

Workflow Team Minutes

June 30, 2009 2:00pm – 3:00pm
(☎) – (800) 893-8850 • PIN: 6384637

Attendees

Pat, Mary, Diane, Colleen, Brigitte, John, Jane

New Business

Expired Admissions WF- started workflow process analysis with Lora. Rec'd flowchart from John. Will be started by applying the IE code.

Upgrade update – Banner 8 PROD moved to Feb 2010, this will help open up the schedule so that a WF upgrade date can be determined.

Follow up tasks and/or TR's

In Progress

1. Schedule change notification WF – latest revision to CCS group a week ago. They have add'l requests to it, sorting through new ideas. Ball in CCS court, discussing email layout. Pat will send friendly reminder to collect consensus, looking for a final yea or nea.
2. ACG review – put on terminal hold.
3. Web application notification – back in PROD with two email addresses removed. Non-degree seeking email being worked on by the Reg team. Wording is done, Mary will send to BST today.
4. Others?

In Discussion

1. Email student when they perform ANY type of registration function on UAOnline – acknowledgement of transaction;

Any reg transaction – what to trigger it on? John is looking at this. Is this a batch process instead based on a daily summary, and send the student an updated schedule? Every transaction is preferable to nothing, but it is not a good idea to send one with every transaction.

2. If a new subject code is added or changed on STVDEPT, trigger a workflow to staff in charge of maintaining course information in Banner
These might not end up being workflows. Looking to not make full fledged banner workflows out of these because of the overhead. Finaid has process to send out automated mass emails, or schools have database triggers (demo at past Summit) and using AppWorx to schedule that. It's only batch jobs that would go in the scheduler.

Mary will send this to CCS team for refining. Sent to Jan 3/10/09, next CCS meeting is 4/09/09.

3. If a new major code is added or changed on SOACURR, trigger a workflow to staff in charge of maintaining web applications
This WF idea was discussed at the Admis meeting and received approval to start the TR process to have a workflow developed.
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4. If a SSN is created as the UAID rather than a 3##### on SPAIDEN for a student, trigger a workflow to appropriate MAU manager for review and identification of user training
Could be an email process instead of a workflow.
5. If an equivalency record has been added or changed on SCADETL or SSADETL, trigger a workflow to DegreeWorks staff responsible for maintaining the equivalency tables on DegreeWorks
6. Orientation office – would work with the business office to add a charge for orientation to the students account and send an email to the student.
7. Send email to the students regarding the change in status on their application.
8. As items come in for the checklist and/or if there are existing items still out there, email them what's missing.

Next meeting: July 28th at 2:00pm.