All-Campus Curriculum Management
Meeting Summary

Monday, February 9, 2015
1:00 p.m. - 4:00 p.m. (Meeting adjourned at 3:00 p.m.)
Bachman 113; UH Hilo - LRC 358; UH Maui - Ka'aike 103; Kaua‘i CC - LRC 121

Present:

<table>
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<tr>
<th>University of Hawai‘i at Hilo: Jean Ippolito (Curriculum Planning Liaison)</th>
<th>Kaua‘i CC: Kathlen Lee (Academic Affairs Office)</th>
<th>UH-Maui College: Tim Marmack (Curriculum Co-chair) Debie Amby (Banner Curriculum Support)</th>
<th>Leeward CC: Pete Gross (Curriculum Central Coordinator) Michael Bauer ()</th>
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<td>UH-West Oahu: Terri Ota (Academic Affairs)</td>
<td>Kapi‘olani CC: Susan Pope (Curriculum Central/Catalog/Banner)</td>
<td>Hawai‘i CC: Mitchell Okuma (Curriculum Central/Kuali Functional Lead)</td>
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Administrative Update

Steve Smith provided an administrative update regarding the Kuali CM Project. He shared some details regarding our agreement with Kuali Foundation, his impression of the project, the importance of clear functional requirements, and the project personnel structure. He also touched on the subject of a four member team visiting KualiCo in the end of February.

During a question and comments portion of his update, questions and comments were raised regarding implementation, timeline and data migration. For more details regarding that discussion, please see the last section of this summary entitled "Further Details from Administrative Update”

System Update: Susan Nishida advised everyone that Joanne Itano has returned to her original position as Associate Vice President of Academic Affairs, and that Risa Dickson is the new VP of Academic Affairs effective Feb 2. Susan Nishida will continue on Kuali CM project and provide support to Mitchell.

Kuali CM Project Update

Listserv Review: Susan Nishida requested that everyone review the listserv list (http://www.hawaii.edu/offices/app/aa/curriculum_mgt.html). Please check your campus representatives and notify Susan immediately of any changes. She requested that all listserv members sign the KualiCo terms of service agreement so that we can share the prototype freely during our meetings (if Susan does not receive signed agreements by Feb 20, representatives will be removed from the listserv until an agreement is received). Also, a request was made to let Susan Nishida know who the KCM Administrator is for their campus -- there should be one per campus. Mitchell stated that the role of the KCM Administrator will be to provide a single point of contact for him to reach out to for each campus. The KCM Administrator will also be the single point of contact for members on their campus to reach out to and get information to Mitchell.

KualiCo Development: Mitchell referenced the blog that he is posting on the bwiki site and asked for comments, complaints, and or suggestions for improvement. Meeting members expressed positive feedback of the blog posts and expressed the desire for it to continue. No other suggestions were presented.
Prototype Testers - Testers List: Mitchell addressed the list of the current testers for each campus posted in agenda. A question was raised regarding whether signed terms of service are needed from each person. Mitchell said yes because KualiCo will eventually create user logins for all those that have signed the Terms of Service Agreement. Mitchell also directed members of the meeting to use the google spreadsheet that was posted in the agenda to record their comments, questions, and/or concerns.

Weekly Discussion Sessions with KualiCo: Mitchell advised that he will be meeting weekly with University of Maryland to identify the top 10 items we would like to see developed in the prototype site for that week. So far, Pete, Susan Pope, and Thanh will be joining him on Friday Feb. 13th 8-9am. If others are interested in joining in the meeting, they can email Mitchell.

Questions from KualiCo:
Do we need to see non Course/Program Learning Units in the July Production Release?
Discussion: Banner does not want non-credit courses (For example: Leeward’s motorcycle course). Susan Nishida advised that Community Colleges have recently purchased a non-credit system, “Destiny”. Remedial courses are still credit courses. Consensus was that non-credit curriculum management is not needed for this release.

Another question KualiCo had was if they could work on the details regarding Banner Integration post release (i.e., July-Sept?). We will need it in July, so we could test it over the Summer. Mitchell raised the question if we need Kuali CM to send data to Banner. Response was that although there would be very little that is needed to push to Banner at that time, we need it to test pushes to our Banner’s Test environment.

Curriculum Central News/Announcement
Thanh - had to leave - no update

Campus News/Announcements
Maui (Tim): nothing to report

Kauai (Kathlen): nothing to report

Hilo (Jean): already shared during meeting

Manoa (Wendy): Met with academic senate; they wanted update. They want something sooner rather than later. Hopefully that is a sign that they will have more support with the move.

West Oahu (Teri) - Nothing at this time

HonCC (Pat) - Faculty participation may be down due to teaching schedules.

KapCC (Susan P.)- KapCC has published a discussion draft of a revised timeline for Courses and Programs based on requirements for STAR programming. The KapCC Faculty Senate has asked not be the body to approve course effective terms. Effective fall 2015 the Catalog will no longer be the defining document for degree audit purposes, however it remains as an official publication. Per ACCJC accreditation requirements the online Catalog will continue to be published before online registration begins for each academic year. Many curriculum deadlines are moving up. Banner codes for new programs require processing through several levels (IRAQ and VP for Community Colleges) and require additional lead time before STAR input. Students will not be able to declare a major if the major does not yet exist in Banner. STAR programming requires course and program information well in advance of the publication of the online catalog.

LeeCC (Pete): Nothing at this time

WinCC (Kevin): Michael Tom - IT Coordinator joining us

HawCC (Mitchell): HawCC looking for a relief for him.
Other Questions/Comments:
Manoa (Wendy) Expressed interest in seeing how programs look in Curriculum Central. Pete volunteered to share with UH Manoa Leeward's Curriculum Central. LeeCC has seven questions (for BOR) plus two additional regarding justification

HonCC: Patt raised the question regarding training material. Is Kuali going to develop it? Mitchell advised that he will ask KualiCo if training material will be available. Discussion led to the decision that System needs to work on specifics of training. Consensus is that KualiCo will develop general training, and campuses would address specifics.

Further Details from Administrative Update
Steve advised that UH is officially a Kuali Foundation Partner in the development of the Student Curriculum Management Module, developed by KualiCo with a scheduled release date of July 2015. UH has a nine month contract beginning January 1st of 2015 with an opportunity to review every 90 days of their desire to continue the partnership. If we are not satisfied with the progress, we can report in writing, 30 days prior to the end of each quarter of our intent to terminate our partnership. As one of five KualiCo partners, Steve mentioned that we have a front row seat to ensure that KualiCo will build a product that meets our needs. Steve mentioned that UH Leadership has reviewed other options and the risks of partnering with Kuali Foundation/KualiCo. KualiCo is a new company and Student CM will be the first product it releases. UH Leadership has decided that this is the best option with reasonable delivery time.

Steve personally believes KualiCo will be able to come through with something. He shared that it is a very aggressive timeline to develop software, but stated that KualiCo is not developing the system from scratch. They are rewriting a system. He shared that it will be buggy, so we will need to work through wrinkles. He also mentioned that all of Kuali Foundation's members are watching the progress and other Kuali Modules (KFS and Coeus) have signed MOU's with KualiCo.

Steve stressed that we need to be very clear on functional requirements for all campuses and that the needs listed by other Partners may not match ours, so we need to ensure our needs are also addressed. We will need to identify the three requirement tiers: 1) Must haves for production release; 2) We need to have but are ok if it is not available during first iteration of release; 3) Nice to have but are not deal breakers. He advised that Mitchell is working with KualiCo and that decisions are being made very rapidly, so prompt feedback from campuses is needed.

To help support and manage the project, Susan Nishida will be spending some time to provide System's perspective; Chris will be coordinating the technical side (although KualiCo will be developing the system, UH System will need to get updated on technology KualiCo will be using), and Steve will act as the quasi project manager. We will not be bringing on a new project manager at this time, due to KualiCo's involvement. Steve is meeting weekly with Mitch and others are welcome to join in.

Steve advised of an upcoming event, a team of four will be going to Utah at the end of February to represent UH interests and to meet and work with KualiCo developers. The method used in determining team members was based on the desire to have Community College representation, Manoa due to their complex needs, and System representation. A clear and discrete list of our must haves needs to be identified. By visiting at the end of February, we will be able to review KualiCo's progress and if progress is not sufficient, we will have time to advise KualiCo in the first week of March of our decision to choose a different route.

A question was raised whether there are specific concerns regarding the timeline. Steve mentioned that there were two items that have raised concern. 1) a key member in KualiCo leaving and the CEO is doing double duty as CEO and Project Manager. The 2) the specifics regarding the technology stack has not been provided. UH developers are nervous because we are not familiar with the technology stack.

Steve shared that KualiCo is interested in us for two reasons: Banner Integration and our Multi-Campus environment. He mentioned that we need to define both functionally and technically what Banner integration means.

A question was raised about what happens after nine months? Steve expects that we will have a fully functional curriculum management system including integration with Banner installed here on our campus. In addition, because we are a partner,
we will have a strong voice in mentioning additional enhancements. Steve shared that we have seven years left in our contract with Ellucian Banner.

Steve also mentioned that we need to ask our own campuses, what the implementation schedule should be. KualiCo’s goal is to have both courses’ and programs’ curriculum management in July. Steve shared that a typical implementation strategy involves a testing phase where the old system and the new run parallel. A date would be determined as to when a complete switchover from Curriculum Central system to Kuali CM. After switchover occurs, we will still run Curriculum Central in background. A sunset date for Curriculum Central will be determined once we are confident everything is working how it needs to be. That is what happened in the Financial System Migration.

Discussions regarding transition date proceeded from there. UH Hilo wanted to know if Oct 2015 still looks possible. They would like to send out an announcement soon. Steve advised that we do not have enough information at this time to make that decision. Leeward also expressed concern regarding an October 2015 transition date. They will need both Programs and Courses to be available. Susan Nishida agreed that a Mid-October implementation at this time is unrealistic. A more realistic date for a fully functional system would be May 2016. “Why create chaos when we don’t need to?” Wendy from Manoa supports the May 2016 plan. UH Hilo still plans on announcing a May 1st priority curriculum deadline for their campus. This to ensure all curriculum updates occur according to the deadlines set by their campus registration. Manoa expressed concern regarding the roll out for each campus because news can spread from one campus to another. Susan Nishida suggested that we set Fall 2016 as the target date for all UH Campuses to be using Kuali CM. This would mean that the proposals made in Fall 2016 would be effective the following Fall 2017. Kapiolani is expecting to do an early switchover in Fall 2015 and has volunteered to be a pilot campus. UH Hilo also expressed desire to be a pilot campus as well. Jean expressed her excitement at how easy Kuali CM appears to be from viewing the prototype site.

From there, discussion shifted to the topic of data migration. Steve advised that this will be the trickiest piece, but we should not be concerned regarding the sunset of Curriculum Central. Two data transfers will be involved, one from Banner and one from Curriculum Central. Lisa Imai advised that Manoa worked with Thanh on a Banner extract in the past, so we could use that as a starting point.

Steve advised that we should also take the time to evaluate our existing process; this would be a good opportunity to do things differently.