

Course-Clerkship Administrators Committee

Meeting Notes

Meeting Date: February 8, 2018 Meeting Time: 1 – 2pm		Meeting Location: S1-123	
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MEETING SCHEDULE				
February 8, 2018 – Course February 15, 2018 – Clerkship May 17, 2018 - JOINT				

Item #	Presenter	Comments/Meeting Notes
	Steve Roll, OASIS Product Owner	<p>OASIS presentation – Product owner for new Content Managing System (replacing E*Value & EVOS) presented on the implementation of the system.</p> <p>Important features include:</p> <ul style="list-style-type: none"> • 3-school calendar; calendar for all four SOM academic years <ul style="list-style-type: none"> ○ Personal view or ‘All Events’ view ○ Export feature to personal devices will sync daily (i.e. any changes to scheduling will be updated daily versus the current system which does not update at all once exported) • Integration with ResourceScheduler <ul style="list-style-type: none"> ○ OASIS will act as a person – requests entered into the system will push to Room Reservations for approval ○ Requests are one-way; i.e. if someone changes a reservation from ResourceScheduler, this update will NOT push into OASIS. Requests must be made through OASIS to accurately reflect on the calendars ○ Question: if you are currently an approver in ResourceScheduler, will you still have the same permissions once the integration is rolled out? – TBD as roles and access in OASIS are still being determined

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		<ul style="list-style-type: none"> • Editing in OASIS can be done easily on a session by session basis <ul style="list-style-type: none"> ○ Bulk upload of all events will be done by OUME (as with current system); possibility for administrator editing access going forward <p>I have provided the entire presentation for review for those who were unable to attend the meeting (separate attachment).</p>
	Melissa Fischer/ Carly Eressy	<p>Exam Administration Guidelines – https://docs.google.com/document/d/15G9x2g3yA0X5fB0lrESsj4yWWLZdZHXdjK8oxNJxY2c/edit?usp=sharing</p> <p>A working group of students, faculty & admins was created to implement a process for when there are issues with exam administration of online exams – i.e. connectivity, login, etc.</p> <p>See link above for full draft document – was utilized for the first time during the Brain exam which had student connectivity issues.</p> <p>Notes/suggestions from group:</p> <ul style="list-style-type: none"> • Send PDF of exam to ACS the morning of the exam (AcademicComputing2@umassmed.edu) to have an additional copy on file <ul style="list-style-type: none"> ○ This should be an encrypted file • Remind students to bring both their ethernet chord as well as a power chord for their pre-tested standard laptops • Add NBME & ACS contact info in case exam is taking place in an AMP vs. iTLC which has this information available