Functionality should allow prioritization for academic class scheduling and events scheduling.
- ii. IT-specific items in design and security
- iii. Residence Hall room assignments
 - 1. For use by user and by administration

2. For summer conferencing and semester room assignments
 - b. Initial feedback on the list focused on more specific examples of needs already mentioned on the list, as opposed to new needs.
 - c. Please send your comments to Erika Spivey if you have any further additions to the List of Needs.

4. Collaboration of Subcommittees
 - a. The Available Systems subcommittee should move forward using the preliminary list of needs.
 - b. Each subcommittee should share their work on SharePoint, compare progress and with other subcommittees, and refocus their own work based on the results of other subcommittee's findings.

5. Break into Subcommittees
 - a. The task force met in subcommittees to continue discussion of their work.

Next Meeting: Monday, September 23, 2013 at 2 p.m., Lee Hall 414.

Prepared by: Erika Spivey
Project Coordinator
Office of Events and Office of the President