

Documenting UNLV Processes
August 24, 2006

- I. Roll call: Annie Macias, Cem Sunata, Angelina Copeland, Jesse Zurschmeide, Katie Collins, Flora Jones, Jonathan Blake, Karen Emptage, Susan Enslin, Lynn Personius, Stacy Shiroma
- II. Report:
 - a. Karen E: sent her document
 - i. Process will be outlined as text and reference screens, but for now it is just a draft.
 - ii. Constraints: Edit: fields change bullets to #s not allowed and should be able to change or edit as the receiver.
 - iii. Screens were helpful.
 - iv. It is easier to do the document while you are doing the process. It did not take too long (15 minutes) to complete the document (12 pages)
 - v. Everyone will have different challenges because the nature of everyone's job is different.
 - vi. FYI:
 - 1. ALT Print Screen should only give you the active screen
 - 2. Annie will get together with Jonathan to put some helpful tricks on the web.
 - b. Registrar:
 - i. Scott: Transfer Contract (TC) Process, Transfer Credit Evaluation (TCE) flow, TA development
 - ii. Angelina: Curriculum – birth of curriculum to when classes are being built
 - iii. Flora: Admissions: Paper Application (forms).transcript, DARS, evaluation,
 - iv. Raelynn: Daily Changes (sub categories: students enrolled), Instructor Preference Sheet (IPS) and how to put instructors in SIS and Ad Astra,
 - 1. Production schedule – still debating on the approach
 - v. Katie: will come back:
 - 1. Main thing is Change of Majors
 - vi. Karen and Jonathan: Susan's Registration Reminder: System Critical Batches 40 batches, set up for spring registration, Match Process (Application Reconciliation Process)
 - vii. Jesse: DARS/Graduation: from application to diploma ordering
 - 1. Graduation
 - 2. DARS: SIS Interface
 - c. Stacy: will stick to the original plan
 - d. Lynn: Documenting Reports: Lynn will ask her department to identify a few
 - e. Handout = Initial status report

- i. Very well written
- III. Schedule
 - a. Reminder: Oct 12 is midreview
 - i. Some groups will be at testing phase and approving should be taking place for some processes.
 - b. Sept 14th meeting cancelled due to ERP Demos at Cheyenne.
- IV. Open Discussion
 - a. To the new members
 - i. We need the processes that start outside of SIS but end up in SIS
 - ii. Cem and Lynn will stress this until it is complete. Directors and Supervisors need to work it into your staff meeting so we can get most of it done as soon as possible. Very critical for the transition to the new ERP.
 - b. Introduction: Susan Enslin is Reno SCS
 - i. Cem will work with Annie to see if we can have video conferencing with Susan from time to time so that she does not have to keep traveling.
 - c. Need to involve other departments on campus
 - i. Lynn feels Student Finance and Financial Aid, HR are the departments that need to document for the new ERP
 - ii. It will be added to the next ISSG meeting.