All-Campus Curriculum Management Meeting Summary 10/12/2015
Oahu: UHM BACH 113

i) Record Attendance

| UH Hilo: Shelby Wong (Academic Affairs-Curriculum/Catalog) | Kaua`i CC: Kathlen Lee (Academic Affairs Office) | UH-Maui College: Tim Marmack (Curriculum Co-chair) Debie Amby (Banner Curriculum Support) | Leeward CC: Pete Gross (Curriculum Central Coordinator) |
| Windward CC: Kevin Morimatsu (Banner/Catalog) | UH Manoa: Julienne Maeda (Graduate Education Office) Wendy Pearson (Academic Affairs) Lisa Imai (Registrar’s Office/Banner) | Honolulu CC: Not present | UH-System: Susan Nishida (UH System Liaison) Lane Fukuda (Kuali CM ITS Project Manager) Robin Meade (Banner ITS Technical) Art Donoho (Banner ITS Technical) |
| UH West Oahu: Terri Ota (Academic Affairs) | Kapi`olani CC: Susan Pope (Curriculum Central/Catalog/Banner) | Hawai`i CC: Mitchell Okuma (Curriculum Central/Kuali Functional Lead) Shyann Viernes (Curriculum Central) |

Introduction of reps to Lane

Lane shared his background with the Group
   Reports directly to Garret Yoshimi
   PM for Banner and Document Imaging and now CM (sitting in for Garret)

1) Administrative Update (Lane Fukuda)
   a. Lane on behalf of Garret
      KualiCo Contract - DRAFT - 6 month extension of Dev Contract
      MOU is about to be signed; contract to extend until Mar of next year as Student Partner

      Kuali Student Enrollment
      No contract signed. Just listening in. Early stages of discovery

      Steve shared editable arrangements and a farewell card to group

2) Curriculum Central News/Announcement - Thanh/Mitchell
   Thanh unable to attend; Sent in email report…
      Usual server maintenance being completed
      High number of issues reported.
      Working with Robin on Learning Outcomes (LOs)

3) Kuali CM Project Update
   a. Data Migration Activity / API Development (Robin)
      General Update
         - IRAO Subject Code and associated Departments loaded in System Settings
         - Does IR deactivate Subject Codes from their list (even though it is not deactivated in Banner)
Does IRAO deactivate subject codes on their end (not in Banner)
IRAO Subject Code List - “Seed and Weed”, discuss correcting excel sheet and reloading
to CM.

- Mitchell needs to share with each campus the subject code list for their campus

- Susan P. knows there is an IRAO process to inactivate subject code

- Wendy suggested a need for a policy/procedure to retire subject codes

- Mitchell shared earlier discussion of the need to support approving subject codes

- Also need to think about Program codes

- Requisite Load - plan to have some requisite loaded by end of next week

- Added Course Learning Outcomes to his import script for loading into Kuali CM

  - Program Learning Code was not loaded because it doesn’t have a home yet
  - Course LOs in CC that has a matching course in Banner were loaded

Kapiolani ?Syllabus Learning Objectives from Banner (SCASYLB)
not addressed yet may not

Discussion regarding html tags in description and learning objectives
KualiCo has now provided ability to support rich text formatting in CM
Mitchell shared with group rich text widget in Kuali CM

Shelby shared what was discussed in Partners Meeting regarding issue of rich text (html
tags) in Description field as it appears in the search view list. Hawaii is the only partner that
is presently requesting rich text in description field

Discussion regarding class availability and what is desired to be stored in Banner

For KapCC, the most correct SLOs are stored in Banner
WinCC it is not stored in Banner, only in Curriculum Central
HonCC has it on a separate list

Kapiolani is fine not having rich text in Description
**Find out other campuses that had html tags in their description in Banner

LeeCC has SLOs stored in CC in rich text format

KapCC Dean of Student Services requested SLOs to be available in class of availability

- Shared issues of data loading to Manoa, Kapiolani, Honolulu’s staging environments on Friday (Also
  for Kapiolani on Sunday). Robin re-ran the import script on Friday and again for KapCC on Sunday

b. Banner Integration discussions - Lisa Imai

  ?Lisa: Is there a KualiCo document that defines what each field was intended to be used as

  a. **Action Item:** Mitchell to follow up

  Update: Request has been created in KualiCo’s issue tracker. Both hawaii and toronto
  have identified this as a need. No status yet from KualiCo

Mitchell shared Pilot status of Toronto (pushed back to Nov 1) and Coventry pushed pilot back until “when
they are comfortable with the system”

Kuali CM - Master Course of Record
**Action Item:** Request was made to gather the following items:

a. We need list of what course fields in Banner can be updated directly
b. *List conditions that require direct update

1) Banner Course Information not managed
   a) (temp co-req)
   b) Course Fees - SCADTL
   c) Gateway codes - SCADTL
   d) Term Restrictions (Manoa has some legacy records from ISIS)
   e) Data Entry Errors (Course Level, Full Course Title) due to registration

2) Course Pre-requisites
3) WOA Addition - Mode of Delivery for each course at catalog - stored in Instructional Method

   WASC request: Goal to determine if there is sufficient resources, alert instructional design

   Need to poll campuses for use of field - Instructional Method
   Mitchell shared that KualiCo presently has not provided the ability to hide fields
   Campuses expressed need to push for hiding field - deleting does not work for us due to the effects it will have on Banner Integration
   Mitchell to check on status of this request

   Hiding Banner Section is being presently pursued

Susan P. discussion item:

Umbrella courses, (also now common numbering for experimentals) Their topic course is processed initially as an experimental course. After 5 years it goes through normal curriculum process. Possibly use experimental checkbox and change label to experimental/topics for Kapiolani.

UH-Hilo - Experimentals/Topics are not recorded in CM. but they would enter it in directly into Banner

Are there other campuses not planning on entering experimentals into Banner.
   Kauai was under the initial understanding to not put in experimentals
   Unsure if Maui also does not include Experimentals/Topics in CC

Request made to Hawaii to retire WI courses in Banner

- Banner Direct Updates - What is plan for lockdown? Unable to lockdown Banner at field level only can lockdown at form level. We need to discuss. Who will enforce?

- Different Course statuses - are we all on the same page as to what the different statuses mean.
  Active
  Retired - don't use it again
  Inactive/Temporarily inactive - need decision on how to manage it in Kuali CM
  Inactives are for umbrella courses at Manoa
  Banner person may not know what courses are inactive
  Department Chair would know what courses are inactive

  Is there a way to mark a course as inactive or temporarily inactive in Kuali?
  Lisa I needs committee members to provide feedback

c. Pilot Campuses
   1. Prepare for Spring Pilot (Consider Hilo for their high priority deadlines May 1)
a. Piloting activity to occur in November (for early Spring proposals)
b. Mitchell to identify and confirm with other campuses that are interested in piloting in Spring:
   1. Survey was sent out to campuses
      (https://docs.google.com/a/hawaii.edu/spreadsheets/d/1TwOCJENkUajJB-CB UdJ2UE2VCgbcDzwZcTl_Zl_eH8o/edit?usp=drive_web)
c. Question: Is it the intent for pilot implementation to include including Banner Loading
   1. I will need to meet with Robin to determine if Banner integration will be ready in time.
   2. Action Item: We need to establish a go no-go date for pilot.
   3. Find out when Banner Person needs to know by if they should enter information via KSCM;
      Data is entered in Banner in March for Fall semester. Need to plan for go-no-go date prior to March

d. Testing Experiences
   1. Maui - Kahele started testing
   2. Kauai - Kathlen started. Meeting this Friday with more of her volunteers
   3. Hawaii - Shy is testing; having difficulty getting more testers
   4. Lee - having difficulty testing
   5. Hilo - haven't started formally testing - won't start heavy testing until later this year; unable to pilot with current schedule
   6. Kap - 100% of testers that have used CC love speed of Kuali; loved following along with workflow; tried many methods of getting people to attend; (10-1pm every Friday in a computer lab); VCAA sent email to former members of CC and faculty senate.
   7. WOA - have not yet started testing; 1 dozen volunteers that will be added to start
   8. Manoa - Friday and during the week; Hard because things are getting wiped every nite; Trying to figure out what each buttons does; boomerang feature; experimenting; issues with notifications; trying with mobile devices and different browsers; at a point of involving faculty; also has a list of ideal people to include in testing; Has not tried on Surface; working on migrating guide; identifying policy and procedures areas;
      Action Item: guidance will be needed from system how to notify other campuses, articulation procedures

Kap - Some pushback on not being able to view proposals occurring from Manoa for Kapiolani (being that Kapiolani is a feeder)

Is there a System push - to align description across campuses. Focus presently first to get Kuali CM up and use KualiCM to help.

Reviewed KualiCo’s Top5 Items listed for each Partner

g. User Interfaces (UI)
   1. Voting Tool for Proposed UI Changes
      a. Is it working?
      b. Comments Suggestions?
   2. How soon can we stop nightly wipes
      a. Action Item: Mitchell to discuss with Robin and Lisa to reduce the number of wipes

h. Priority Issues - Voting
   1. First round - Admin decisions regarding priority
      a. Considered the number of 1’s and 2’s and issue had
      b. Next considered lowest total but wanted to review method with core members (people that attend monthly meetings)
   2. Discuss how we move forward where no agreement is available

Wendy - concern is that Bugs should be higher than new features
Susan P - we would like a different way of voting / add in see comments

Question raised Is everyone clear on what is being voting on?
Suggestion: Note items are now labeled on Course to help for clarity

Example: Grouping courses for approval
1) Approving Topic courses as a set
2) Submission of several new courses related to a program modification

i. Access - Authentication and Authorization (Shib with Kuali)
1. Issue with users with email aliases shared with group
   a. Presently there is a problem with people with aliases and how their user accounts are created in Kuali CM
   b. Issue has already been reported to KualiCo (Tadd Giles - KualiCo Rice PM)
2. Log out issue - system never logs you out.
   a. Tadd is working with Michael Hodges are working to resolve this issue. Meeting held on Monday 10/19. Tadd will be researching and working on a solution

j. Other Items (Due to Time Constraints, these mentioned but not addressed)
1. Learning Outcomes - What do campuses really need?
   a. Jira issue open to support Institutional Learning Outcomes
   b. Jira issue open to allow a course learning outcome to be associated with multiple program learning outcomes
2. Programs
   a. Program Google Spreadsheet
   b. CC - Migration (Hilo, Leeward, Hawaii)
3. Class Availability?
4. When will be the last data migration before production occur?

4) Campus News/Announcements
   Windward - nothing new to share at this time
   Manoa - Draft of guide of using Kuali CM created; to be shared eventually with other campuses
   WOA - Changing experimental numbers to 98. (was 96) only one 97 class
   KapCC - Testing, trying to get ready for piloting
   LeeCC - Wednesday doing a presentation of Kuali to senate; ?Hiring Banner? - possibly hired in Nov.
   Hilo - nothing new to report; working on review proposals
   HawCC - nothing
   MauiCC - no updates
   KauaiCC - no new items; Question regarding Final migration - when to stop putting items into CC.

5) Future Meeting Schedule:
   November 2, 2015
   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.