All-Campus Curriculum Management Meeting Summary 4/13/2015
Monday, April 13, 2015
1:00 p.m. - 4 p.m. (Meeting adjourned approx 2:50 p.m.)
Bachman 113; UH Hilo - LRC 358; UH Maui - Ka'aike 103; Kauaʻi CC - LRC 121

Present:

<table>
<thead>
<tr>
<th>UH Hilo:</th>
<th>Kauaʻi CC:</th>
<th>UH-Maui College:</th>
<th>Leeward CC:</th>
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</thead>
<tbody>
<tr>
<td>Jean Ippolito (Curriculum Planning Liaison)</td>
<td>Kathleen Lee (Academic Affairs Office)</td>
<td>Tim Marmack (Curriculum Co-chair) Kaheleonoani Dukelow (Curriculum Central Manager)</td>
<td>Pete Gross (Curriculum Central Coordinator)</td>
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<td>Jan Ray (Faculty Development)</td>
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<td>Windward CC:</td>
<td>UH Manoa:</td>
<td>Honolulu CC:</td>
<td>UH-System:</td>
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<td>Kevin Morimatsu (Banner/Catalog)</td>
<td>Lisa Imai (Registrar’s Office/Banner)</td>
<td>Pat Yahata (Curriculum Management)</td>
<td>Susan Nishida (UH System Liaison) Robin Meade (Banner ITS Technical)</td>
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<td></td>
<td>Diane Nakashima (Catalog Office)</td>
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<td>Lisa Fujikawa (General Education Office)</td>
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<td>Julienne Maeda (Graduate Education Office)</td>
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<td>Wendy Pearson (Academic Affairs)</td>
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<td>UH-West Oahu:</td>
<td>Kapiʻolani CC:</td>
<td>Hawaiʻi CC:</td>
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<td>Terri Ota (Academic Affairs)</td>
<td>Susan Pope (Curriculum Central/Catalog/Banner)</td>
<td>Mitchell Okuma (Curriculum Central/Kuali Functional Lead)</td>
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1) Administrative Update (Joanne Itano/Garret Yoshimi/Steve Smith/Susan Nishida)
   a. Garret’s visit to KualiCo
      Mitchell highlighted parts of Garret’s message (entire message listed in agenda) during the meeting. In particular:

      Joel’s recommendation that we implement as each campus being a separate instance...the varying approval workflows, and the unique field requirements (both per campus) were the thing driving Joel to that recommendation.

      Mitchell advised group that in a meeting with Steve, he and Susan N. the single instance / multi instance question has yet to be decided by IT.

      In addition...

      I am primarily interested in making sure that all of our requirements are in the KualiCo pipeline so that anything they produce is usable by our community.

      Mitchell advised that he is working on getting the “Kuali Curriculum Management Requirements Status” Document updated and also asked if people could assist in ensuring the “CM Data Document” was complete.

   b. Steve’s update
      In regards to Steve’s update (entire message listed in agenda), Mitchell highlighted Steve’s request to have a list of major unresolved issues or unanswered questions to be addressed during his visit with KualiCo in Atlanta.

      Mitchell reported that he will be working on that list.

2) Curriculum Central News/Announcement - Thanh
Thanh has been working on extracts for Kapiolani and Leeward. Thanh also reported that the test server was down for a couple of days. UH ITS retired one of their servers which affected access to test. It has since been resolved.

3) Kuali CM Project Update

a. Video Demos

Two videos were shared with the group. The first was a video prepared by Joel, CEO of KualiCo that demonstrated the flexibility in customizing the Course Form and the second was one that Mitchell put together to demo workflow.

b. Hawaii Sandbox / Prototype / Wednesday Meetings

- Question was raised regarding if we should we continue to use the 1 Testers Feedback sheet or should we have separate sheets for each campus?
  - Lisa Imai shared that she suggested this for Mitchell’s sanity especially when there will be multiple sandboxes not as a request for the users.
  - General feel by group was that 1 Testers Feedback was helpful. It makes it easier for people to view what others have already reported and asked for.

  Mitchell shared that he provided a copy of the the Testers Feedback Sheet to Maribeth so that she can see the types of discussions occurring at UH. It also helps her to see how much involvement we have working on this project.

Jean at UH Hilo shared that she is very happy with interface and ready to move forward. She also introduced Jan Ray to the group as one of the people that will be working with her on the project. She is still trying to recruit more testers.

c. KualiCo Focus - Courses; Workflow focus to begin possibly in 1 week

KualiCo has not announced that the work on courses have been completed. When Workflow focus begins, KualiCo will be looking at fields such as proposal rationale and impact to course as part of the Workflow work.

Workflow Setup features demonstrated in Mitchell’s video is available in the prototype site and not the sandbox.

Sandbox presently does not work in Internet Explorer, Safari, and possibly some versions of Firefox. Issue has been reported to KualiCo.

Question was raised about how we would have users loaded into Kuali CM to test out workflow. Mitchell shared that we are presently waiting on more details with KualiCo’s API utility to see what can be loaded into Kuali CM. Until that is available, users will have to be manually created.

It was shared that having users loaded in is a definite need in order to begin testing and training in the Fall.

Concern was raised that what presently appears in the sandbox for courses appear to be incomplete. Mitchell shared that KualiCo has stated that the sandbox is only 60-70% complete. Not all of the items and features have been moved over from the prototype to the sandbox. The CM Data Document is what KualiCo is using as a reference in identifying items that have to be on the course form. Mitchell checked the CM Data Document against the UI wireframes to ensure course items were listed there. The UI wireframes was Mitchell’s primary point of reference.

Questions and concerns have also been raised regarding types of input fields used to enter in data (Drop-down versus free-text fillable). KualiCo’s developers and UI designers are trying to use the best input controls to receive data based on the multi partner needs. We may need to fight in some cases and justify our need for certain types of input controls for some fields. One example was for credits. Not to allow letters in the credits field. Discussion on credits itself identified the need to support 0 credits and fractional credits (up to two decimal places). Those needs need to be stated in the CM Data Document.
d. Banner Integration discussions
   ○ Contact made and discussions initiated between UH Banner ITS and KualiCo
     Robin Meade was introduced to the group as a Banner ITS dev and Lynn Inoshita was identified as our primary contact with Banner ITS Functional

     Documents have been shared with Banner ITS and Robin has already provided a sample extract of some data from Banner. As soon as KualiCo makes the API tool available Banner ITS will be assisting in loading data into Kuali CM.

   ○ Formation of Banner Integration Committee was announced to help address items below:
     Initial hope was to have lead for committee from Banner ITS Functional.
     Banner ITS Functional stated that they will have an advisory role on this project. They will provide someone to participate in our discussions but not lead.

     Banner ITS Functional advised that UH Manoa is using the most fields within Banner for course entry so their recommendation was to have Lisa Imai act in that role. Lisa received approval from her supervisor and has accepted the task.

     So the committee will address the following items:
       ○ Assistance in exporting of Banner data for loading into Kuali CM
         Reviewing sample extract provided by Robin from Banner ITS.

         Manoa’s Banner to Curriculum Central migration notes and Banner Data Mapping notes are items that need to be reviewed.

       ○ Updating Banner Integration Requirements document
         Original document stated migration was to occur from Banner to Curriculum Central to KS CM. That needs to be corrected.

       ○ System wide standard operating procedures for creation of courses in Banner
         Is it possible to have one document for all campuses? Bits and pieces of documentation exist but not a consolidated document that all campuses use.

         Susan Pope shared that in October Banner Central is planning on having a forum of members from all campuses to help address this issue. During a discussion regarding the forum, it was suggested that the forum might be too large a group than what is needed for the development of this standard operating procedure document. So representatives from each campus was identified and provided to Lisa Imai to act on the Banner Integration Committee.

    Question was raised that if items have been identified in Curriculum Central that need to be migrated as well. Review of Thanh’s Curriculum Central Data Mapping sheet needs to be done. KualiCo has been provided a data dump of Learning Outcomes from Curriculum Central.

    Susan P. shared that Kapi’olani would not want to use the Learning Outcomes/Competencies stored in Curriculum Central to load into KSCM. They would rather use the learning outcomes listed in their catalog.

    Honolulu shared that they are not using Curriculum Central but they have a list of all their learning outcomes.

    An exercise needs to occur to locate all sources of data that need to be loaded into Kuali CM. Prereq’s will be a major exercise in identifying what Banner Integration would look like.
Question arose at the tail end of this discussion regarding how the users would be loaded into KSCM and how many admins can there be (given that an admin appears to be the only user that can setup Workflow). UH Directory list was thought of being too inaccurate to be a useful source.

Concern was also raised based on the video regarding how easy it is to configure forms. This raised concerns and discussion regarding a single instance versus multi instance solution. How to support all the different campuses configurations in either solution. How will upgrades be handled?

4) Campus News/Announcements
   Maui - No update
   Kauai - No update
   Hilo - No update
   Manoa - Adding Quantitative Reasoning to GE; expecting larger number of course proposals; good opportunity to see how Kuali CM works and how it could support articulation.
   West Oahu - No update
   Honolulu - No update
   Kapiolani - Busy with early registration
   Leeward - Working with Thanh regarding mass update in CC for ENG based on a rule change: 100+ courses affected by rule add in "or ENG 24"

   Request Polycom for May’s meeting for Leeward campus
   Windward - No update
   Hawaii - No update

5) Future Meeting Schedule:
   May 11, 2015 (Finals week)
   June 8, 2015
   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.