1) Administrative Update (Steve Smith/Susan Nishida)
   a. Garret

   KualiCo Contract

   End of Sept - end of dev contract no change is anticipated in our level of support. We will continue to be a customer that is supported under KualiCo’s SaaS rules. Enhancement, changes, etc..

   Initial production will be in KualiCo SaaS environment (hosted). Documents are under review to the initial scope of work to support the SaaS environment. Intention is to use Kuali CM on UH Internal environment, uncertain as to when this is to occur.

   Question: Wendy - Do we need to get feedback in before the end of September?
   Ans: It would be good for us to get missing items or items not represented in the queue if it isn’t in there as soon as possible.

2) Curriculum Central News/Announcement - Thanh/Mitchell
   • CC Data Migration Status

   Curriculum Central has an export utility that will be shared with Robin so that Robin could pull the data on his own without needing Thanh to do it for him.

   • CC - Post Kuali CM Using CC as an archive
- Thanh will remove ability to update, add, or edit
- Users will be able to go to the report menu to pull up course outlines
- Leave online for at least a year to remain online while CM is up (Pete’s request)
- ?Regarding attachments - we should be able to move them over.

Questions
- Action Item: What data do we want to migrate? All historical proposal? Most recent proposal? No proposal, just missing field information for Course Record (excluding Course Proposal fields)
- Review data loads from Banner in CM and identify what other CC fields could be populated from CC data

3) Kuali CM Project Update
   a. Data Migration Activity / API Development (Robin)
      Robin imported into Kuali CM the data from his Banner exports.
      He is expecting to work with Lisa I and Mitch and others in modifying the UI to ensure that the data structures in Kuali CM are correct.

      KualiCo has not provided Robin with ability to delete courses. Instead they have agreed to wipe nightly (around 5:40-6pm). Robin is able to run his import scripts daily (around 6-7pm) and test/verify his changes that are needed as we modify our UI. Because of this recommendation is to confine testing to daily blocks

      Mitchell mentioned that he will work with Lisa to try to get more meetings setup to finalize the UI. Mitchell also shared that some of the requested changes are not in place yet because KualiCo is still working on developing it.

   b. Kuali CM - Master Course of Record (Banner Functional)
      Lynn and her Banner Functional Team were available to confirm that for “short” updates, direct Banner Modification is required even though we will be calling Kuali CM as the 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

      Prerequisites might be too difficult to build directly in Kuali CM and may need to be built in Banner.

   c. Banner Integration discussions - Lisa Imai
      Data clean up has been continuing
      For Manoa they have over 11,000 lines of data
      A lot of discrepancies that need to be reviewed due to initial conversion to Banner and also changes in policies as well as Banner so data may not make sense.

      Past experience when Manoa piloted Curriculum Central, discrepancies were found between Banner and Catalog. Trying to talk to departments on how to correct things in Curriculum Central was very confusing. So they are trying to ensure that the data will make sense to faculty and Banner/Catalog data won’t contradict each other.

      Still some aligning is required between campuses regarding policies and procedures. An SOP was recently found for retiring courses, but it is recognized that for campuses to apply these changes may have a trickle down effect. Other agencies may need to be consulted to make these changes.

      Changes in labels in UI may be required. Repeatability is an example. Banner stores Repeat Limit; present labeling in Kuali CM UI is Max Attempts so the meaning is different between the two.
Dynamic and Linked fields. Cross-listing field question. For Manoa, cross listed courses may have different major restrictions.

Discussion regarding hiding Banner Data Elements section from general users.

Auto populating fields based on some rules.

Mitchell shared that we are trying to keep 2 templates (1 for 4 year, and 1 for 2 year)
Garret told Mitchell that it is not a hard and fast rule, but we want to keep/encourage system uniformity.
Campus specific option items we may be able to adjust and help text could be customized per campuses. Discussion regarding help text to try to get a common wording could occur if a campus really needs something to be worded in a certain way.

Ques: Some two years are offering four year courses, where does that fall?
Ans: Mitchell wasn’t aware of what those needs are. The main one that he knew of was in regards that two years needed the learning outcomes at the course level but the 4 years did not.

**Action Item: More research required**

Garret - the purpose is to ensure that we don’t create 10 different versions of the UI.

The views can be different on a campus by campus basis to reflect a campus’ specific operations. We just need the underlying system is common across all ten campuses. The data that driven across all campuses needs to be vanilla as possible.

Lisa: Banner can help narrow down some of the selection options (example schedule types)

Mitchell: We can use helptext to be inclusive of what campuses’ needs are.

?Lisa: Is there a KualiCo document that defines what each field was intended to be used as
  a. **Action Item: Mitchell to follow up**

d. Pilot Campuses
  1. Fall pilot postponed to Spring (because not all of the features we needed for pilot are presently available)
     a. Return proposal not available (still in development - estimated completion date is Thursday 9/17)
     b. Printing of courses and programs records
  2. 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. **Action Item:** Mitchell to identify and confirm with other campuses that are interested in piloting in Spring (Need to find out which departments they plan on piloting with)
     c. Hilo will be only able to pilot proposal activity but not the approval activity due to their Oct 1 Curriculum Deadline

e. Testing
  1. Provide opportunity for campuses to share their methods of testing the system
     a. Manoa shared their testing activity
        1. They meet every Friday afternoon and send proposal through workflow
        2. Identify issues from different perspectives
        3. They would like to bring in more faculty to get feedback regarding user experiences
        4. They have done their testing using 1 laptop connected to a projector; but would recommend other to use multiple laptops or use phones. (Samsung works; iphone doesn’t work well. It would be good to try other browsers.)
        5. During week Wendy has also been submitting proposals.
7. Manoa recommends also testing as both admin and user roles. Experience is different between the two. Admins have more options than users.
8. A lot of time was required in setting up workflow. The proposal process was pretty straightforward.

b. Mitchell shared that KualiCo is aware of issues with system working on IE and has heard of some problems with Firefox. Pete mentioned that it didn't work for him on Firefox. Manoa said it worked for them on Firefox.

c. TIMEOUT - Most campuses requested 30min. Banner Functional shared timeout on Banner is 30min but they experienced issues in pushing it trying to push it to 15min. Wendy shared that she suggested a longer timeout because of considering the time a faculty may be working and discussing the proposal could be longer than 30min.
   1. Mitchell also shared Wendy's view, DC's may be on the phone and discussing items with others that could take awhile
   2. **Action Item:** Mitchell will be asking KualiCo to initially set it to a 30min timeout will work for our campuses but may want to change it if it is discovered that 30min is too short.

d. No other campuses were ready to share their testing activities

e. Susan N/Wendy strongly encourage that campuses should be working on setting up and testing workflow. Mitchell shared that setting up branching was not intuitive. If anyone needs help with branching they could call Mitchell.

f. Wendy advised of the request of post approval activity for a proposal. Example: tasks the registrar needs to complete once the course proposal is approved.
   1. Mitchell shared that Coventry also is interested in this feature.
   2. Mitchell shared a proposed solution of being able to mark a node in workflow to designate that the proposal is approved and can be listed in the course inventory.
   3. **Action Item:** Susan N. requested that all campuses at least submit 1 proposal through workflow by the end of the month.

2. New Testers - Joel advised Terms of Service Agreements no longer required to use the system. Mitchell shared that some campus admins may want to require the Terms of Service Agreement to be signed so their staff would know that they should not be sharing screenshots or information about the Kuali CM system with anyone outside of the UH System.

3. Shib (UH Login Screen to access the system) has been activated on production environments and will be on staging environments. Users will now need to use their regular UH passwords to connect into the system. The admins may initially need assistance in getting connected to the System.

4. Question regarding Program SLO and Course SLO - it appears that there is only one control that defines whether or not the SLOs are governed or not. Susan P. advised that Course SLOs are not governed but Program and Institutional SLOs should be. In System Settings the control needs to allow each SLO type to be able determine governed or ungoverned.

g. **Timeline**
   (https://docs.google.com/spreadsheets/d/1Ld_ynxY_LwVa8KDobXrLdhqtzrecvO3Zqh1paohTw3k/edit#gid=0)
   1. Campuses Spring Pilot Dates

h. **User Interfaces (UI)**
   1. Program
      a. Google Document created to support Program Data for easy of migration of Program Data to Kuali CM - Student Assistants could help in populating the document
         a. Wendy - it would be nice to pull in courses into the programs. Mitchell shared that the ability is now available in Requisites area. So main framework of Program could be populated in the google spreadsheet. Linking in the requisites can be done later within Kuali CM. (Note though that courses are cleared nightly so links would break)

i. **Access - Authentication and Authorization (Shib with Kuali)**
   1. Authentication - Who can use the system
2. Authorization - What they can do within the system
   a. Different admin level for adjusting workflow is being discussed Toronto presented a suggested list (Mitchell to share)

j. Feature Gaps
   1. Cross Campus Functional Needs
      a. Shared the cross campus view (screenshot of design) of similar courses displayed in course proposal
         1) Question regarding being able to open courses from other campuses. All approved courses should be able to be viewed.
         2) **Action Item:** Mitchell to find out if attachments be able to be viewed?
      b. **Future requirement - import course data from another campus. Mitchell shared copy of course/program is on list of needs for production. (KualiCo Production date is presently end of year.)

2. Other
   a. Need for a different level of admin that can modify workflow.
   b. **Backdoor access to system - review what was shared on that topic - **Mitchell to hunt for slack message regarding item
      1) we would need to update on task list

k. Other Items
   1. Project Transition (post Oct 30th): Garret sharing regarding Steve and Chris
      a. Steve leaving on October 30 to be the CIO at the University of Nevada Reno.
      b. Garret will overlap Steve’s time and other of Garret’s staff will be involved

4) Campus News/Announcements
   Maui, Kauai, Hilo, Manoa, West Oahu, Honolulu, Kapiolani, Leeward, Windward, Hawaii
   Leeward - No Banner person; trying to get more people involved in testing; may need to have people appointed.
   Windward - Will begin testing
   Honolulu - meeting this week, hoping for more testing
   Kapiolani - LLL and ICS testing - looking for more testers
   Manoa - testing every week; Assoc VCAA and Gen Ed Director, other faculty (for a day or 2); goal to update guidelines to submit proposals this Fall; working on documentation as well as testing
   West Oahu - working on getting from curriculum committee as testers, a lot of new faculty
   Maui - sent a few course through, still testing
   Kauai - start testing in next few weeks; a couple people volunteered
   Hilo - setup workflow, working through testing; knee deep in current curriculum process deadline is Oct 1
   Hawaii - testing, notification going out to deans to see if DC’s interested in helping out with testing

5) Future Meeting Schedule:
   October 12, 2015
   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.