University of Alaska
Enrollment Management Implementation Team
MINUTES
April 01, 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:
Caty, Shiva, Russ, Mae, Crystal, Shayla, Jamie, Sue Ann, Peggy, Libby, Derek

Recorder Order:

<table>
<thead>
<tr>
<th>DATE</th>
<th>MAU</th>
<th>Recorder</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>UAS</td>
<td>Mae</td>
</tr>
<tr>
<td>April 15</td>
<td>SW</td>
<td></td>
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<tr>
<td>April 29</td>
<td>UAA</td>
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<tr>
<td>May 13</td>
<td>UAF</td>
<td>Crystal</td>
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Items

a. Updates on PRs
   i. PR #138- Workflow Queue Renaming
      Derek- No update- been working on 161 still in progress
   
   ii. PR# 155 - Additional Doc Types for indexing new forms
        Jamie- still waiting from Sonia’s group; have a meeting with Leslie to
        make changes to workflow; is this going to affect all MAU; financial aid
docs then all Fin Aid office would need to be approved by them; Derek-
there should be a FinAid group testing/approving this; Crystal- should
have all three approvals; Jamie- not yet being moved to PROD yet still in
LRGP for additional changes (no word yet from them)

   iii. PR # 161 –UAF Revise workflow for AD Transfer Credit Support Doc.
       Derek: created in LRGP and asked WSA to reboot server (see email sent
to group). Thanks Derek

   iv. PR # 164 – UAA Add keywords to AD Transcript (High School) Document
       Type – Jamie – Peggy has not utilized it; will start soon due to new staff;
testing was done at UAA in PROD to ensure it moved ok; is in PROD- any
       MAU can use

Peggy- Discussion about International doc type update- security class; have moved the
Admissions group; international work team; Peggy was in the meeting for update; Mae- need
ramifications with security coordinators- setup was incorrect for security class for international
docs
Shiva will send documentation detailing process implementation

Updates from campuses
UAA – Jamie - Thick Client install updates; working with FinAid; SSP2 update

UAF – Crystal - International follow-up meeting update- there were concerns of names associated with AD and RO citizenship docs; those dealing with them are not necessary with AD or RO folks; perhaps rename the doc type RO Citizenship document and AD Citizenship document to one doc type including HR; not comfortable with going this route and retention? What is the retention and priority- if HR doc – only keep for one year and now a student; how would retention work? Thoughts of renaming? You don’t need to be seeing HR docs- Peggy, but we do need to see their citizenship documents; discussion about retention (can’t get AD docs retention set); Russ and Shiva find potential issues with INT doc type? Concerns of different copies or complexity of retention schedule- if HR has access to AD and RO docs then why do we have to rename.
Libby- registrar would have to be involved to the retention schedule; Derek- give HR AD /RO Citz doc type but they might not have Citz doc. Perhaps universal name and retention? Want to avoid litigations.

UAS was disconnected from audio/ couldn’t dial out (Crystal took notes)

UAS –

From Shiva for SW:

SW – Test plan for update Service Pack 2.

b. TCCI Update – Shiva wants to get an idea of when would be a good time to do the service pack upgrade in relation to TCCI testing.

There is a new client for end users after this service pack, but unlike going from V11 to V13, it does not require end users to install the new client. They can continue using current client and gradually upgrade end users. Jamie says the new client solves a memory leak so the sooner the better.

Prod - 5/26-6/18 - Discussion of dates that would work. 5/23, 5/27, and 5/30 were all mentioned. UAF thought these might be good days since people will be out of the office for Memorial Day on 5/26 already.

LRGP - 4/28-5/18 (for these Dates prod changes are frozen, but we could upgrade LRGP) Cindy will get with Hyland and get confirmation about what we need to do with TCCI templates and changes in LRGP for the service pack upgrade.

Test - 4/14-4/18

After a little discussion, UAA and UAF agreed that 5/27 would be a good date for the PROD OnBase upgrade. Shiva and Cindy will confirm with EAS and WSA for availability and with UAS to confirm if this works for their schedule, since they got dropped from the call.

c. Adjourn -