May 5, 2014
KSCM Transition Meeting
ITC 105A, 1:00-3:30 pm

Participants: Tim Marmack and Kahele Dukelow (MAU); Kathlen Lee (KAU); Mitch Okuma (HAW); Jean Ippolito (HIL); Rick Jones and Teri Ota (WOA); Lisa Fujikawa, Maya Saffery, Diane Nakashima, Lisa Imai, Ryan Bugard, and Wendy Pearson (MAN); Kevin Morimatsu and Brian Richardson (WIN), Pete Gross (LEE), Susan Pope (KAP), Thanh Giang, April Scazzola.

The PowerPoint (attached here in PDF) provided the framework for the meeting. Copies of the Features list were distributed in print to those in ITC 105A. The PP show and other documents are available in the May 5 KSCM Meeting folder on Drive: https://drive.google.com/a/hawaii.edu/folderview?id=0B4Bx2SsCm5YOSGFjN1oxSWZnNH M&usp=sharing

Committee chairs Susan and Pete will share documents in committee folders as appropriate.

Slides 1 and 2: Title and agenda

Slide 3: Service provider update. The selection committee has completed interviews and has ranked the four candidates for KSCM Project Manager (one from each of four qualified companies), with two candidates ranked substantially ahead. The committee will send its recommendation and accompanying documents to the executive committee for final selection. The committee is also working on the contract for the project manager, drawing on the appropriate templates. The project budget and timeline have yet to be announced, but we expect these to emerge in due time. We do not have a hiring target date for the project manager, but the process is moving with all deliberate haste.

Slide 4: KSCM Features Committee. The committee has met in two extremely productive meetings and has produced a new draft of the UH KSCM features list. This is posted in the May 5 Drive folder. In addition to clarifying and correcting language, the committee inserted comments and queries, colorcoded for contributor.

Chair Pete urges all user group members to review the document and submit comments and questions to him (grossp@hawaii.edu). Please label these with the appropriate heading and item numbers (e.g., Multicampus Environment, 3.a) so that Pete can see exactly where they fit into the document. Pete will compile and the committee will review. The next version will be shared at the next face-to-face/polycom meeting in June.

Three key features/issues to be addressed, in addition to many smaller points:

- The interface with Banner: it seems unlikely that data can transfer “seamlessly and without human intervention” from KSCM to Banner. A number of data points entered into KSCM for each course/most courses will need to be interpreted for each campus by a person knowledgeable about the campus curriculum.
A Banner subgroup has prepared a detailed report on this issue; it will be made available to the user group.

- Banner does not (yet) accept Hawaiian diacritics. Thanh suggests that this lack can be corrected, perhaps by a vendor.
- Programs: We have been focused exclusively on the Courses component of KSCM. HIL and LEE are using the Programs component of CurrCtrl and the expectation is that all campuses will eventually use Programs as well as Courses.

Thanh recommends that we continue to focus on the course component, because it presents so many challenges; the program component is relatively simple and straightforward. It does contain a section for program learning outcomes that can feed into the courses section on learning outcomes. As for HIL and LEE, we will ensure that they can continue to use the programs component of CurrCtrl until the program component of KSCM Is functional.

The Kuali sandbox version of KSCM includes a vanilla Programs component: Go to http://demo.ks.kuali.org. On the home page, “Select an area,” select Curriculum Management, scroll to Programs section, select View Core Programs, click on the one sample CORE to view the components of the basic Programs component. Click on the titles in the left frame to view each component.

**Slide 5: User Interface (UI) Committee, and Slide 6.** The UI committee has had multiple productive meetings over the past month. Meetings were held using JoinMe to supplement vOffice as well as telephone discussions. Sample course outlines for each campus were made available to UI committee members and are now posted in the May 5 Drive folder for the larger committee.

The UI committee submitted draft suggestions for modifications to the KSCM UI to Thanh, who generated a mock-up of how these might look in the KSCM framework. The link to the mock-up is http://curriculumcentral.its.hawaii.edu:8080/central/core/kcm/ui/

As Susan walked us through the various sections (labeled “course areas” in the current mock-up), of the course outline proposal form participants raised many questions. It is clear that seeing a possible UH version, even as a draft, gains considerable attention at KSCM meetings. Among the points raised:

- We need to clearly mark this as a DRAFT, so that it can be shared on all campuses to generate interest and input but not distress and misunderstanding. Susan will coordinate development of a disclaimer to appear at strategic points on the mockup.
- The committee included more items than are likely to appear in the core sections/areas of the implementation version. Some such items will be in campus-specific sections or campus specific questions; some core sections/areas will be requested to be hidden from viewers from certain campuses (e.g., the Competencies and Outcomes area would be hidden to MAN and HIL users). We have been advised that KSCM can be configured so that users from different campuses will have access to the appropriate areas, questions, and drop-down list items.
- What campus data will go into KSCM? Data from how far back? Thanh reminded us that all campus data currently in Curriculum Central could be transferred into
KSCM, though various parts will need cleanup. It might be best, Thanh suggests, for individual campuses to decide what goes from Banner to KSCM (for those campuses not using Curriculum Central) or from Curriculum Central to KSCM; and how far back in time.

- Some items remain problematic as we do not yet clearly understand what they mean for UH system—such as the credits and activities items. As we work with the project manager and vendors, the possible application for the UH KSCM will become apparent.

**Slide 7: Committee Membership.** It was agreed that each committee should include one representative from each of the ten campuses, and that it would be okay for a campus to have the same representative on both committees. To fill out the committees, April will invite each campus without a representative to identify someone (and perhaps an alternate) who can serve through the summer and likely beyond. Over the summer, there will be changes in faculty representatives.

Current membership:

User Interface Committee. Alternate Jue Wang, juewang@hawaii.edu for Michael Bauer (LEE). Lisa Imai, lisa.akamine@hawaii.edu (MAN) is Banner/transfer resource.

- Mitch Okuma, mokuma@hawaii.edu HAW
- Kevin Morimatsu, kevimkm@hawaii.edu WIN
- Maya Saffery, msaffery@hawaii.edu MAN replaced by Wendy Pearson pearsonw@hawaii.edu for the summer until the Manoa Faculty Senate representative is appointed.
- Michael Bauer, mbauer@hawaii.edu LEE
- Susan Pope, spope@hawaii.edu KAP, CHAIR

KSCM Features Committee. Robert Moeng, moeng@hawaii.edu KAP, is assessment resource.

- Kathlen Lee, kathlen@hawaii.edu KAU
- Jean Ippolito, jippolit@hawaii.edu HIL
- Teri Ota, tota@hawaii.edu WOA
- Lisa Imai, lisa.akamine@hawaii.edu MAN
- Pete Gross, grossp@hawaii.edu LEE, CHAIR

**Slide 8: Next Steps.**

According to Features Committee Chair Pete Gross, “The next step for the Features Committee is to compile all the questions/comments/suggestions from each campus. In mid May we will hold another meeting and discus all of the new items. Starting next week the Features Committee will start looking into creating a Program Features List. We will then share this as well during our next face-to-face meeting.”

According to User Interface Committee Chair Susan Pope, during the summer of 2014 the UI team will continue to work on the placement of questions in the User Interface. In anticipation of preparation for action items to be given to Academic/Faculty Senates and
Curriculum Committees at the beginning of the fall 2014 semester (August 2014) the UI team will be discussing course questions in three ways – whether to add, modify, delete questions. First, which current questions may be similar enough to edit so that the verbiage will be consistent for campuses who choose to ask that particular question. Second, emphasis will be on exploring which current questions might possibly be candidates for retirement at certain campuses. Third, the addition and placement of new questions will be discussed. Certain information (not previously acquired via a course outline) will need to be gathered for Banner to assist in the flow of information from KSCM to Banner (whenever feasible) without human intervention.

**Slide 9: Next Meetings.** No conference call is planned for May or June. The next face-to-face meeting is tentatively set for 1-4 pm, June 16, Monday. Confirmation of the date/time and room will be emailed to the user group shortly.

Submitted by
April Scazzola
Transitioning to Kuali Student Curriculum Management

May 5, 2014
1-4pm ITC 105A

Agenda
Update on project manager and service providers: Cara
- KSCM Features Committee: Pete Gross
  - New Features List
  - Committee processes
- KSMC User Interface Committee: Susan Pope
  - Draft UI Items, placement on Mock-up
  - Committee processes
- Questions about the User Interface Mock-up: Thanh
- Make-up of Committees
- Next steps: Pete, Susan, Thanh, April
- Conference calls and face-to-face meetings: April

Service Provider Update
- PM ranking goes to Executives
- Project manager will work with providers and UH groups
- Budget and timeline: still open

KSCM Features Committee
Report
Posting
Committee Processes
KSCM User Interface Committee

Report - draft mock-up with draft suggestions

Committee Processes
- Virtual Office from Blackboard (vOffice)
- JoinMe
- sample documents in shared folder
- continue meeting throughout summer
- list of questions to be retired?
- wording suggestions to give to campuses in August

KSCM User Interface Mock-Up

Mock-up available here:
http://curriculumcentral.its.hawaii.edu:8080/central/core/kcm/ui/
Or on your CC home page (available to CC admins only). If you want to share the UI, send the link above.

Committee Composition

- Representation
- Other?

Next Steps
Next Meetings

Conference Call: When?
   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: When?
   June, July meetings