Hello Everyone,

Here is the agenda for our conference call scheduled for Wednesday 3/1 at 10am:

**Discussion:**

- **Councils and Committees Membership Full Slate** - consolidates all committees onto a single public-facing page, ordered in the same ordering as the councils and committees listing.
- **Full Slate Export** - will be available under the "Reporting" section as an excel export. Additional columns included are "email" and "position", in case those fields are useful (for electronic distribution of the appointment letter, for example).
- **Schedule Tab enhancement for Senate Chair access** - allow Senate Chair to see the Agenda and Minutes columns for all committees. (Committee members will not have access to see the Agenda and Minutes columns on this page.)
- **Title Code** - updated title codes have been received and will make it into production shortly. This allows to match up the multiple title codes being sent through the data feed and provide a more accurate reporting on the "committee makeup" yearly report.
- **Review By Chair** - item distribution workflow understanding. (Please see the write-up below*.)

**Recent Changes/Enhancements:**

- **Committee Membership Management Page** - was deployed to you on Feb 8th. We'll briefly step through as a final check, and solicit any feedback or additional change requests.
- Ballot Management access granted for Christine

**Bugfixes:**

- **Committee Management** - ajax user lookup error resolved.
- Miscellaneous formatting improvements

**Follow-Up/Awaiting:**

- **Functional Email Account** - UCI OIT
  - Verification of "Assistant not displayed" Users: R. Taylor access to SCIE
  - UCI Senate to reach out to UCI APO and UCI OIT to see if a **supplemental data feed** is possible

**Current Effort:**

- **UCI Senate Election** - February 28 - March 14
- Transition to Shared Development/QA DMS
- Upcoming **UCLA Senate Partnership** preparations

**Upcoming Effort:**

- **"Meeting RSVP" enhancement request** - ability to have members indicate whether or not that plan to attend the next meeting.
- **"Committee Advisor Management"** - ability to add/remove/modify the advisors for each committee, similar to the membership management tool. (Current procedure is to contact us to make the change.)
- **Awards**
  - A request to add in an email link to bcc all the applicants who have not submitted their applications, to be included before the next cycle of awards
A request to display the nominator information in the administration interface, to be included before the next cycle of awards

Our Zoom Meeting ID is: 7978177079
https://ucsb.zoom.us/j/7978177079

*Additional possible “Review By Chair” enhancements:

During our meeting, Natalie indicated that her current method of item assignment is to:

1. upload the support documents into DMS and establish it as an item
2. assign the item to the relevant committees
3. send an email to the committee analysts AND the committee chairs.
4. email also contains the memo/request from systemwide, with a reference to see supplemental support documents in DMS.

The problem:
- The committee chairs receive this email with the memo/request, but they don't have access to the supplemental support documents unless the item is associated with an upcoming meeting, or if it's added to the "Review By Chair" section by the Committee Analyst.
- Because the email is sent to the committee chairs and the committee analysts at the same time, the committee analysts may not have enough time to add the item to where the committee chair can see it.
- This results in the committee chairs asking Natalie to send the supporting documents, which then bypasses and defeats the purpose of having DMS, and results in Natalie doubling the amount of work.

Solution 1:
- Consider automatically adding the item into the “Review By Chair” section, whenever something is assigned from the “Senate Cabinet”.
- This method requires programming to accommodate.
- We are concerned with this "injection" into the “Review By Chair” section without the committee analysts’ involvement or awareness.

Solution 2:
- Don't send the email to the committee chairs, only send to the committee analysts. Committee Analysts would review the item, add the item to the "Review By Chair" section, and forward the email from Natalie to the committee chair when ready.
- This method does not require programming, and is what we do at UCSB (for issues that require that level of consultation with the committee chair). This allows the committee analyst to have time to review the item first, and determine when to “release” it to the committee chair for their review.

Please let us know if we’ve interpreted this correctly. We recommend trying out solution 2 to see if that workflow will be sufficient for UCI, before we dive into solution 1