All-Campus Curriculum Management Meeting Summary 5/11/2015
Oahu: UHM BACH 113
**Leeward: AD-102

The neighbor island sites and LCC site for the Kuali Curriculum Management Meeting on Monday 5/11 are:
Hilo: LRC 361
Kaua’i: LRC 121
Maui: Ka’aike 103

Present:

<table>
<thead>
<tr>
<th>UH Hilo: Jean Ippolito (Curriculum Planning Liaison)</th>
<th>Kaua’i CC: Kathlen Lee (Academic Affairs Office)</th>
<th>UH-Maui College: not present</th>
<th>Leeward CC: Pete Gross (Curriculum Central Coordinator)</th>
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<tbody>
<tr>
<td>Windward CC: Kevin Morimatsu (Banner/Catalog)</td>
<td>UH Manoa: Lisa Imai (Registrar’s Office/Banner)</td>
<td>Honolulu CC: Pat Yahata (Curriculum Management)</td>
<td>UH-System: Susan Nishida (UH System Liaison)</td>
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<td>Michael Tom (Computing Services Coordinator)</td>
<td>Diane Nakashima (Catalog Office)</td>
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<td>Robin Meade (Banner ITS Technical)</td>
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<td></td>
<td>Lisa Fujikawa (General Education Office)</td>
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<td>Scott Masuno (Banner ITS Technical)</td>
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<td>Julienne Maeda (Graduate Education Office)</td>
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<td>Art Donoho (Banner ITS Technical)</td>
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<td>Wendy Pearson (Academic Affairs)</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>Hawai‘i CC: Mitchell Okuma (Curriculum Central/Kuali Functional Lead)</td>
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1) Administrative Update (Steve Smith/Susan Nishida)
Susan N. - No updates

2) Curriculum Central News/Announcement - Thanh
Doing maintenance and data extract of Curriculum Central for Kuali Migration
Troubleshooting for other campuses

3) Kuali CM Project Update
   a. KualiCo Video Demo
      i. Play April recorded demo video (approx 16 min)
         Video to covered:
         Workflow
         Groups
         Roles
         Defining Attributes of Groups
         Add people into roles
         Building Workflow
         New Design
         Mobile
         Features
         Admin Configure of Course UI
         Regex at field level to help validate data entered
         Undo Changes
User Management
Group User experience
Group Management
API (More for Banner Technical)

ii. 5/11 Video Status Update Demo
Resolved Bug with Activities saving to course log
Courses API training with Engineers
Form Support for dropdowns now available
Resolved Bug with Subject Code Search
“Sticky Pages” fixed on search screen. Allows you to scroll down and still see header.
Course Dependencies Added to Courses
Groups Functionality Demonstrated
Workflow Functionality Demonstrated ½ complete, should be ready for testing next week

This week working on Versions
Next week or end of this week Basic Workflow should be available for us to test
Group multi-select
Additional course rules
School Configurable Options Customization Support
Change Log
Basic Action List
Changing how save works
Proposal UI should be available
Validations

Mitchell’s Comments
Development is being done first in the hawaii.cm sandbox. Once everything is in place in hawaii.cm then they’ll update the other campus sandboxes.

Unusual sandbox urls: HawaiiCC’s sandbox is hawaiicollege.cm. West Oahu’s is oahu.cm
These will need to be corrected

UI updates… Workload field added to Schedule Type
Comment: Activity Credit Ratios still need to be corrected

b. KualiCo and Partners meeting in Salt Lake City in June
Focus is on Enrollment and Course/Program Offering
(Waiting on Admin/ITS Admin to see if we will send representative(s))

c. Hawaii Sandbox / Prototype / Wednesday Meetings
   i. Each campus has its own sandbox. The main test sandbox is presently hawaii.cm. HawaiiCC’s sandbox is presently hawaiicollege.cm. The hope is later before we do beta testing or Fall 2015 the url will change for HawCC to hawaii.cm and Hawaii’s Test would be something else.
   ii. KualiCo applying design first to hawaii.cm. Eventually they will copy what is in hawaii.cm to the other campuses’ cm.

d. KualiCo Focus - Workflow

e. Banner Integration discussions - Lisa Imai
   i. Making progress
      1. Initial Recommendations made for a number of items on both documents that they are working on
2. Currently working on refining recommendations
3. Discovering a lot of variety on what campuses are doing in banner which is making things difficult to map
4. Stressed importance that each campus go in the Data Mapping Document and review information - Red fields need to be refined; Yellow fields need confirmation; Green is good
5. Reviewing what datasets that should be extracted from Banner. Current courses... Old courses? Will it be meaningful? Will it be useable once it is in KSCM? Will it be worth cleaning up all the data? Initial test will be done of extracts and dumps. Committee is only making a recommendation.
6. Recommendation that campus reps review documents. Deadlines have past but continue to work on it. Identify dirty data and begin cleaning up data now. (examples: okina, curly quotes, etc)
7. Hope to work on System SOP's. Review and understand what other campuses are doing as well. Try to align with other campuses.
8. Susan N. Have errors been identified that we could start correcting? Response: (Susan P./Lisa I.) One item - Deleting/Inactivating a class. Special Characters? (Lisa I.) still working on identifying fields where this is an issue. Terri - also we need to identify meanings of Pending, Inactive, etc... Know which values we should not use...
9. Met with Banner ITS last week... Pull data from Banner Data Tables, then suppress what options we should not use.

ii. Mitchell question: 9-month’ers unavailable during summer?
   1. Pete is 9-month’er but partially available during summer
   2. Jean unavailable until after June 23; new Curriculum Coordinator starting June 23

iii. Questions:
   1. Wendy- What is a realistic timeline?
      Lisa’s response
      a. Robin already extracted data from Banner… Mitch loaded some values into the sandboxes
      b. When we dump more data we may have a better idea.
      c. Unsure how dumped data may affect workflow (able to use both subject and number to determine workflow route?)
      d. Beta testing and Banner Integration is scheduled for end of May
   2. Wendy - Pushing data to Banner->Kuali, what about Kuali->Banner?
      Lisa’s response
      a. There is another column in the spreadsheet deals with Kuali->Banner
      b. A lot of unknowns in how to migrate from KSCM -> Banner (ex. pre-req’s)
   3. Comment: Banner Committee is also working on identifying other data resources in addition to Banner. (Example: not all campuses use course description in Banner)

f. Data Migration Activity
   i. Robin has exported data for all campuses from Banner.
   ii. Robin reviewing, updating, and correcting export scripts
      1. Lisa stressed: Please look at the data now.
      2. Mitchell mentioned that extracts presently take approx. 3 days to complete. But Robin mentioned after rewrite it should take less time.
   iii. Banner ITS - API Training
      Scott, Robin, and I participated in an 30min API Training session with KualiCo and Maryland on Friday 5/8/2015
      I have completed some test loads presently to kapiolani.cm, manoa.cm and hawaii.cm focusing on Math and English.
      Scott and Robin will complete tests with API this week.
   iv. Request submitted to Thanh to export CC data as well

g. Other Questions:
   i. Are campuses planning on using KSCM for their Apprenticeship programs/courses?
      HonCC - Pat
per our Apprenticeship Coordinator, the State of Hi Dept of Labor Work Force Development Office approves apprenticeship courses and houses course records, course outlines etc. We only maintain student records in banner.

Who is using Banner for Apprenticeship or any courses and if it should be excluded in extracts?

HON has
LEE or HAWCC might have
4 years don’t have Apprenticeship

KAP no Apprenticeship
KAU no Apprenticeship
LEE not that Pete was aware of
WIN not that Kevin was aware of

ii. KSCM users? Is this a campus by campus decision? Question may need to be answered when KualiCo looks at users, roles, and permissions.
(Staff, Faculty, Lecturers, Guests, External Advisory Committees (no hawaii.edu address))

iii. Who used field excludefromcatalog (In KSCM presently listed as unpublished) and what does it mean?
Lisa I. had question how Kuali KSCM is planning on using excludefromcatalog. She wanted to know if this field excludes the course from listing the course in Kuali. What does catalog mean to KSCM.

LEE - excluded from printed catalog
KAP - excluded from printed catalog
(we want to see it in KSCM) ?Ask KSCM what their plans are for this field?
We should share what we want it to do

iv. Can we change Assessment Scale field label to Grading? All decided to change label to “Grading Options”

v. Wendy: Where are the supporting documents? Supporting documents at approved course? - yes (all campus desire this function/feature)... example, syllabus, articulation, memorandum of understandings
Some users will not be able to view proposals (other campuses) so they will need to view the supporting documents from the course information view
Susan N.: Desire is when proposal is approved supporting documents would transfer over to the course.
Susan P/Wendy: Desire is to load old pdfs to Course Information
Michael Tom: Who can add, when can they add supporting documents? Questions also arise regarding storage capacity.

1. Course / Proposals Inventory - two separate items
   a. In Curriculum Central Course Information and Proposal Information used the same template (i.e., 1 inventory)
   b. Examples of documents that are needed on the Course (Syllabus, Articulation)
   c. Lisa I.: When users see Course and Proposals in KSCM they may have a better understanding of the differences between the two inventories
   d. Wendy: Concern of questions that may appear on the proposal. Additional questions would need to be approved by Senate.

2. Versions in Course
   Compare of versions at Course
   Question arose is can a Course have more that one Course Version per term
   In Banner is it set for one version per term (Should newer versions overwrite older versions for a given term)
   Show one version but provide availability for see other versions for the course for the effective term.
If they want to view the multiple versions in the Proposal Inventory.

What happens if you propose a course for an earlier term? Which course version is used for the course proposal? Say a course was approved for Fall 2017. If a course modification is proposed for Fall 2016, which approved course version is used on the proposal Fall 2017 or the previous approved course version? Pete suggested the Fall 2017 approved version should be used. Further discussion is needed regarding this item.

4) Campus News/Announcements
   Hawaii - no report
   Windward - no report
   Leeward - Curriculum Committee is on hiatus
   Kapiolani - Curriculum Committee and Faculty Senate closed for summer
   Honolulu - all is ok
   Manoa - no report
   Hilo - May 1st priority deadline. Received about 58 new proposals in Curriculum Central rec'd. New Curriculum Coordinator starts June 23
   Kauai - nothing to report

   Meeting ended at 2:45pm

5) KualiCo conducted some Workflow Focus Meetings (Wendy, Teri, Mitch in one session, Pat and Pete in another session, Kat in another)
   Discussed Parallel Routes
   Or Routes
   Optional Approvers (based on value on the course information)

6) Future Meeting Schedule:
   June 8, 2015 (Julie and Diane to bring snacks)
   July 13, 2015
   August 10, 2015
   September 14, 2015
   October 12, 2015
   November 2, 2015
   December 7, 2015

   *All meetings are face to face from 1:00 pm - 4:00 pm; neighbor island sites via polycom
   *All meetings are held at UHM, Bachman Hall, Room 113, unless otherwise noted.

Adjourned at 2:45pm