University of Alaska
Enrollment Management Implementation Team
Minutes
February 19, 2014
3:00 p.m. – 4:00 p.m.
Butrovich Building Room 208a1

AUDIO INFO: Toll-free number: 800-893-8850  Participant PIN: 5460572

Attendance:
Shiva, Derek, Mae, Jamie, Peggy, Caty, Mike E, Crystal

Recorder Order:

<table>
<thead>
<tr>
<th>DATE</th>
<th>MAU</th>
<th>Recorder</th>
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<tbody>
<tr>
<td>January 21</td>
<td>UAS</td>
<td>Shayla</td>
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<tr>
<td>February 4</td>
<td>SW</td>
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<tr>
<td>February 18</td>
<td>UAF</td>
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<tr>
<td>March 4</td>
<td>UAA</td>
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Items

a. Updates on PRs
   i. PR #161 – UAA, UAF, UAS – Revise workflow for AD Transfer Credit Support Doc. (Derek) awaiting approval from EMIT- Approved by TC work team per Caty; Derek has not made any changes; Peggy addresses a problem with a WF about the TC lifecycle (duplicates a process)- this doc type goes to AD processing; Peggy has a different review cycle goes to AD processing and follows the logic within the load balancing or top queue; still goes through the WF; even though we have different life cycles; (Shiva) approved to move forward- will test in LRGP prior to PROD; AD UAA Review might be different than the AD Processing per Jamie

   ii. PR#159 – UAF - Doc Type: Research Proposal (Update by Derek)- in PROD now since 2/3; please notify Derek if not working properly; UAF (Mike E) is using it- COMPLETED

   iii. PR#160 –UAS – Doc Type: RO Catalog (Update by Mae)
       A lot of progress; thanks to Shiva and Alicia; still working with in allowing prior academic years to appear on the (earlier than 1991 than what OnBase allows); how is it retrieve (Peggy); would like to have this doc type sooner than later; on hold until further notice with allowing to manually enter the Effective Academic Years

       Peggy

       AD Transcript Doc Type #164- add HS transcript keywords of Graduation Date and GPA and will not be required to fill and will be located to the bottom; Jamie request to take on the TR; will send a final version to EMIT for final approval

Updates from campuses

UAA – Jamie, busy with TCCI- getting images perfect for Hyland; Peggy, still have an issue with the cold process; still having trouble with documents going to the queue; still have documents from the 12th; Derek – cold is pulling from Banner and creating into
OnBase but failing to go to WF; have Windows server folks to kick the timer for it to work; WSA is working on it; Hyland has made suggestion; Derek think if rebooted it is not coming back up completely/correctly; you won’t see them in the queues but if you search it, you will find it- it is just not on the workflow; it is critical for UAA (per Peggy) to proceed with apps; Jamie (Purge)- it didn’t know run last week; assuming these items are being deleted out of workflow (purged)

**UAF** – Crystal – no updates; working on TCCI; keeping things going; awaiting word from Hyland of the batches sent for review;

**UAS** – No updates

**SW** – Shiva- support matrix will be modified for OGIT tomorrow; any more items to cover- Peggy- international document (I20, D2019s) we cannot get approval to scan in those documents; HR is already scanning them into the document but they do not create them; Derek understands that it is ready to go; how do we get access? Security access for UAA? Derek will get back to Peggy on who can grant Peggy access to scan in the int’l documents

b. Adjourn at 3:32p