

**Administrative Process Improvement Projects:
Status as of February 2012**

ACTIVE PROJECTS

GA EPAF Revisions/Terminations – Spring 2012 go-live

- Final phase of the GA Appointment makes GA processing a totally electronic process
- Two New GA EPAFs were created: Revision and Termination
 - Revision EPAF – allows revisions to an existing GA EPAF whenever changes are made to an e-Contract
 - Termination EPAF – allows capability to terminate an EPAF when e-Contract is terminated
- E-Contract ID field has been added to EPAFs for ease of tracking and comparison reporting between the e-Contract database and Banner

Graduation Certification/Checkout – Spring 2012 go-live

- Communications developed to be delivered through Hobson's eliminates the manual distribution of email notices to students for various event triggers. Banner data are used to generate emails in a timely manner
- Use of Graduation Status codes will initiate Hobson's messages:
 - AP – approved for graduation (on track for the semester filed)
 - IE – ineligible due to missing requirements for the current semester
 - DQ – disqualified after the ceremony due to grades, incompletes, transfer work, GPA, etc.
 - Graduation Analysts can quickly create the Commencement Proof document needed by the Commencement Office using a Hyperion report that uses Banner data.
- A Hyperion folder has been created for all the reports needed in the process
- Graduation Analysts can now generate their own "Preliminary Graduation List" based on SHADEGR codes using SYHU503
- May 2012 certification, report SYHU504 will be available for analysts to generate their "Final Graduation list."
- PRAXIS Scores will be loaded in Banner/SOATEST form
- Registrar's Office will run a Banner process to roll students based on text files Graduation Analysts provide
- Guidelines will be easily available on Academic Affairs website
- February 7, 2012 Testing/Training of the new process with all the graduation analysts

Recruitment Part-Time Faculty – Pilot underway

- Three departments (Art, Communication, English) successfully piloted the new part-time faculty recruitment process using WorkForum to hire instructors for Spring 2012 semester; a total of 43 applications were submitted. Two departments successfully hired from the recruiting pool in WorkForum; the other did not have an opening
- Seven departments have been selected to pilot the process for the Summer and Fall 2012 semesters: Architecture, Journalism, Music, Theatre and Dance, Instruction and Curriculum Leadership, History, and Management
- Training was held for the relevant staff for the seven new pilot groups in February
- A Part-Time Faculty workflow will be created during the WorkForum upgrade that begins April 2012. At the completion of the upgrade all Academic departments will use WorkForum for recruiting part-time faculty

Faculty Summer Compensation – EPAF rollout to Campus Phase II April 2012 go-live

- Improved e-Contract to Disable Grant payments if the current request will exceed 90% of the maximum Summer Compensation allowed; reducing overpayments on a Grant
- Created an EPAF friendly page that can be used in the creation of an EPAF, reducing data entry errors
- E-Contract has been enhanced to highlight revised fields between the Original contract and Revisions to make it easier to identify changes
- Two New Summer Compensation EPAFs were created: Revision and Termination
 - Revision EPAF – allows revisions to an existing Summer Compensation EPAF whenever changes are made to an e-Contract
 - Termination EPAF – allows capability to terminate an EPAF when e-Contract is terminated
- Queries will run automatically to generate email notifications when differences are identified between the e-contract and the EPAF before final approvals; eliminating manual comparison of the two documents and reduction in errors
- Department training will begin in March on the Summer Compensation Process Flow and how to create an EPAF for Summer Session
- Training materials for e-Contract and Training guides have been updated and posted online

Institutional Review Board Submission Process

- AS IS process identified; many unneeded handoffs identified; 80% of submissions returned to researcher after going through entire process
- TO BE process developed
- Currently team is identifying quick hits – revisions to forms, changes in practices
- Next, team will identify ranges of options for the future, with cost/benefit.

Intent to Graduate Banner Application

- AS IS process identified; process has been highly customized across each of the colleges
- TO BE process under development
- Will be testing Banner Intent to Graduate form.

FUTURE PROJECTS

- Budget Revisions (Summer 2012)

COMPLETED PROJECTS – monitoring continues:

- EPAF Revisions / Terminations (February 2012)
- EPAF Notifications (Fall 2011)
- Faculty Summer Compensation (Spring 2011)
 - 2 overpayments in summer 2011 versus 16 in summer 2012
- Graduate Assistant Appointment Process (Winter 2010)
 - 2% error rate in EPAFs submitted versus estimated 30% error rate on paper
- Part-time Faculty Appointment (Fall 2011)
- Sponsored Internships (Fall 2011)