

Student Workflow

Participants: Colleen, Cheryl, Saichi, Brig, Tim B, Barb H., Mary G, JJ, Mike E, Patty I

Audio Notes for 2-25-05

Agenda:

April Training update - Email out to Supervisors saying SW (Office of Student and Enrollment Services) will reimburse travel costs.

Task Requests - going back and figuring out what we need to accomplish; fields that need to be moved down (?); maybe wait until training with Carol before submitting Task Requests; HR and Fin both underwent revisions after trng with Carol; email addresses are an issue right now--all are hard coded--no standard yet for email addresses in wflow.

JJ-recommends we set up task request templates--but wait until the trng before submitting the task requests...

Change in credit hours--would trigger the sending of messages--so the dropping of a class would trigger the wflow--this could result in a large number of messages and possibly hanging workflows.

The suggestion to wait until the middle of the night to kick off the process would negate the functionality of the workflow software.

Patty: would change from credit to audit trigger the wflow? (Colleen: Yes--probably)

Saichi: would dropping and adding (at same time) would still trigger message (wflow) (Colleen: Yes) We should further define our wflow process--simple is better.

Patty: suggested we look only gs level students--if below 9--then flag the student--if they fall below threshold--then wflow begins.

Colleen: would rather wait until after the trng to meet with the Users (Athletics & Intl).

Different wflows? Or one - that touches all pop's

Signing on - everyone able to sign on.

Project Plan Template (Attached) - Saichi will attempt first draft...our BPA included several wflows--we chose only one of them (to group before 3-25 next mtg)

Mary: Fin was very happy with the user trng (the how to) from Carol--took about 3/4's of 1st day and brought everyone up to speed. The Fin uses went into the trng with little to no knowledge of how the wflow software tool worked. We (Student Team) should/could do this as well...

NEXT Mtg: 3-23, 10 am

Agenda:

Review Project Plan Draft from Saichi

Discuss User comments and concerns (i.e. Athletics and Int'l programs)