

Documenting UNLV Processes Committee
July 6, 2006 – 2:00pm
FRA Conference Room
Minutes

- I. Roll Call
Stacy Shiroma, Cem Sunata, Jonathan Blake, Karen Emptage, Lynne Personius, Dr. Harriet Barlow, Susan Enslin, and Annie Macias

- II. Need Analysis (Reference 1)
The committee discussed Reference 1. Personius suggested that we add to the need part something in relation to ‘in preparation for the next application purchases’. Blake suggested that we also add to the scope a portion on creating a future process for updating and maintaining the documentation of processes. Dr. Barlow also recommended that the scope be re-worded to less words

- III. Organization: Topics (Reference 2)
Timeline (Reference 3)
The committee discussed the topics list and decided to add Admissions to be Category I. Changes were made to reflect language and terminology utilized by the departments. (See Reference 2)

The committee discussed the timeline for the Phase I of this project and marked down important dates and events happening at UNLV and SIS user groups meeting (See Reference 3)

- IV. Open Discussion
Macias handed out templates to committee members for them to discuss with constituents. Macias also requested volunteers to test out the template. Dr. Barlow volunteered Dee-dee Severin and suggested that we obtained a copy of the mapping processes document.

Emptage suggested that either Debi (Processor) or Amanda (evaluator) test the template. Also she suggested we met with Flora.

Dr. Barlow recommended to create a way for staff to use this project has part of the holiday comp time.

→ Macias will e-mail the committee the suggested changes to the scope, additions to the topics document and start developing a website.