All-Campus Curriculum Management Meeting Agenda 8/10/2015
Oahu: UHM BACH 113

Present:

| UH Hilo: Shelby Wong (Banner/Curriculum) | Kauali CC: Kathlen Lee (Academic Affairs Office) | UH-Maui College: not present | Leeward CC: Pete Gross (Curriculum Central Coordinator) |
| UH West Oahu: Terri Ota (Academic Affairs) | UH Manoa: Diane Nakashima (Catalog Office) Lisa Fujikawa (General Education Office) Julienne Maeda (Graduate Education Office) | Honolulu CC: Pat Yahata (Curriculum Management) Marcia Roberts-Deutsch (Dean) | UH-System: Susan Nishida (UH System Liaison) Robin Meade (Banner ITS Technical) Art Donoho (Banner ITS Technical) Steve Smith (Assoc VP ITS/CIO) |
| Windward CC: Kevin Morimatsu (Banner/Catalog) Lance Uyeda (Curriculum) | |

1) Administrative Update (Steve Smith)
   ● KualiCo Contract ends in September. Garret is involved with on going discussions with Joel regarding future. Garret is considering hosting arrangement with KualiCo. We need to be certain that the software will work for us. Decisions regarding our contract with KualiCo should be resolved by the end of the month.

2) Curriculum Central News/Announcement - Thanh
   ● Following ITS and CAS upgrade (test and production server). A lot of these patches have to do with keeping up with security for both the authentication component of CC and Java
   ● Completed data transfers from Jean at UH Hilo to Shelby - we reassigned a lot of work from Jean to the new CC admin, Shelby. Also reassigned approval from the former registrar.
   ● Working on data extract options.

3) Kuali CM Project Update
   ● Pilot versus Testing
     Susan N. shared with group a handout (http://go.hawaii.edu/5M) that detailed the different project phases for the functional team, a DRAFT version of our general project timeline, some of few of the major outstanding issues, and a table displaying the summary of campus pilots and 2015-2016 deadlines for courses. Susan shared the differences between “pilot” and “test” phases in hopes to clear up the confusion many were having between the two. She shared that we are presently in the testing phase. Testing the system to find bugs and to see if the system can do what we need it to do. Pilot is when we have 1-2 departments/programs use the system with real data.

     Steve also shared more information regarding the different project phases.
     ● Alpha Phase - (Where we are now) Initial development of system and testing of features
     ● Pilot Phase - Working with small group of users (2 or 3 campuses with only a few departments), feeding in live data into system. Double entry involved.
     ● Beta Phase - The major problems have been resolved. Testing users group increased. Fine tuning system in preparation for production release. Typically a very short period of time prior to production release.
     ● Production Release - tentatively Fall 2016
General help materials are being developed now by KualiCo, tentatively to be available in September. Campuses will be able to create their own guides and materials and post it on KualiCo’s support area.

Robin shared that they are working on the Banner 9 upgrade. Banner tables should be pretty similar. Banner 9 has a new API feature. He is working with a KualiCo dev and they plan looking at Banner 9’s API feature as a possible solution for Banner Integration in the future.

- **Timeline**
  - Susan N. presented the information regarding the General timeline - DRAFT of handout with the group
  - Cutover date Discussion - Cutover involves switching from using old system/process to the new system. Additions identified to be added to "Summary of campus pilots and 2015-2016 deadlines for course - DRAFT": Manoa’s catalog deadline is March 20. They also have their Spring deadline on May 15th. Maui has a Spring deadline of April 1st.

  After further cross campus and IT discussion, July 1st has been identified as an acceptable target cut over date.

  Further discussion needed regarding Banner Integration and piloting.

  Campuses piloting can get in touch with Mitchell to let him know who and what departments are piloting Kapiolani identified for them that the Language, Linguistics,and Literature department will be piloting for their campus.

- **Major Outstanding issues from handout addressed**

  Some discussion occurred regarding the Programs Functionality
  - More than just curriculum management
  - Dependency analysis
  - Integration with STAR?
  - Further discussion needed in future

- **Sandboxes (Test/Staging/Production)**
  - Mitchell shared briefly about the three different sandboxes each campus has.
    - Test - primarily KualiCo’s Dev use
    - Staging - super users test area
    - Production - to be “live” home
  - He also advised about the correction made to the url’s for West Oahu and Hawaii CC’s. Testers are being asked to test in their own campus’ sandbox.

- **User Interfaces (UI)**
  - Mitchell announced that the Course w/ Banner Information template and Course Proposal templates have been pushed to all sandboxes in preparation for piloting.

- **Workflow**
  - Mitchell and Shelby shared briefly their experiences of setting up workflow and sending a course proposal through the workflow process. It was a bit bumpy but we were able to get something approved. Branching and conditional node (for Graduate Course approval) was not working. Email notifications worked but were sent to junk mail. Shelby mentioned that the set up is there but it needs to be done in a certain order. Mitchell advised that Workflow is connected to the DEPARTMENT field on the Course UI form.

- **Data Migration Activity / API Development (Robin)**
Robin has been working with a KualiCo developer for Banner integration. And he has collecting requirements from the functional group.

Question arose that once Kuali CM becomes the system of record should staff be able to update Banner directly. Initial response was no, but then it was a drastic change so Robin came up with a Kuali push process instead. He plans on supporting an “audit mode” that will allow the comparison of information in Banner with Kuali CM prior to the pushing data to Banner. This will allow for corrections to occur prior to pushing the data.

Push process could run once per term or as many times as they want.

Pat suggested possibility to doing push for a handful of records instead of the entire database. Robin will investigate how difficult this might be to support.

Change management in Kuali. How to notify other systems of changes. How updates can be done in real time. But this is not something that is desired at this time.

Robin is trying to identify a way records could be given an “alert” as having been modified (particularly by an admin i.e., not requiring an approval process) to support those updates being carried over to Banner. The alert to signify that the update has not been applied to the SIS yet. Users could be prompted if they would like to apply changes to Banner.

Mitchell mentioned that Kuali CM’s support for Curriculum Central in raw edit is done via and admin approval.

How often does the functional group want pushes to occur? Once a term, three times a term, several times a term on demand?

Susan P. shared also about the need to make a change in 15min for Banner. Robin agrees the change should make change in Banner. The audit mode would alert of discrepancies between Banner and KSCM and would have a “reconcile” button to fix discrepancy.

Susan N. shared that the new project manger at KualiCo came from Ellucian.

Pat mentioned of other situations that Kuali CM would need to be updated do to corrections that need to be course information instead of everything every semester. So she would like to be able to specify which course records should be pushed to Banner.

Art compared the different needs to google mail. People are able to select items from the list or click on the check at the top to select all in the list.

Robin will convey our requests to the Kuali developer for a push interface but will continue working on the batch push process.

Regarding data loading:
Art has cleared Robin’s assignments so that he able to spend more time working on the project. During the weekend he was able load Banner terms to the 10 sandboxes.

Robin is using the Banner Integration Committee’s data mapping document to help with data loading. He is studying data and has set up the basic scripts.

- **Access - Authentication and Authorization (CAS with Kuali)**
  1. Connection made between with Michael Hodges from UH System and KualiCo developer
  2. Once UH’s authorization system is in place, login access would look like the CAS login screen.
3. Question raised if we need students to have access to Kuali CM. Will we need student helpers to assist with testing and entering in information into Kuali CM? Susan P. wanted her student assistance to have access. Manoa shared that they would eventually like some of their students to have access. More discussion on this topic is needed.

4. Authentication - Who can use the system.

5. Authorization - What they can do within the system. Presently in Kuali CM, there are only 2 types of users: admins or users. Anyone that is a user of Kuali CM can submit a proposal. Including student users.

6. More information is needed on this from KualiCo and UH System.

- Feature Gaps (Time sensitive)
  1. Cross Campus Functional Needs
     When we propose a course we want the system to check to see if the course subject code and number combination is already used by another campus.

     Also dependency analysis cross campus

     Other cross-campus features and function needs should be emailed to Mitchell

  2. Program Needs (already discussed during Susan N.’s report)

- Banner Integration discussions - Not discussed

- Other Questions:
  1. Kuali CM Admin Checklist - requested Joel for assistance to help develop
     (https://docs.google.com/spreadsheets/d/1E5HHmbTLue66sH28KItsNf9csnnAq6mZ99H6ddNDYZ0/edit?gid=0)

     2. User Testing Form and Admin Testing Form (via Google Forms) - requested assistance in the development. If anyone has suggestions for a better format they should email Mitchell.
     (https://docs.google.com/a/hawaii.edu/forms/d/1nY084Tm73yeHbBYDml59ojqXxcA0L2aqfuAGZTngAow/edit)
     (https://docs.google.com/a/hawaii.edu/forms/d/1IqRgMQ86fYCPmjEEBRzr3qSLgnPHHmgS3JP1eQyLYVQ/edit)

     3. Susan N. stressed that we need to take advantage of our access to KualiCo developers while we still have a contract with them. We are able to note must have items as “blockers” if they do not exist within the system.

4) Campus News/Announcements

   Hawaii (left early - no report)

   Windward - working through data cleaning; introduction of Lance Ueda, Curriculum Chair

   Leeward - nothing report

   Kapiolani - met with Faculty Senate Chair, green light given to proceed with piloting Kuali CM

   Honolulu - preparing for training. shared that community college exhibition (1st Friday of March) might be a good time to share more on Kuali CM. timing would be good in preparation for roll-out.

   Susan N. asked if campuses would still be interested in a road show by Joel. Result of the discussion was that an intro video presentation (overview) by the end of this year instead of the road show might be better that would allow faculty members view on their own time.

   West Oahu - working through data cleaning (approximately 50% complete); 13 new faculty at their campus

   Manoa - working through data cleaning between catalog and Banner

   Hilo - working through priority proposals and data cleaning

   Kauai - nothing to report

   Maui (not present)

5) Future Meeting Schedule:

   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.