<u>**Minutes from the Development Request meeting held: November 21, 2006**</u>

The purpose of the DR meeting was to identify and establish a protocol that all campuses would approve and understand.

Listed are the steps to initiate a DR and how to follow through to completion:

Step 1: Initiator would send out a request to the NDU-Business Office Listserv and include:
a. List the problem/issue
   b. Description of new request to help assist with the problem/issue
Step 2: Initiator will wait to hear from the 10 other campuses (one reply from each campus)
Step 3: Once all campuses have replied back to the initiator, a request to Marie/Angela to place request on the DR Spreadsheet
Step 4: Angela/Marie will send out the spreadsheet that includes a list of current approved DR's along with DR's that have been submitted by initiators with a status "pending discussion until approved"
Step 5: DR Spreadsheet will be discussed at the monthly Business Office mtg. from 10-11 AM. At the DR meeting the following discussions will take place:

   a. DR's that are in pending status approved/ denied
   b. DR's that are approved need to determine prioritization
   c. Discuss the details of the DR by filling out the worksheet. Some DR's will be more complex and will need to involve a smaller group of individuals to iron out the details, etc. This will be determined at the DR mtg. if and which DR's would need that additional time for further outside discussions.

Step 6: Once DR's have been approved and worksheet has been filled out, the initiator will then attach the worksheet to a PTR and submit to HECN to begin development.

Flow Chart for New Development Request