

## April 10 Meeting Notes

\* The Workflow Process chart was reviewed. It was noted that the College Circular and transmission to the appropriate council happened at the same time rather than serially as indicated. A new version of the diagram will be put on the web shortly. All project team members are encouraged to review it again before the May 1 meeting.

\* The Requirements document was reviewed with no new changes identified. All project team members are encouraged to review it again before the May 1 meeting.

\* Several of the team members reported on their results contacting our benchmark institutions to see how they handled the course/program change process and if any had automated it. The consensus of members who had been able to contact the benchmark was that many were in less organized shape than UK and none had automated the process in any way.

\* The meeting with the Council Chairs and Dr. Nash is confirmed for our May 1, 2002 meeting. They will join us in room 318 of the POT for that meeting. With SACS meetings and other schedules, it was decided not meet on April 17 or 24. Our next meeting will be with the Council Chairs on May 1. If there are any suggestions for changes to the general process flow or the requirements document, please contact me and we can communicate via our email list in the interim.

\* Assuming approval from the Council Chairs, our next activities will be 1) review the existing forms to determine what changes would make them better and easier to work with, especially with the plan to make them available on the web both for creation and review and 2) plan what automation is appropriate and practical within the requirements and search for appropriate software.