
Instructional Scheduling Assistant (ISA)

Advisory Committee Meeting
March 5, 2018

Agenda:

- 1) Number of active units using Version 2.0
 - 2) Department Space list
 - 3) Migration off older systems
 - 4) Faculty Rollout update
 - 5) Demo of 2.0 Spreadsheet feature
 - 6) Reset of Committee
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Number of units active

- 46 active units, changes made
 - 60 units have logged in
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Department Space List

- Creating our own list
- Stephen will reach out to you

B	C	D	E	F	G	H	I
loc_building	loc_room	building_name	building_area	room_type	section_count	Department Space?	Comment
APM	2301	Applied Physics & Mathematics	Muir College Campus	Classroom	4		
BRF2	2A03	Biomedical Research Facility 2	School of Medicine	Department Assignable Space	2		
CENTR	105	Center Hall	University Center	Lecture Hall	1		
CENTR	109	Center Hall	University Center	Lecture Hall	6		
CENTR	113	Center Hall	University Center	Lecture Hall	9		
CENTR	115	Center Hall	University Center	Lecture Hall	4		
CENTR	201	Center Hall	University Center	Classroom	11		
CENTR	203	Center Hall	University Center	Classroom	3		
CENTR	205	Center Hall	University Center	Classroom	1		
CENTR	207	Center Hall	University Center	Classroom	12		
CENTR	212	Center Hall	University Center	Lecture Hall	9		
CENTR	214	Center Hall	University Center	Lecture Hall	12		
CENTR	216	Center Hall	University Center	Lecture Hall	2		
CENTR	217A	Center Hall	University Center	Classroom	19		
CENTR	217B	Center Hall	University Center	Classroom	15		
CENTR	218	Center Hall	University Center	Classroom	8		
CENTR	220	Center Hall	University Center	Classroom	16		
CENTR	222	Center Hall	University Center	Classroom	11		
CENTR	224A	Center Hall	University Center	Classroom	2		
CSB	001	Cognitive Science Building	Thurgood Marshall Coll Campus	Lecture Hall	14		
CSB	002	Cognitive Science Building	Thurgood Marshall Coll Campus	Lecture Hall	15		
CSB	004	Cognitive Science Building	Thurgood Marshall Coll Campus	Classroom	2		
CSB	005	Cognitive Science Building	Thurgood Marshall Coll Campus	Classroom	9		

Migration off older systems

- CSE
 - Vis Arts
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Faculty Rollout: Letter from DUE

Dear Colleagues:

Each year, approximately 20,000 classes are scheduled at UC San Diego. The Office of the Executive Vice Chancellor for Academic Affairs (EVCAA), in collaboration with the IT groups in Division of Biological Sciences (DoBS) and the Jacobs School of Engineering (JSOE), the Registrar, Summer Session, and representatives from all Academic Affairs divisions and Scripps Institution of Oceanography (SIO) has developed an online system to support the annual course planning and quarterly class scheduling for all of UC San Diego. The Instructional Scheduling Assistant (ISA) was launched to the campus in Fall 2017.

After academic departments, programs and divisions input their annual course offerings, instructors will use the ISA to acknowledge courses that they are scheduled to teach and can submit their scheduling preferences.

The ISA leadership team is available to answer questions regarding the new system. If you are interested in having representatives give a brief demo at a faculty meeting, please contact Ahren Crickard at acrickard@ucsd.edu and Katie Frehafer at kfrehafer@ucsd.edu. For more information, links to training videos and for a schedule of training sessions, [please click here](#) or visit: <http://go.ucsd.edu/2rR3egC>

By streamlining the class scheduling process, this new system will further the goal of aligning our efforts to become a student-centered, research-focused, service-oriented public university.

Faculty Instructional Video

<https://www.youtube.com/watch?v=8Bzn4703FfY>

Training Sessions

- 15 Sessions total over four weeks
 - Office Hours and Training Sessions
 - Multiple locations
 - Zoom links available
 - Visit:
<https://academicaffairs.ucsd.edu/resource-admin/dad/isa/training.html>
-

E-mail List Updating

- Aligning lists of schedulers from:
 - Registrar
 - Summer Session
 - EVC Roles System
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Demo of Version 2.0

Process Mapping

- Current state process map
- Process improvement
- Projected process map

Project Structure

- Resourcing
- Business Owner
- MSO/AD vetted committees
- Role in committees
- Smaller committees
- Working meetings, UAT and homework

Product Grooming

- Project Scope
- Refining projected process map
- Business Requirements
- Prioritizing requirements & requests

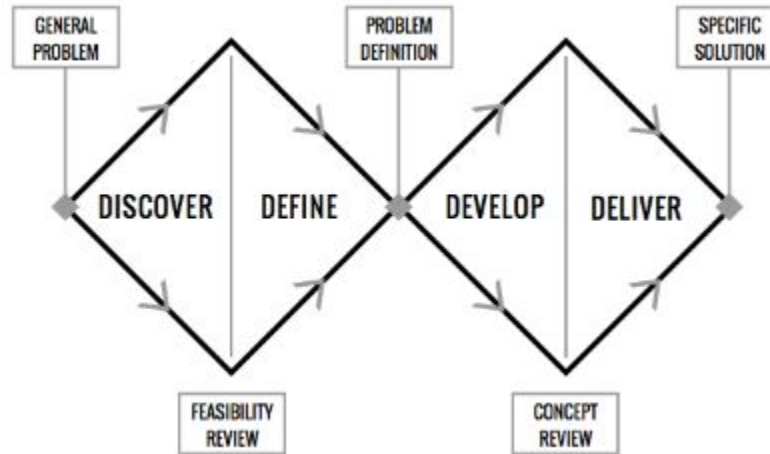
UAT

- Validation and testing
- Matching business requirements to final product

Launch & Communication

- Project Communication
- Training

Design Cycle



**Thank you for your
service!**
