

**Documenting UNLV Processes**  
**July 13, 2006**

- I. Roll call
    - a. Annie Macias, Jonathan Blake, Karen Emptage, Stacy Shiroma, Cem Sunata, Harriet Barlow, Flora Jones, Lynn Personius
  - II. Template Testing Results:
    - a. Dee Dee in the Grad College tested the business template of last week
      - i. Business terminology was difficult/confusing to understand
        - 1. Outcome of “Product” – what does that mean
          - a. Put definitions in template
      - ii. Length of documenting took longer than expected
        - 1. Found out that we need to document all innate processes that go with whatever process we are doing.
          - a. In one instance, Dee Dee knew that the grad application triggered the process she was documenting, but someone else might not know.
          - b. All manual steps need to be captured in the process
    - b. Tamia in the Law School tested the Cornell template.
      - i. Because some procedure is done departmentally, there are no specific policies that apply.
        - 1. Don’t separate definitions from text. Instead, incorporate notes for easy reading.
          - a. For example the process of placing a balance of gender and ethnicities in tracks is manual and does not require policy, but will input notes.
    - c. General feedback
      - i. Contact name by function/title not person’s name
      - ii. Bullets are good
      - iii. Subheadings are great
      - iv. Related Documents need to be added
      - v. Online Processes - Job submittal/batches are also processes that we want to add
      - vi. The Challenge: find out the contact for each procedure
    - d. Results
      - i. Combine both templates.
        - 1. Section I: name
        - 2. Section II: subheadings
        - 3. Section III: internal/external
        - 4. Section IV: Definition Titles (optional)
          - a. Acronyms
          - b. Short names: grad apps
        - 5. Section V: Contacts
- III. Changes to the form
  - a. Business model lingo, take off

- b. Take off descriptions
- c. Change Definition to Acronyms/Commonly used terms
- d. Policy/codes
  - i. Section III is where you can provide codes, policies and other such documentation
    - 1. Law school has an internal checklist that students do not see. That will be in this section as well.
  - ii. Section I is what triggers the process
  - iii. Perhaps it would be better to create a whole section for policy and use internal docs as support.
    - 1. Academic Renewal Policy – PDF: the policy attached to the form
    - 2. Do we want the name of the policy and reference the book?
      - a. Use something like MLA or APA, yet not so formal.
      - b. Keep in mind that we need to be specific but not to the point where we tell people to log on to SIS if it is required to perform a function.
      - c. With legal documents, don't just reference. Will need to cut and paste without regard of length due to online base.
        - i. Each change will create a new version.
    - 3. Crenel has an appendix which links the process to the policy.
- e. Each office will have a specific person to update policies/processes
- f. In the long run, SCS will transfer all rights to UNLV
- g. Final run through
  - i. Issue: Policy
  - ii. Process
  - iii. Citations or enter text
  - iv. Separate related documents and policy
  - v. Take out sub in sub steps
- h. Annie will create a word template which will also includes dates and version numbers and will email with all other changes
  - i. Keeping in mind that there needs to be space enough for flow charts, screen shots and diagrams.

#### IV. Admissions

- a. Homework: Need to choose which items to tackle that will be done by December.
  - i. Could be anything from list, not the whole list.
- b. Annie will meet with Flora, Amanda Brewer, and Deborah Salazar

#### V. FYI

- a. Annie started the website. It is password protected. She will get us access soon.