

Date: September 25, 2003 Thursday

Time: 10:00 am - 11:30 am

Outside Fairbanks 1-877-751-8040

In Fairbanks 474-8050

Pass code 471595

Attendees: Sandy, Fran (MSC), Patty, Charese (UAA), Shelley (KPC), Libby, Mike, Colleen (UAF), Brenda (Ketichan), Marie (Sitka), Melinda (UAS)

Welcome new work team members Fran Russell, Melinda West, and Mike Earnest.

Attendees are all attending the face to face, plus Shannon, PWS and Bill, UAS. Most people are arriving late Tuesday night and staying at Sophie's. Bill plans to rent a car. Sandy will make sure that Saichi has the van lined up for transportation back and forth to campus. Brenda's flight leaves Friday 4:50 pm, everyone else after that.

Discussed access to Large Prep (the clone). Everyone needs to have si_web_app_maint_cls in PROD this week. Check access to screens on Patty's agenda and/or in PROD. PROD database will be copied (cloned) into testing database (LRGP) on Friday 8 pm. We will be working in LRGP.

Patty reviewed the agenda for the face to face. UAA Signature page can be viewed on SOAELTR (A2_sign_page) 'display letter'. Each campus needs to draft their own letter (Letter prints out after student submits app—gives them what to do next instructions—not being used to collect signatures).

Look at UAA's web application. You can access it via their web site to see the actual product, then access via <http://lrqp.alaska.edu:9220> to see the LRGP web version of it. Submit an application via LRGP web to try it out. At the face to face, we will each make a copy of the UAA undergrad application, and then modify it to make it our own. Some of the lead in verbiage must be the same for everyone, but most questions can be individualized.

Credit card processing will have to be worked out at UAF, UAS.

Bring "new" applications, copies of real ones work well. We want to be able to act like a student filling out an application on the web, then push the data into LRGP Banner. Applications received in your offices after LRGP is re-cloned would not exist in database so we can test with those.

We have an audio set up for Thursday afternoon to talk to admission staff at UAA re: processing issues they are having so far. Hopefully, we are far enough along by then to make this worthwhile.

Each campus will also need to plan how to update their admission web pages to include a lead-in to the web4 product. Charese will show us what she created for UAA so that we can mimic that.
Sandy/MSC