



## Scheduling Task Force Meeting Minutes

**Date:** Monday, February 10, 2014, 2 p.m.

**Location:** Lee Hall, Room 414

**Present:** Hall B. Cheshire, Acting Chief Information Officer; Rita F. Dunston, Registrar; Susan E. Knick, Director of Scheduling and Events; Louis A. Martinette, Associate Professor; Jeffrey W. McClurken, Co-Chair; Keith E. Mellinger, Associate Professor of CAS and Interim Director of Academic and Career Services; Mark A. Mermelstein, Director of Campus Recreation; John T. Morello, Associate Provost for Academic Affairs; Megan E. Petter, Program Coordinator; Christine M. Porter, Director of Residence Life and Commuter Students; Debra J. Schleaf, Chair/Professor; Douglas N. Searcy, Vice President for Student Affairs; Gerald Slezak, Director of IT Support Services; M. Gregg Stull, Chair/Professor; Linda R. Thornton, Associate Director of Business System Analysis; Martin A. Wilder, Co-Chair; Mathew C. Wilkerson, Director of Institutional Research

**Absent:** George R. Meadows, Professor; Susan B. Worrell, Special Assistant to the President for University Events

### 1. EMS Demo Feedback

- a. Preliminary feedback from the UMW community was provided to the task force. The full report on feedback will be provided to the task force after the February 13 deadline for submissions.
- b. The committee unanimously recommended moving forward with EMS, provided that any further comments from the University community continue to be generally positive, and on the condition that specific policy, procedure, and implementation guidelines are created.
- c. The committee discussed the potential benefits of the EMS enterprise scheduling system:
  - i. It is more efficient and user-friendly than the current situation
  - ii. Provides transparency in academic and events scheduling
  - iii. Would provide a master schedule for space scheduling

- iv. On a state contract and is the leading scheduling system used by peer institutions in Virginia (as well as hundreds of other institutions nationally)
- d. The committee discussed concerns that need to be addressed for successful implementation:
  - i. Flexibility of faculty preferences and needs in academic scheduling
  - ii. Policy and procedures surrounding the system
  - iii. System administration and management/ownership
  - iv. Staffing implications
  - v. Community culture shift
- e. Megan Petter reported that OrgSync will be integrating with EMS by March 2015, according to a conversation with the CEO of OrgSync.

## 2. Next Steps

- a. Collect and review final feedback from the UMW community.
- b. Define the reasons for pursuing the EMS system. Task force members should submit ideas for the recommendation to the President to [espivey@umw.edu](mailto:espivey@umw.edu).
- c. Create a guideline on implementation to accompany the recommendation to move forward with EMS. Task force members should submit ideas for an implementation document to [espivey@umw.edu](mailto:espivey@umw.edu). Suggested topics to cover in the guideline include:
  - i. Integration with other systems
  - ii. Required technology resources
  - iii. Required personnel
  - iv. How to evaluate and resolve process conflicts
  - v. Timing of the implementation (calendar year and staggered vs. complete implementation)
  - vi. System administration
  - vii. Potential membership of implementation and oversight committees
  - viii. Inventory development
  - ix. Policy and procedure issues
  - x. Required consulting and/or contracting services
  - xi. Financial estimates
  - xii. Recommended add-ons (Outlook integration, Master calendar, Regics, Glance)

Next Meeting: Suggested meeting for Monday, February 17 at 2 p.m. Task force will confirm availability via email.

Prepared by: Erika Spivey  
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 Office of Events and Office of the President