

M E M O R A N D U M

To: Academic Process Improvement - Project Implementation Team

CC:

From: Geoff Malloy

Date: 3/28/2002

Subject: Meeting on 3/27/2002

As part of the project, the forms currently used to initiate Course/Program modifications (including creating and deleting them) will be reviewed. The goal of that review process is to reduce the number to the smallest possible as well as make them more useful "collectors" of the information we need to streamline the process and provide the information directly to the end consumers such as the bulletin, etc. Members are asked to review all of the existing forms for missing, redundant, or extraneous information. Please take a look as well at the draft of a potential replacement web based form provided by Jacquie Hager at <<http://www.uky.edu/Registrar/course-form-new.htm>> and provide input on it from your viewpoint representing your organization. According to Dr. Nash, the approval to change the forms and begin using the new ones across the University will come from the Council Chairs which she heads. We will discuss this at our next meeting.

It was the consensus of the members that we are close to completing the first major task and nearly ready to make a proposal to the Council Chairs. I will ask Dr. Nash for help in scheduling this in approximately two weeks.

In the remaining time, we will continue to refine the initial set of requirements for the process and systems necessary to support it. Mary Kelly has placed the documents on a web site for us at <<http://www.uky.edu/Projects/PIT/>>. Those of you who were unable to make our last meeting can review these documents there. They are named:

<<http://www.uky.edu/Projects/PIT/ApprovalFlow.pdf>> General Flow for Course/Program Approval Process (March 27, 2002)

<<http://www.uky.edu/Projects/PIT/SystemRequirements.pdf>> Draft of Workflow System Requirements (March 27, 2002)

and can be accessed directly by the above embedded links. Please review these carefully before the next meeting and come prepared to make comments.

The next meeting will be Wednesday, April 3, in POT 318 at 1:30.