All-Campus Curriculum Management
Meeting Summary

Monday, March 9, 2015
1:00 p.m. - 4:00 p.m. (Meeting adjourned approx 3:15 p.m.)
Bachman 113; UH Hilo - LRC 358; UH Maui - Ka'ake 103; Kaua'i CC - LRC 121

Present:

<table>
<thead>
<tr>
<th>University of Hawaiʻi at Hilo: Jean Ippolito (Curriculum Planning Liaison)</th>
<th>Kauaʻi CC: Kathlen Lee (Academic Affairs Office)</th>
<th>UH-Maui College: Tim Marmack (Curriculum Co-chair)</th>
<th>Leeward CC: Pete Gross (Curriculum Central Coordinator)</th>
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<td>Windward CC: Kevin Morimatsu (Banner/Catalog)</td>
<td>University of Hawaiʻi at Manoa: Lisa Imai (Registrar’s Office/Banner) Diane Nakashima (Catalog Office) Lisa Fujikawa (General Education Office) Julienne Maeda (Graduate Education Committee) Wendy Pearson (Academic Affairs)</td>
<td>Honolulu CC: Pat Yahata (Curriculum Management)</td>
<td>UH-System: Susan Nishida (UH System Liaison) Steve Smith (ITS)</td>
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<td>UH-West Oahu: Terri Ota (Academic Affairs)</td>
<td>Kapiʻolani CC: Susan Pope (Curriculum Central/Catalog/Banner)</td>
<td>Hawaiʻi CC: Mitchell Okuma (Curriculum Central/Kuali Functional Lead) Shyann Viernes (Curriculum Central Support)</td>
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**Administrative Update - Steve**

**Upcoming Administrative/Executive Meetings with KualiCo**

Steve advised that we have full support from everyone. Garret will be going to Salt Lake City 3/24-25 to meet with KualiCo. Steve requested that people submit questions to him or Mitch for Garret to ask during his visit.

Steve will be attending a Kuali Community Meeting in end of April. Steve will meet with KualiCo to check on progress and follow up on unaddressed issues at that time as well.

**Banner Integration**

Representatives from ITS have been identified to work with us on this area (Scott Masuno - Architect and Art Donoho - Chief Developer from Technical side of Banner, they work on daily basis with ITS Banner Function and with ODS Group - Data Store for Banner as well). We need to provide functional needs regarding integration (what’s needed from banner, when is it needed, how frequently is it needed).

**Training**

Begin discussion regarding training. Often times on projects, the topic of training is an after thought and doesn’t get fully addressed. What training do we think will be necessary and when will we want it to occur. This will help in planning and reserving some resources (trainers/documentation) in the project budget specifically for training.
**Identify Timeline**
What is the timeline everyone is looking for. We need to be cautious with timeline, there may be speed bumps ahead. Provide enough time for stress testing, for our ITS staff to load it onto our servers and get familiar with the technology, and it fits as painlessly as possible with littlest amount of disruption for all campus as we make this transition into Kuali CM.

**Potential STAR Integration - consideration**
STAR has program information and is managed separately outside of ITS. We will need to engage with STAR admins and developers.

**Other**
We are on track with the project and in good shape with the project budget.

**Questions**
ITS Banner Contacts? Contacts listed in Banner Integration section above.

**Kuali CM Project Update**

**KualiCo Visit Sharing - (Wendy, Susan N., Pete, Mitchell)**
Wendy shared that she was excited about the product, surprised by the progress, and was impressed and pleased with what she saw. Felt that trip was worthwhile. Some new uses of Kuali CM discovered by Manoa.
- WASC policy will need credit hours, and process to review credit hours. The ability to upload syllabus is helpful.
- Digital Catalog
- Forced consultation for pre-req’s (pinging other units using the pre-req)
- Programs - STAR integration

Susan N. was impressed by KualiCo’s responsiveness, and surprised by their knowledge related to higher education (they have a good grasp of what is needed). Believes KualiCo will deliver something as long as Joel is there (he is driving the project). Concerned with competing needs of the different institutions. Overall very impressive, wasn’t what she expected.

Pete was overall impressed with responsiveness in hearing our thoughts and how quickly they were able to share what they developed based on our feedback. He liked the fact that we will be moving away from all text fields with the Kuali CM move. We will be able to create more reports. Because KualiCo is using new web technology the system will be more responsive. Good group of staff, everyone was nice and polite.

*Steve added that we need to think about reports ("canned" and adhoc) that we need. Steve’s experience with other ERP (Banner, Peoplesoft, Kuali Financials, Kuali Coeus) systems, reporting is lacking. What reports will be needed and what form do they need to be in. We need to identify reporting tools other Partners are using. System working on identifying an enterprise reporting tool.*

Mitchell advised that there was an exercise that April completed with the All Campus group on identifying frequently used reports in Curriculum Central. He will locate that information and share it with the group.

Mitchell shared that he was surprised to see U of Maryland and Toronto on Tuesday, we were bumped from the meeting room we used on Monday.

Mitchell shared experience of how quickly KualiCo worked. KualiCo dev’s showed us UI designs and asked for feedback, 2 hours later, they integrated the feedback. Teams were very friendly, very interesting discussions between our system and Toronto. 2 people working from Maryland from KualiCo: Maribeth and Dan.
Susan N./Wendy/Pete shared it was good to have Community College and 4 year representation in Salt Lake City to share the differences in our needs within the UH System. The other Partners didn’t have Community College representation of needs. For example: Certificates in addition to our Degree needs. All campuses need to realize that there are times that we will need to give and take. We all are working to a common goal. KualiCo development is very rapid. We need to identify what we need to have for go-live versus what we need to enhance or what we want. We also need to notate other issues.

We are the only Banner Partner - KualiCo wants to be able to say that Banner Integration is possible.

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Steve - KualiCo planning on developing enrollment; other MOU’s being signed with other Kuali products (Financials, Coeus).

Steve - ITS is planning on hire one person whose primary responsibility will be to manage Kuali Curriculum Management. ITS tried in the past but was unable to find someone. They were holding off readvertising until they can identify the experiential/skills needs.

KualiCo’s goal is to host in cloud / UH wants to host locally. Financial reason - to save money running locally. Tenants concept of hosting in cloud - multi-tenant is like a condominium. UH will be a single tenant with 10 rooms, we will have one instance. KualiCo needs to develop software to support multi campus in single tenant environment. General CM functions and features are open source, but Multi-tenant code is proprietary to KualiCo - KualiCo will use this to support their customers in cloud environment.

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Mitchell mentioned at the tail end of KualiCo visit was the Introduction to Flex-fields. This would be like our campus specific questions. But we need to ensure that the flex-fields can be available at the campus level and not just at the institution level.

**Tentative Timeline - in beta testing in late May.**

Joel believes that there is a 50/50% chance that KualiCo will be able to make that date. Mitchell will setup spreadsheet to record all campuses plans/desires to implement. [http://goo.gl/NKj7jz](http://goo.gl/NKj7jz) Beta will not have all the bells and whistles, and will be cloud base. Pete shared that we will need people to test the system. We will need to push data into Kuali CM. Lisa Imai voiced concern of the need to manage who our testers are to control news of negative experiences (if any). Susan N. shared that KualiCo recommending testing with small groups (maybe one dept). Pete suggested that we may need a diverse group - For example: Curriculum Committee Members.

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Steve in regards to the timetable, start with a small group for testing then open up to a broader group. We need to coordinate comments. Base priority of Must Haves versus Nice to Haves.

UH ITS needs to load system on our servers. October 2015 for UH ITS hosting is aggressive. Initially may need to possibly dual entry or use Banner Integration. Goal is to have Banner Integration.

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Susan P. suggested testing draft training modules on pilot campuses. Pete/Wendy both shared plan for their campus consisting of a full year of testing and full implementation Fall 2016. Very basic Program support will be available in Beta.

**Question regarding assessment questions**

   Pete - Leeward is already pushing Banner information into TK20.
Pat - Question to Steve: How long will it take ITS to export data from Banner

Steve doesn’t believe it will take long once we complete our data analysis. He believes it would look like a batch process but that needs to be worked out with Banner experts. We need to be careful on what data we get from Banner and what data do we want to retain from Curriculum Central. Eventually they will identify a freeze date, of data in Curriculum Central.

Steve hears that campuses have different dates of when they want their data migrated over to Kuali CM. He is not sure how long it will take to export from each campus. There are still several unknowns: When will KualiCo release to production. When will Banner Integration will be completed, etc.. Steve’s advice is to be cautious when announcing to campuses of go live dates. He recommends each campus should identify date of when to determine implementation rollout needs to push back. He agrees that 2016 go live is more realistic. Initial plan to load all campuses data to CM at the same time. Campuses that come on board to test later may have their data reloaded. Further discussion is needed.

UH Hilo - question: Initially can we do courses in Kuali CM, and continue to do programs in Curriculum Central?

That decision can be made at the campus level. KualiCo has not committed to Program/Course packaging being available in betas. A sunsetting plan will need to be made for Curriculum Central.

UH Hilo wants to see what Programs Features are like in Kuali CM. Presently it takes sometimes over a year to review Program Proposals.

Banner Functional Meeting with Community Colleges at HSI

Agenda of presentation was posted to Blog. (http://goo.gl/mduVNc) It was an opportunity for me and other Curriculum Managers (Leeward, Kapi‘olani, Maui, Honolulu) to share progress. Garret Yoshimi also attended and shared some information from ITS as well. We used this opportunity to recruit testers, particularly in May. Presentation went well.

Curriculum Central News/Announcement - Thanh

Thanh was unable to make the call - no update

Campus News/Announcements

Maui - no update
Kauai - no update
Hilo - curriculum review is on annual basis. Optimum time would be Feb 15 (registrar’s deadline) and Mar 15 to go live. No one is using Curriculum Central during that time.
Manoa - no update
West O‘ahu - no update
Honolulu - question - prereq in Kuali CM
  regarding rules free-text field - can Kuali CM pull the course prereq from the free text field
  Response: in order to use the dependency analysis functionality we will need to avoid use the free-text field

A more detailed discussion arose around this topic. Bottom line is that we will need to test rules to ensure all our rules can be supported. Discussion revealed campuses have differences in the type of rules they all need. In addition, Terri shared that there is a certain order that the rules need to be added into Banner.
Kapi‘olani - no update
Leeward - no update
Windward - no update
Hawai‘i - relief Curriculum Support Specialist, Shyann Viernes started Feb 26
**Additional Questions**

Lisa Imai questions - dependency analysis cross campuses? Ans: has not been addressed yet.
    mass updates for a large number of courses? For example: all ETEC courses changed to LTEC
    question is do you want admin to make the change or having proposers do it themselves.
    KualiCo has dependency analysis that will show all courses and programs that may be affected by change.

question regarding contact hours?
    Manoa has 6500 courses
    request to know now what we plan on having Kuali CM record contact hours
    *Committee needed to discuss Contact Hours and Teaching Equivalency and Workload (Faculty would not
    know what to fill in for Workload)
    Contact Hours Grid discussion needs

Pat raised question - Can we identify specific fields for administrative entry only
    Addendum was suggested as a solution…
    No to addendum. Addendum does not fulfill the need
    Needs to flow into Banner
    Possibly Flex-field

Lisa Imai questions - Need for schedule type as field and not connected to contact hours - add to top 10 list
    Need description of what each schedule types mean (definition of hybrid could be different) - This is a WASC need
    We need to know this for training
    It would be nice if we all use the same definitions
    Steve advised we will need to address these issues to help us with our work and discussions with Banner.