

Documenting UNLV Processes
July 20, 2006

- I. Roll call
 - a. Annie Macias, Amanda Brewer, Jonathan Blake, Flora Jones, Lynn Personius,
- II. Stacy tested last template but unable to be here; however, Tamia had a few comments on the template regarding ease and comfort
 - a. MS Word only allows text, numbers and formulas in the fields of a lock template
 - i. diagrams and tables are not allowed
 - ii. bullets are not allowed with forms
 - iii. cannot get around that
 - iv. suggested to get a separate form for diagrams
 - b. in section 2 it doesn't let you add cells
- III. Updates:
 - a. Annie met with evaluators and applications: Deborah Salazar, Leticia Flores and Amanda Brewer
 - b. Their sections will give the template a try and write text into the fields and if something is not working then they will let Annie know
- IV. audience feedback:
 - a. Standardization vs. Flexibility
 - i. Name convention
 - 1. Easy for writing
 - 2. Easy for looking for it
 - ii. Flexibility
 - 1. People will get rid of something and not always able to go back to it.
 - b. Annie does not have a problem with flexibility, it will be up to Cem, Harriet, Stacy, and people like such; but she wants the departments to keep in mind consistency and flow.
- V. The process is long and therefore need to keep in mind our resources to complete documentation for a realistic goal by December.
 - a. Document
 - b. Test
 - c. Feedback
 - d. Modify
 - e. Test
 - f. Forward for approval
- VI. Homework:
 - a. Need just a set of the whole list.
 - i. Cem said that we are definitely going to do admissions
 - 1. Admissions has not made a decision as to what they want to do for December
 - 2. Deb Salazar: suggestions

- a. Purging of old files is added to the admission's list.
 - ii. Law
 - 1. Placement and set up for their track in fall 2006 - registration
 - 2. Registration set up for Sp 07.
 - 3. Document final exams
 - 4. Verifying of degrees
 - b. Need a Dental Representative so if anyone can get a dental rep to come, please do so.
 - c. Need to finalize the template and each area needs to select topics
 - d. Annie will sit with Flora for further discussion on the template procedures
 - i. One major thing is the need to be as precise as possible
 - ii. Manuals within the description: only reference
- VII. FYI:
 - a. Susan Enslin will be here August 24 but if you want to meet her in the morning then give her a call.
 - b. The web site is available and it is password protected. If you want to check it out, let Annie know and once you have the password, you can spread the word in your department

Next meeting Thursday July 27, 2006 in FRA 101 from 2-3:30pm