Admissions Work Team Audio Conference
Monday, September 27, 2004, 10:00 AM
Meeting Minutes

Present: (From UAA) Charese, Patty, Al, Peggy; (From Mat-Su) Sandy, Fran; (From UA) Mary G., (from UAF) Mike, Colleen.

1. **Banner 6.0**   Further testing? Ready for implementation?

Mike will send cursory test plan drafted by Sandy to SW, and include a list of forms/reports to be tested.

Everyone should go through & test forms, reports & processes once again on LRGP prior to October 11 & report any problems to SW.   Mike and Darlene will test & report back on the test score tape load process.

2. **LetterGen:**   Variables can be more specific, to reduce the # of multiple records per student such as a UA and UF application for same term   (Mike)

Mike is going to create a new variable *TERMS which will ask >=Term. Note: variables can be created to narrow down the results you get out of the letter extract, thus reducing the amount of data cleanup you have to do.

Patty has been researching FormFusion. This will allow us to generate letters directly from Banner using a template; can include formatting & graphics. Template would be submitted to SW programmers, who would also make changes as necessary (security prohibits others from getting in to make changes). Because our acceptance letters require so much individualization, we may need to keep extracting data & merging in Word; FormFusion may be more useful for simpler letters that simply merge the data into a template. Explore "stock coding" for special paragraphs?   Could Attributes or Checklist items be used to trigger paragraphs??   Patty will report back with more information.

3. **Site codes**

The Site Code field on SAAADMS is not being used (except by Mat-Su). (UAA will enter AAN on all their applications?) Stats for rural sites are pulled from data on SGAUSDF.

4. **SAR2ADM:**   Task request (Peggy)

Task request to add parameters for Decision Dates to SAR2ADM approved to be sent to BST.

5. **SAR2TBL**:   Task request (Sandy)

Task request to add Process Date parameter and to change the labels on the report (for consistency) was approved to be sent to BST.

Patty is going to "mock up" a SAR2TBL report in landscape format; Reg folks at UAA would like to run the report in landscape as part of Quick Start. We will see how this might work for Admissions processing. Print will be much smaller in landscape layout. **[PATRICK]** Also, further discussion on the layout of the Question & Answer section. Can "labels" from SAAWAPP Element Codes/Element Rules be used in the report, rather than the text of the question??

What is involved in adding a parameter for Output 1=Portrait or Output 2=Landscape? This is an option for different transcript types.

6. "Academically Dismissed" vs. "Removed from Program" (Peggy)

We discussed where in Banner to record an academic action such as "removed from program". It was agreed that it is not appropriate to go back and change a decision code on SAAADMS, as this record should show a "snapshot" of history (student acceptance). SHAINST is the appropriate place to indicate such actions. Advisors should be trained to look for "Current Academic Standing" from SHATERM or for comments on SGASTDN, rather than looking at SAAADMS.

Next meeting: **Monday, October 25 @ 10:00 AM**