

Documenting UNLV Processes
July 20, 2006

- I. Roll call
 - a. Annie Macias, Lynn Personius, Jonathan Blake, Karen Emptage, Harriet Barlow, Amanda Brewer, Flora Jones
- II. Finalizing Template
 - a. The main question is how flexible do we want this to be?
 - i. advantages with locked – form guides,
 - 1. best to lock to ease the approval and consistency
 - ii. If unlocked, it will allow for template manipulation, such as adding a row on the tables, inserting screen shots and things like that.
 - b. PDF not tried yet. Annie will see if it takes bullets or diagrams
 - i. Disadvantage for PDF: not everyone has writer
 - c. Document is locked right now, but it is just a button to specify locked or unlocked. It is not password protected.
 - d. If locked is there a way to attach something to the document
 - i. Once the person is finished writing, they save it, and then place diagrams separately. They, then will send it to us in two separate files and we will merge or
 - e. Under Section II, the format/structure is not natural
 - i. more natural form would be bullets,
 - ii. Perhaps unlocking this portion of the form
 - 1. cannot do an unlocked field with a locked document
 - iii. With a locked document, you also will not be able to press enter with the tables and the next line comes in.
 - iv. However, you can attach as many documents to a word form as you want, so if locked, you can attach documents describing more detail to your document.
 - v. if you want a word file (unlocked), you can do whatever, but if you want a form (locked) then there is a limitation
 - f. There will be a lot of cross referencing because not only do we need to capture the process, but what triggers it and if there are any manual steps that go with it, those need to be there.
 - g. We might want to think about how we will classify and organize
 - i. If by name, what if name changes
 - 1. use internal number system such as Human Resources
 - h. We will leave it the document unlocked and send it around.
 - i. Curriculum office is a perfect example of open documents/forms for submittal and they make it work
 - ii. Dr. Barlow will test.
 - iii. Keep in mind that once the actual documentation begins, we will find things that we will need to improve
 - i. Process sub titles: categories/responsible person is a bit vague
 - i. Just call this section “Process” instead of “Process Subtitles”

- ii. Final decision was to leave it blank because it is actually best to leave it blank and let the person documenting document in his or her own style
 - j. Grammar check: 'on' between "outline" and "required" in step two needs to be taken out
- III. Update on Admission's Office template test.
 - i. Picked the subject: Application
 - 1. The form was not clear enough as to what it wanted because there are different types of applications: Update. Admit after Cancellation, paper application, and online application.
 - 2. Each goes through a different type of admissions process
 - 3. Each application might also include things like deposits and transcripts which are on the list.
 - 4. The main question is how detailed do we do this: training manual type, screen shots, etc.
 - ii. It is an overwhelming amount of information just on the test sample: need to separate
 - 1. Need to capture initial steps separately but when it becomes a common process, reference there
- IV. Topics
 - a. Last week, law school already decided what they will do
 - b. For the rest of the committee it was decided to pick the ones that we could do by December.
 - i. The sooner the better because they need to be placed on the web
 - c. Graduate College:
 - i. admission (from the time that the application is complete)
 - ii. Enrollment and Progression Forms
 - iii. Graduation Process – if time
 - iv. Dee Dee will be the contact
 - d. Registrar:
 - i. Batches
 - 1. Fixing the Match process: Karen Emptage and Jonathan Blake will get together with Cheryl from the North and Deb Salazar to see if the documentation for this particular batch could be captured as well as 'fixed'
 - ii. Whatever Cem tells them to do after that
 - e. Admission
 - i. Application
 - ii. Amanda Brewer and Flora Jones will be contacts
 - f. Main thing is that we need to see how difficult or easy the documentation is so that we have an estimate as to how long it will take us to complete each task
- V. Website Update
 - a. Housed in SCS Website
 - b. Click on Student Information System

- c. Click on Documentation
 - d. It is password protected
 - i. Username: Process
 - ii. Password: A11docs
 - e. Check out the timeline
- VI. ERP
- a. New ERP is coming in the next couple of years
 - b. Because of the new ERP, we need to take the time to create the documentation
 - i. Chose a simple one
 - c. Although we have much support from the committee, how are managers sharing that with their management:
 - i. Documentation will take some time away from their daily duties
- VII. FYI:
- a. Annie will meet with Lori Temple on Aug 14. She will bring back comments.

Next Meeting Thursday August 3, 2006 at 2pm in FRA 101