March 31, 2014  
KSCM Transition Meeting  
ITC 105A, 1:00-3:30 pm  

Participants: Kathleen Lee and Ryan Girard (KAU), Teri Ota (WOA), Mitch Okuma (HAW), Pete Gross (LEE), Bob Moeng and Susan Pope (KAP), Maya Saffery, Lisa Imai, Diane Nakashima, Julie Maeda, Ryan Bungard, and Wendy Pearson (MAN), Susan Nishida (System), April Scazzola.

The PowerPoint (attached here in PDF) provided the framework for the meeting. Some materials were distributed in print to those in ITC 105A. All documents were accessible on the March 31 Mtg folder on Google Drive; these have also been posted on the CurrCtrl/KSCM webpage.

**Slides 1-2: Title and Agenda.**

**Slide 3:** Next Meetings: We discussed the scheduling of the next conference call and face-to-face meeting: April 16 and April 28, respectively. Susan N. and Wendy P. and other Manoa people who might otherwise attend will not be able to attend the April 28 meeting, but because other dates bring us too close to the end of the semester, we will retain the April 28 date. At that point, we will discuss meeting arrangements for May, June, and July.

Melissa confirmed on 4/1/14 that we have conference call reservations for April 16, 4 pm, and May 7 (we can change the May 7 date if necessary).

**Slide 4:** Service Provider Update: April has had phone conversations with the four providers with KSCM experience, and with two possible project managers who had been recommended to us by other institutions. In the next two weeks or so, there will be follow-up, more technical and official conversations with these persons/organizations. Participants were assured that the project manager would report to UH and not to any provider, that provider qualifications/timelines/costs would determine choice of provider(s). Budget and timeline for this project are still open.

**Slide 5:** Committees: We have now reached a stage where focused work by smaller groups of users can be much more productive/efficient than the group discussions we have been having. Accordingly, two committees will be appointed, to serve between now and August 31, with renewal/reappointment/reconfiguration for the next academic year or semester. The committees will be small (3-5 active members) for efficiency but also representative of several campuses with diverse make-up and constituencies. Both committees will report periodically to the user group/uhcc-list and at conference calls and face-to-face/polycom meetings. Volunteers will be solicited at the end of the meeting.

The detailed charge to these committees is attached.

1. **KSCM User Interface Committee:** Drawing on the most recent draft UI and campus comments/suggestions, propose a draft UI to present to the project manager and providers, give input during the development of KSCM to these persons and to UH constituencies.
2. KSCM Features Committee: Revise/elaborate on the draft list of UH KSCM features, present a fully developed list to project manager and providers, give input during the development of KSCM to these persons and to UH constituencies.

Slide 6: Workshop: UH KSCM Features: We reviewed the draft list of UH KSCM features (in Drive folder); summaries of our discussion points are inserted into that text in blue font, to distinguish these recent comments from previous comments in red.

A lengthy discussion occurred about assessment. MAN, HIL, and LEE have well-developed assessment systems that are separate from the course approval system (Curriculum Central/KSCM) and they would not use KSCM for assessment; KAP feels strongly that assessment, though not part of their Curriculum Central functions, should be available to campuses through KSCM. HAW, KAU, and WIN are also inclined in that direction. (MAU and HON reps were not present; April knows the assessment system at HIL does not rely on the curriculum approval process.) The campus-specific structure could allow just those campuses that want assessment in KSCM to have it (to the extent it is fiscally and technologically possible). Accordingly, the Features Committee will address assessment.

Slide 7: Workshop: User Interface: Both HAW and KAP submitted rich arrays of suggestions/comments for categories, items, and language; LEE and KAU have also commented. These, posted in the Drive folder, were briefly reviewed by participants. The UI Committee is charged with coming up with a unified user interface.

Slide 8: Volunteers and questions were solicited, and a lively and collegial discussion followed. The two committees will be comprised as follows:

User Interface Committee: Convenor, Susan Pope (KAP); Members, Mitch Okuma (HAW), Kevin Morimatsu (HON), Maya Saffery or Meda Chesney Lind (MAN); LEE and KAU will send in names in the next day or two. Banner/Transfer Resource: Lisa Imai.

Features Committee: Convenor, Pete Gross (LEE); Members, Kathlen Lee (KAU), Jean Ippolito (HIL), Teri Ota (WOA), Lisa Imai or Wendy Pearson (alt) (MAN). Assessment Resource: Bob Moeng (KAP)

- Thanh and April will serve as resources for both committees.
- Melissa Arakawa will assist with conference call meetings.
- Thanh will be asked to develop a sandbox version of the User Interface Committee’s product.
- April will decode the acronyms in the Features list.

Prepared by April Scazzola
4/1/2014
Transitioning to
Kuali Student Curriculum Management

March 31, 2014
1-4pm Bachman 113

Agenda

- Introduction
- Update on project manager and service providers
- KSCM features list: new configuration
- Committees: KSMC User Interface, KSMC Features
- Workshop: Reviewing user interface categories, terminology
- Next face-to-face meetings: April 28, May ?, June ?, July ?
  - Reschedule conference calls to April 16; May?June? July?
Service Provider Update

- Preliminary conversations with four providers with KSCM experience
- Decision soon on project manager
- Project manager will work with providers and UH groups
- Budget and timeline: still open

Committee(s)

- 3-5 active members, meet more frequently, work thru summer, report to functional group (us), technical group, work with project manager, providers
- KSCM User Interface: Propose a draft UI to present to PM, providers
- KSMC Features: Give input on features during UH discussions with PM, providers
Workshop: UH KSCM Features

- Review our list of features: systemwide, multi-campus, individual campus
- Discussions with potential program managers, providers

Workshop: User Interface

- Core vs. campus categories, category titles
- Common language for course questions
- Transfer of campuses’ CurrCtrl data to KSCM: all data to core and campus categories?
Cross-campus Variation

- Contact hours (1-10 codes)
- Methods of evaluation (7-129)
- Methods of instruction (2-63)
- Determine data required for Banner

Next Meetings

Discussion Board on Curriculum Central
Conference Call: April 16, 4 pm
  From Campus: 78615
  From Oahu: 957-8615
  From the Mainland; Neighbor Islands:
  1-808-957-8615
  Conference Password: enter 4545 followed by "#"

Face-to-Face/Polycom: Monday, April 28
May 12?, June, July meetings?