UCI DMS: Wednesday 12/7 at 10am

Hello Everyone,

Here is the agenda for our conference call scheduled for Wednesday 12/7 at 10am:

**Discussion:**

**Meeting PDF Page Numbering**

We've observed that the injection of "DMS Page Numbering" on the consolidated meeting PDF significantly increases the file size (triples) and the length of time to generate and download the file (10x). In addition, the "DMS Page Numbering" format (e.g. DMS 55 - Item 2-51) is confusing and may not be very helpful. There are three options:

1. **Leave as-is.** This is not recommended due to the increased size and load time, and should be chosen only if the "DMS Page Numbering" is useful
2. **Remove the "DMS Page Numbering" injection.** This option consolidates all the items and builds a table of contents page. It does not add any page numbering.
3. **Show two links to the Consolidated Meeting PDF. Primary** one is without the "DMS Page Numbering" injection, and the alternate link with the injection. This option allow users that want the added "DMS Page Numbering" feature to still access that version.

We strongly recommend option 2 above, since it would present the best user experience overall. If the "DMS Page Numbering" is deemed to still be necessary, then we recommend option 3. (Note that UCSB deployment is similar to option 2. The "DMS Page Numbering" option was created only for UCI).

**Cover Page consolidation with ToC page**

For any of the options above, we will consolidate the cover page with the Table of Contents page. We've held off on making this change until a decision is reached for the above.

"For Review by Chair" (and "Vice Chair (Chair Designate)" level) Section

This section was created based on the request to have an area where the Committee Chairs (and specific Vice Chairs) can review incoming items without the items being associated with a specific meeting. The logic was so that the Committee Chairs can review these items, determine which future meeting it should be put on, and convey that ordering to the analyst.

This feature is ready for deployment, upon review and approval.

**Awards Module**

New cycle will be launching on 12/5/2016.

**Dashboard Revamp**

Finalizing work to restrict access to specific individuals, instead of available to all Senate staff access.

**Follow-Up/Awaiting:**

- **Speedtest** from conference room over wireless
- **Email-in** function clarification
• Handling of **multiple title codes**, and **multiple appointments** (departments/schools). Awaiting UCI OIT to coordinate with UCI datawarehouse team to update data feed to UCSB (latest update is mid-to-late December implementation.)
  1. affects Committee Interest Survey Results page
  2. Reporting - Committee Make up
  3. affects overall "Senate Member" check (not used widely, but could be)

**Recent Changes/Enhancements:**

• **Meeting Cancellation Tool** - no longer need to upload a formal meeting cancellation notice in order mark a meeting as canceled (in red). It is done automatically when the "meeting canceled" option is selected.

• **Items shown in "Responses in YYYY-YY"** - The Item Responses tab should now show items based on the Academic Year that the issue falls under. If an item spans multiple academic years, then the item should be tagged with both academic years, and it would then appear on both year's item responses tab.

• **Persistent tabs are now showing a friendly URL** (e.g. https://dms.senate.uci.edu/~councils.and.committees/? Staff.upcoming) and redirects to the "Schedule" page of that committee with an informational error message if the user does not have access to that committee's page.

**Bugs:**

• JPG image upload was not being accepted (Julie reported). Fixed.

• "Does not wish to opine" was not showing the "Vice Chair (Chair Designate)" position properly. Fixed.

• Document View page of PDF was not saving with the "*.pdf" extension. Fixed.

• Minor formatting issues on item responses page

**In the Queue:**

• **Add recurring meeting dates** - Currently, the meeting dates need to be added one-at-a-time. Since most councils and committees have a set schedule, a request was made to accommodate a way to add repeating meetings. It looks like "weekly", "every 2 weeks", and "every 4 weeks" options is needed, with a set number of occurrences. (e.g. After creating the first meeting in a series, ability to choose, "repeat this meeting every 4 weeks for 8 more times".) Since this years' meetings have already been entered, we will add this request to our low priority list.

Our Zoom Meeting ID is: 7978177079

https://ucsb.zoom.us/j/7978177079

==========================================================================

**Academic Affairs Information Technology | 805.893.2495 | help@aait.ucsb.edu**

**UNIVERSITY OF CALIFORNIA SANTA BARBARA**