

Student Workflow Meeting Minutes

July 12, 2005

2:00 PM

Those present: Mike, Patty, Mary, Brigitte, Tim S., Libby, Barb, Cheryl

1. Reviewed Minutes from last time. No changes. Patty has discussed how to accomplish without a Common Email Component. She will try a hierarchy approach for the interim. The system will go through sequence for where to send notification.

2. Status of Current WF

a) DROP BELOW FULL TIME - Determined that we will set List-servs for 5 areas (Housing, Athletics, Intl. Programs, HR, Financial Aid/Veterans). The Recreation Center has been pulled off due to complications with various credit requirements. The list-servs will take the form of "AY_Athletics_WF" indicating the Athletics workflow list-serv on the Anchorage campus. Once the list-servs are set, we will need to go to the user-management area to set them up within the WF. Then do some testing.

b) CHANGE IN REGISTRATION STATUS - Unsure if Patrick has fixed the html tag for this workflow to "click here" instead of the address.

3. Workflow Development

Many had not seen the Workflow Development Guidelines. Tim will provide the link for all team members to review. Members are asked to review them and offer options as the best alternative for completing. Patty suggested a video conference or possible completing portions and filtering through Tim for compilation. It was suggested that a combination of both may be worthwhile.

http://www.alaska.edu/controller/projects/workflow/WFdevelopment_guidelines.pdf

4. Other items

Both Libby and Barb left their other meeting to join ours indicating that we may be an exciting group that values interaction, enthusiasm and productive meetings.

Admissions workteam wants to know how to get a WF process on the board. Barb suggested that they fill out the justification (and BPA) and submit to us for consideration. I told the group that at this time Mary Gower wants to join in our meetings to provide a liaison with the Financial Aid WF team. We do not want to duplicate efforts.

Our meetings are scheduled for every other Tuesday at 2:00 PM. Next meeting is July 26 at 2:00 PM