**Summer Fall 2018 CSD Agenda - November 15, 2017**

**Truman Glenn – OUR**

* Welcome!
* Invite Karina Acuna for introduction of the newest OUR team member, Cristian Reyes.
* Invite Dr. Lowell Wood, Professor of Physics, for introduction of Rebecca Forrest, Associate Professor of Physics.
* Self-Introductions of everyone - name/department.
* Class Schedule Development Guide
  + Timeline of Critical Tasks
    - Discuss amount of prep time in PeopleSoft for Colleges.
    - Discuss amount of time provided to update room assignments without/with GP room release.
    - Revisiting Optimization procedure.
      * What to expect during the optimization.
      * Excel file sent, problem solving, notification of change.
  + Guide, Agenda, and Online Video Replay of CSD Meeting Location Updated hopefully during first week of December.
    - Ad Astra Training Website

<http://www.uh.edu/about/offices/enrollment-services/registrar/class-scheduling/ad-astra/>

* + Preference Requests
* Future Ad Astra Plans?
  + Astra 8.
  + Astra Cloud.

**Amy Ramirez – OUR**

* PeopleSoft
  + Requisite Checking, timing, and due dates
    - Also refer to Summer/Fall Timeline calendar for dates
    - Changes
      * Summer - existing
      * Fall – new/updated
  + Section Notes field audit
  + Topic Free Format field audit
* PERC Process – What is it about? Frequency?
  + OUR Responsibilities (run process 1x week on Monday).
  + Scheduler’s responsibility in evaluating before dropping.

**Karina Acuña and Annie Aguanno – OUR**

* Academic Catalogs
  + UH Marketing to provide CMS templates to web editors that dynamically pulls in catalog data
  + Summer
    - 2017-2018 published
    - Be sure that all sections updated for 2017-2018 have current information.
  + Fall
    - 2018-2019 in draft mode
    - Submission volume
    - Timeline goal
      * All course changes completed before Fall 2018 schedule roll on or about 2/1
      * Catalogs published by start of registration
    - Curriculog
      * All non-substantive edits.
      * Approved substantive edits.
    - Important Reminder about paying attention to catalog versions and bookmarks
      * Redirect URLs handout

**Jamie Thomas – Associate Director Online and Special Programs**

* Department's transition from Distance Education to the office of Online & Special Programs.

**Susan Moreno – Executive Director, Institutional Research and Information Management**

* Data Clean Up and Integrity for Reporting.

**Questions?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Summer/Fall 2018 Tentative Timeline | | | | | |
|  | | **November / December 2017** | |  | **January/February 2018** | |
|  | | **Action** | **deadline** |  | **action** | **deadline** |
| **11/15** | | CSD Meeting. |  | **01/16** | **First Day of Spring 2018 Term.** |  |
| **11/16** | | College Preference Project Begins. | 1-5-18 | **01/23** | **Spring 2018 Last Day to Add a Class.** |  |
| **11/30** | | Tentative Reservation Event Requests Accepted for Spring 2018 in GP rooms. |  | **01/26** | Roll Summer/Fall 2017 to 2018 |  |
| **12/11** | | **All 2040 Sections Should be Scheduled.** | 5pm | **01/26** | OUR Ends Preference Entry in Astra. |  |
| **12/12** | | Space Utilization Shift 2040 Begins.  Classrooms. |  | **01/26** | OUR / IR/ DE Clean Up. | 02/1 5pm |
|  | | **01/31** | **Spring 2018 ORD-Census Date.** |  |
| **12/13** | | **Fall 2017 Official Close.** |  | **02/01** | Colleges Begin Building Schedule for 2050/2060. Discontinue Batch Process Begins. |  |
| **12/18** | | **Winter Mini Begins.** |  | **02/01** | Requisite requests for 2050/2060 due to Amy Ramirez. |  |
| **12/19** | | **Winter Mini Last Day to Add Class.** |  | **02/01** | All College Scheduler Astra Access Moves to View only. | |
| **12/19** | | Fall 2017 End of term processing. |  | **02/12** | All PS Sections Completed for 2050/2060. | 5PM |
| **12/20** | | **Winter Mini Census.** |  | **02/13** | Import 2050/2060 PS sections to Astra. | 8AM |
| **12/25** | | ***Winter Break.*** | ***Back to work 1/3*** |  | NO PEOPLESOFT UPDATES ALLOWED UNTIL SCHEDULE RELEASE TO COLLEGES. | |
|  | |  |  | **02/14** | OUR Prep and Optimization Begins. | 03/01 |
|  | | **March 2018** | |  | **April 2018** | |
|  | | **action** | **deadline** |  | **action** | **deadline** |
| **03/01** | | Release Schedule to Colleges. Astra Access Back, Limited to Region. PS Back. | Goal of 8:30am | **04/06** | Priority Registration Opens |  |
| **03/08** | | Release GP Rooms to Colleges. | 8:30am | **04/07** | GRAD/OPT/PHRM |  |
| **03/09** | | Turn Priority Registration Lists in to OUR. | 5pm | **04/9** | LAW SUM/LAW 1/SR/PB |  |
| **03/09** | | Deadline for Time Band Exceptions. | 5pm | **04/10** | LAW 2 / JR |  |
| **03/12** | | Spring Break Begins. |  | **04/11** | LAW 3 SOPH |  |
| **03/17** | | **UH Closed Spring Break Holiday.** |  | **04/12** | FRESH |  |
| **03/20** | | **Course Listings, Enrollment Appointments** **GO LIVE.** | 8:30am | **04/13** | OPEN REGISTRATION |  |
|  | | **04/30** | Tentative Reservation Event Requests Accepted for Summer / Fall 2018 in GP rooms. |  |
|  | | **May 2018** | |  | **June/July/August 2018** | |
|  | | **action** | **deadline** |  | **action** | **deadline** |
| **05/14** | | **All 2050/2060 Sections Should be Scheduled.** | **5pm** | **06/04** | **First Day Class SS 1, 2, 3** |  |
|  | | **07/02** | Last Day Class SS2 |  |
| **05/15** | | Space Utilization Shift 2050/2060 Begins. |  | **07/9** | **First Day Class SS4** |  |
|  | |  |  | **07/23** | Last Day Class SS3 |  |
|  | | **08/06** | Last Day Class SS4 |  |
|  | |  |  | **08/07** | Last Day Class SS1 |  |
|  | |  |  | **08/20** | **First Day Class Fall 2018** |  |