

## **Minutes from Learner Services Process Improvement Team Meeting- August 26, 2011**

### **Student Center, Room 108**

**Present:** Sarah Beth Phillips (Team Leader), Juanita Franklin (Team Leader), Claudia Tonihka (Guest), Zach Pharr, Aaron Divine, Regina Johns, Amanda Woods

**Meeting began at 9:34am**

### **Juanita Update on Reinstatement Process and Degree Works**

#### **Reinstatement Process**

Student Records has taken housing of this Reinstatement process. The office will hand the forms out and students will return forms to Student Records. The form now requires signatures of instructors and deans for the classes students wish to reinstate into. Records can now take in form check signatures, dates, and re-enroll the student into the class. At the end of the day, Student Records will email students and instructors involved to inform individuals the reinstatement has been processed.

#### **Degree Works Implementation**

We petitioned the Federal Government to buy Degree Works therefore we must purchase this product this year. It will take 6-9 months to implement the process of Degree Works with an implementation team to lead this implementation. LSPIT will take part to build the implementation team containing appropriate members who will be involved with Degree Works frequently. We will not use the Implementation Process with the purchase due to the timeline this needs to be purchased.

#### **Who? What? Function? How?**

LSPIT would like to learn more about what Degree Works is and everything the program can do. Claudia will email everyone a demo link for Degree Works. Juanita will ask Todd for direction to possibly request someone to come and speak to LSIP about Degree Works.

### **Aaron Update on Implementation Team Workflow**

This will not be a traditional workflow. Aaron met with IT on how to establish the workflow. There will be a fillable form (location not determined yet) which has limited access. The director of the department requesting the purchase will complete the fillable form, it will then send out to IT/Professional Development who will then determine where/who to pass it onto at that point. Currently, they are still determining what program to use for this workflow process. Info Path is an example mentioned.

#### **New Members?**

Micaela Allison-Shropshire accepted a position at Adult Ed and will no longer be a member of LSPIT. Michelle Wallace is now the Director of Admissions and will no longer be a member. Codie Ryan and

Katesha Schemerhorn will be invited as potential new members. The idea of changing our meeting time and day to Wednesday was also proposed. This will be a question sent out and asked to the entire LSPIT team to determine if we will change meeting time and day.

**Action Project**

Claudia updated members on the Valuing People Action Project. It has now been changed to three categories and will be ran by Human Resources and Professional Development. This action project is somewhat at a standstill right now due to restructuring. Claudia will notify us when she gets a definite answer.

**Meeting ended at 10:32am**

Respectfully submitted,

Amanda Woods