University of Alaska
Enrollment Management Implementation Team
MINUTES
March 04, 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:
Shelia, Crystal, Susan, Russ, Jamie, Mary Gower, Caty, and Derek

Recorder:

Recorder Order:

<table>
<thead>
<tr>
<th>DATE</th>
<th>MAU</th>
<th>Recorder</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 4</td>
<td>UAA</td>
<td>Jamie</td>
</tr>
<tr>
<td>March 18</td>
<td>UAF</td>
<td></td>
</tr>
<tr>
<td>April 1</td>
<td>UAS</td>
<td></td>
</tr>
<tr>
<td>April 15</td>
<td>SW</td>
<td></td>
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</tbody>
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Items

a. Updates on PRs
i. PR#159 – UAF – Doc Type: Research Proposal (Update by Derek) in PROD since 2/3;
   Feedback
   Nothing on this Derek not on phone yet. Went to prod 3rd last month. No issues
   Crystal says seems ok.
   Derek joined call and says it is done and closed. Derek has not heard anything
   from users

ii. PR#160 – UAS – Doc Type: RO Catalog (Update by Mae) in PROD since 3/3/14
   Feedback
   This PR went to PROD yesterday. Mae says it is in production now and will be uploading
   catalog in pdf files this week thanks to Alicia and Shiva. Crystal wants to know if doc type
   is available to all campuses. Answer is yes.

iii. PR # 161 – UAF Revise workflow for AD Transfer Credit Support Doc.
   This has not been worked on yet. Derek confirmed no work yet.
iv. PR # 164 – UAA Add keywords to AD Transcript (High School) Document Type

Jamie: GPA and Graduation Date keywords have been added to TEST and LRGP

Optional keywords GPA and Graduation date are optional keywords and will be available to all MAU's. Just waiting on ok from testers to move to PROD.

Updates from campuses

**UAA** – Robert at help desk contacted with information on IE 11. Derek assisted user with MAC access to OnBase. OS needs to be less than 10.9. E-mail was sent to Shiva and Derek with attachment I sent to UAA help desk.

**UAF** – No updates waiting to see what happens with TCCI. Ketchikan called Shiva last week could not see a transcript. It was Cody who called but he is not from Ketchikan.

**UAS** – Wants to know who can unlock an OnBase account. Call any three of the OnBase administrators. The OnBase administrators agreed it is probably best to call OIT so it can be documented. Have been a few accounts where user needs to change their password in ELMO and the OnBase account has not been locked.

**SW** – HR forwarded a list of people who should not have access to International documents. A second list was generated showing who should have access. List should be forwarded to Crystal. International work team can have access to these documents.

Visit to Juneau and Anchorage was very productive for Shiva. Shiva will be following up with action items from this trip.

b. TCCI Update – Waiting to hear back from Hyland. We may be having a short meeting with Hyland tomorrow. Main person doing the templates has been out of town for a few of the days. Next meeting is scheduled for March 17th 2014.

c. Adjourn - Meeting over 1524.hrs.