i) Record Attendance

<table>
<thead>
<tr>
<th>UH Hilo: Shelby Wong (Academic Affairs-Curriculum/Catalog)</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) - via phone</th>
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<tbody>
<tr>
<td>Windward CC: Kevin Morimatsu (Banner/Catalog)</td>
<td>UH Manoa: Julienne Maeda (Graduate Education Office) Wendy Pearson (Academic Affairs) Lisa Imai (Registrar’s Office/Banner) Lisa Fujikawa (General Education Office) Diane Nakashima (Catalog Office)</td>
<td>Honolulu CC: Pat Yahata (Curriculum Management)</td>
<td>UH-System: Lane Fukuda (Kuali CM ITS Project Manager) Robin Meade (Banner ITS Technical) Art Donoho (Banner ITS Technical) Garret Yoshino (VP IT/CIO)</td>
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<tr>
<td>UH West Oahu: Terri Ota (Academic Affairs)</td>
<td>Kapi`olani CC: not present</td>
<td>Hawai‘i CC: Mitchell Okuma (Curriculum Central/Kuali Functional Lead) Shyann Viernes (Curriculum Central)</td>
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1) Administrative Update (Garret Yoshimi/Lane Fukuda)
   a) Contract Update - provided by Lane and Garret
      MOU has been signed - contracted extended until March 2016
      KualiCo to host for 2 ½ years
      KualiCo will be responsible for all updates during that time
      We will not be a voting partner
      
      Question raised: Is the plan to transition or continue with KualiCo?
      We will see how it goes, may transition thereafter

      Additions by Garret
      We are sort of full student partners (Enrollment and CM) but are not paying partners
      (We are investing resources on Enrollment and human capital on CM)

   b) Mitchell’s additions
      New interested customers identified at EDUCAUSE
      (1) Southern New Hampshire and Utah State University

      (2) They may be participating in Monthly Meetings with KualiCo but they will not have a vote or as much ability to voice enhancements or additional development to CM as the Partners do

   c) Educause Sharing - Garret
      i) about 7000 attendance
      ii) Kuali Days booth was active, large interest by non-partner and non-foundation schools in CM.
      iii) Kuali CM was being compared against other commercial systems.
iv) Enrollment was not demo'ed
v) 1st quarter next year, KualiCo plans on displaying roadmap of the rest of the Student System
vi) Marketing has been done very well
vii) Foundation members held shifts in the booth

d) KualiCo Summit in February at Salt Lake City - Focus will be on Enrollment Hawaii will be represented

2) Curriculum Central News/Announcement - Thanh/Mitchell
   a) No new updates to share
   b) Meeting scheduled with Admin regarding what happens to Curriculum Central after Kuali CM.
      i) To help identify what support will be needed for Curriculum Central post Kuali if any

3) Kuali CM Project Update
   a) Data Migration Activity / API Development (Robin)
      i) How soon can we stop nightly wipes? (Mitchell/Robin)
         Robin is no longer loading data daily
         Robin is able to wipe on demand
         Ability is available for admins to wipe the data. Function is visible to Admins but only Robin should be using it

         Problem: we need to figure out a way to store/retain existing Program Data.

         Robin is still working on updating his update scripts due to the last 2 UI updates
         Robin is learning new techniques to complete updates.

      ii) Requisites will be a big Challenge
          (1) Getting data out of Banner
          (2) Import data into CM (Need to review CM data structures) - Banner requisites are very flexible so policies may be needed on how requisites should be entered into Banner
          (3) Question: Once we determine the rules for Banner - do we have to clean up how we have data in Banner.
              Some clean up may be needed with Banner data. Cleaning will need to occur before the push from Banner to Kuali CM

              **Pat spoke but it was quiet - hard to hear – if someone know what she said please add in here.
          (4) Concern is with complex requisites

      iii) Mitchell is to setup meeting with KualiCo and Banner to address our requisite problems
           Robin will be documenting what the challenges are with our requisite needs

   iv) Learning Outcomes
      Robin loaded course learning outcomes that were in Curriculum Central into the individual courses in Kuali CM

   b) Banner Integration discussions - Lisa Imai
i) Is there a KualiCo document that defines what each field was intended to be used as? Recent suggestion made to KualiCo is to have a wiki to allow partners to share what each field is and how they are using it.

Response: Don’t think information from each partner of how they used each field is useful. We need to know what KualiCo designed the field to be and how it was designed to be used. UH System is in a situation where that didn’t work. Each campus wrote their own manual for entering things into Banner and many are doing it in different ways, not necessarily how it should be done.

Mitchell shared that because of the delay in KualiCo making something available, that he requested the wiki in order to get something started. So that KualiCo could agree and disagree with our notes if the field was intended to be used in a certain way.

Request made to press more to get descriptions and intent of use for each field (One example is the cross listed field - KualiCo has designed it to be used as an alias to the course where we need it to be able to link to another course in our inventory.

It doesn’t seem that as a paying customer that it shouldn’t be an unreasonable request.

Not having that information affects our documentation and data migration activity. We could be mapping our data fields incorrectly.

The other Partners don’t use Banner.

c) Pilot Campuses
   i) Go-no-Go date for Curriculum Management
      (1) Campuses considering piloting in Spring (Kauai, Kapiolani) other campuses will be testing
      (2) Go-no-go for pilot end of Nov? Need to raise comfort levels to 3 for piloting in Spring Review (January)
   ii) Mitchell shared Jira Issues board with group - It is the tool that is used to report needs and define priority. 244 issues for Hawaii at the moment
      (1) Shared about the different Statuses (Untriaged (UH has 19 issues), Backlog (UH has 56 issues), Ready for Development, Sprint, In Progress, Pull request, Deployed, Done)
      (2) Toronto is piloting in November
   iii) Outstanding items needed for Pilot
       SLO Linking and Institutional SLO

Manoa additional high priority items
   • *crosslistings (whether courses are aliases or stand alone; how workflow will work)
   • *alpha courses (grouping courses)
   • *different levels of access (user roles)
   • *schedule type (currently can only choose one)
   • *max attempts vs. repeat limit (whether we need to add 1 to the current repeat limit number or not)
- Diversification (can only choose one, but options include DP+DY and DB+DY)
- Subject code/department relationship
- Field definitions document from KualiCo (we need this!)
- Ability to hide Banner data section (and others, as needed)
- Major and class standing restrictions not ready
- Course requisites not clear
- Still lots of bugs when sending courses through the workflow
- *all other unresolved issues on Kuali testing feedback doc…
- New Header and Left Nav sticky
- Banner fields that are dups from other areas of UI need to be linked
- UI should be finalized by February - Kuali is showing presentation on using Formbot at Kuali Days. So hoping that soon we will be able to change it ourselves.

Initially, Mitchell will work with Robin and Lisa to finalize and manage the forms.

Garret advised that each campus can have their own UI’s but we want to ensure that there is one feed to Banner or other systems. Ensure that there is a superset that does not change regarding fields in the UI

The caution was made that in future there may be fields that might want to shared with other systems.

Lisa I. suggest that whomever that has this control, it needs to be clear who decides on what should be (IT or Campus) who has the Authority?

(Garret’s request is the campuses as a group) Does not believe it should be an individual within IT that determines that. We will try to use an existing council that has representation across campuses. Otherwise a new council will be created.

Terri shared that IRO is cleaning up data because campuses are using fields differently. She recommended that IRAO be involved as well.

(1) Question regarding hiding fields in Kuali CM - Joel suggested utilizing having another section possibly labeled “Not Used” to store fields that aren’t used by a particular campus. That section would only be visible for admin’s. There is discussions about different admin levels. (system admins, department admins, etc)

iv) Production: When should the Go-no-go determination for Go-Live in July - February or May?

(1) Initial discussion/decision to be April 1, to determine if Go-Live in Fall (per UH-Hilo). Windward is ok with April 1, Manoa, April 1 is ok for Leeward (concern about time to train faculty - Pete: how much time needed for training? Ans: minimum a month to a month and a half)
Consider developing a common training video that could be used by all campuses and allow some campuses to have an additional documents for custom items. (Honolulu - Training in April; May is Tests). WoA is ok with April. (Like Manoa, they won’t be using Kuali CM until Fall starts).

Recommendation by Manoa: Over summer, department chairs are in. We could train them then.

v) Go-no-Go date for Banner Integration Pilot (for Fall 2016)
   (1) Unlikely we would be able to do CM to Banner for Fall 2016. It may need to occur for Spring 2017 instead (completed in December? 2016)

d) User Interfaces (UI)
   i) Hiding Fields - discussed earlier in meeting
   ii) UI finalization - By February - discussed earlier in meeting
   iii) Post Pilot, Who will be controlling UI modifications? Should it be someone from ITS? Should it be Campus Curriculum Support Admins? - discussed earlier in meeting

e) Access - Authentication and Authorization (Shib with Kuali)
   i) Logout issue - When signing out of Kuali it didn’t truly sign you out.
      (1) Kuali fixed recently fixed this issue such that after signing out of Kuali CM, if you try to go into CM again it would require you to reloggin.
      (2) Question raised if that was the only way someone is signed out.
      (3) Kuali has a timeout feature. The inactivity time interval can be set in system settings.
      (4) Mitchell demonstrated sign out and authentication using Manoa’s staging area.
      (5) Pete mentioned that it didn’t work this morning but now it appears to be working
   ii) Issue with users with email aliases - KualiCo believes that have resolved this issue
      (1) Pete added a faculty member into Kuali CM. The faculty member changed his primary email account with UH System to his personal email address. (Pete doesn’t believe users should make personal email addresses as their UH primary email address)
      (2) We should not have to re-enter the user if they changed their primary email address. People can change their primary email address can be changed in MyUH.edu. There are no rules or regulations (at least at Leeward) about what the primary email address can or can not be.
      (3) Michael Hodges also discussed the issue with Mitchell. Mitchell shared information to Tadd (KualiCo CORE project manager)
      (4) Pete is willing to talk to KualiCo to share situation
      (5) Mitchell provided list of information to CM core group that campuses could provide that he would send to KualiCo to load into the system. This could be used for the loading of large number of users.

f) Other Items
   i) Learning Outcomes - What do campuses really need?
      ● Associations between different level of Outcomes
      ● Course Learning Outcome to Program Learning Outcomes. A course learning outcome can be linked to many program learning outcomes
      ● Manoa will not be using Program Learning Outcomes widget in Program UI. Manoa unsure how we would be using programs in general
ii) Programs
- Manoa - Wondering how they will use Programs in general. BOR proposal can be 60 pages long.
- Hilo - Testing
- Other campus representatives at the meeting have not tested Programs as of yet

iii) Class Availability?
From Banner Conference, attendees learned that the future may be uncertain of Class Availability due to STAR. But many shared at Forum that they do use it.

Class Availability needs to remain. Populated from Banner (Admissions still need it.)

As it relates to CM, Banner will continue to feed Class Availability and CM will feed Banner.

iv) When will be the last data migration before production?
Determine closer to April if production Fall (final roll over may need to occur in June - more thought is required on this topic)

g) Hawaii Strategic Institute (HSI) Conference (Mar 4, 5 2016) - should we have a session?
It is a teacher institute conference. Last year it was just for Community Colleges at the Leeward Community College Campuses.
Mitchell to gather more information about the event and will be sharing it with everyone.
Deadline to submit proposal Dec 11, 2015. Decision postponed

h) Articulation - what is the plan and protocol (who will be doing traffic control)? Policies and procedures need to occur. New course alpha? No policy from IRAO regarding new subject codes.
Mitchell shared feature request to KualiCo regarding Semi-governed support of subject codes. System needs to have discussion regarding process. Need to check with Susan N. regarding beginning discussions.

4) Campus News/Announcements/Testing Experiences
a) Kauai, Hilo, Manoa, West Oahu, Honolulu, Leeward, Windward, Hawaii
b) Hilo - Nothing new to report; still working through Fall proposals
c) Kauai - no new updates; testing when able
d) Windward - nothing new to add
e) Manoa - Faculty Testers from Senate; Outlining what to cover this semester - preparing a mini video (4 from Senate + frequent filers of UHM form), They are also working on their own user guide.
f) Honolulu - still cleaning data and testing
g) West Oahu - still cleaning data; hopefully by next meeting more faculty volunteers

5) Future Meeting Schedule:
December 7, 2015
January 11, 2016 (may be an email announcement)
February 8, 2016
March 14, 2016
April 11, 2016
May 9, 2016
June 13, 2016
July 11, 2016

*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.