

Sharon

1. Add 'routable' tinyint field to the ossp_units_users table.
2. Finish defining organization structure in the Google Doc.
3. Add units and users to the respective tables in light of finalised, blessed Google Doc.
4. Add checkbox to staffRouterEditor.php that toggles 'routable' field on or off.
5. Add all users to their respective units through the staffRouterEditor.php interface, and set those who are routable.
6. Mirror the left side of the staffRouterEditor.php page. (Allow us to add users to units.)

Casey

1. Review organization structure in the Google Doc when it's ready
2. Implement code that automatically updates chat_access based on a question being routed to a particular unit (all people who fall under that unit are automatically notified and given access to the room).

The Rules of Routing

1. Units are units, and people are people. People (individuals) are allowed as USERS.
2. A unit cannot be a child of itself.
3. When there are discrepancies between what's on a web page and what's in PDF, favor the PDF.
4. When a person is added to a unit, they should be added to the lowest possible unit (e.g., JMS) and not that unit's parents (COAS or Academic Affairs, for example).
5. All people defined in the org chart are added to the system, but not all are 'routable.' We determine who can receive messages based on a new field that will be added to the OSSP_UNITS_USERS table called 'ROUTABLE.' This means that the user will receive a notification and get access to the question if a message is routed to the unit to which they belong.

1. Regional Chancellor (1)
2. Academic Affairs (1)
 - a. Graduate Studies (1)
 - i. Donna Knudsen (1)
 - b. Research
 - i. John Johnson (0)
 - c. Colleges (1)
 - i. Kate Tiedemann College of Business (1)
 1. Dr. Sridhar Sundaram (0)
 - ii. College of Education (1)
 - iii. College of Arts & Sciences (1)

1. Department of Journalism & Media Studies (1)
 - a. *Casey Peterson (1)*
2. Department of Verbal & Visual Arts (1)
3. Department of Psychology (1)
4. Department of History & Politics (1)
5. Department of Society, Culture & Language (1)
6. Department of Biological Studies (1)
7. Florida Studies MLA Program (1)
8. Honors Program (1)
9. *Frank Biafora (0)*
- d. Nelson Poynter Memorial Library (1)
 - i. Online Learning and Instructional Technology Services (1)
 - ii. Research & Instruction (1)
 1. *Tina Neville (1)*
 2. ...
 - iii. Systems & Digital Technology (1)
 - iv. Special Collections & University Archives (1)
 - v. Access Services (1)
 - vi. Collection Development & Technical Services (1)
- e. Records & Registration (1)
3. Student Affairs (1)
4. Administrative and Financial Services (1)
5. University Advancement (1)