

**Admissions Workteam
Meeting Minutes
March 6, 2006**

Present: Barbara H., Claudia (UAS); Peggy, Patty, Charese (UAA); Mike, Libby, Colleen (UAF); Shelly (KPC)

1. Common Request (ADMR) Codes

The team agreed on a set of common request (ADMR) codes to use on the SAAADMS checklist. This will allow us to scan in a transcript at one campus, and have it satisfy admission requirements at multiple campuses. The codes will all start with the letter 'U' for "universal." Campus-specific requirements will still start with the first letter of the campus (F, A, S, etc.)

2. Admission Decision Codes (Significant Decision)

UAF and UAS agreed with UAA's request regarding Significant Decision flags in STVAPDC. Per the team's agreement, Patty will change the flags:

Set Significant Decision to Yes on:

SB, SC, SD, SP, SZ

Remove Significant Decision flag for:

AI, AX

3. How to use checklist to automatically route files to review in OnBase

Each campus will have control over checklists to set the minimum required documentation for a file to go to review. This is done by checking "Mandatory" on the MINIMUM checklist item(s) you want to have in before the file goes to review. When this item arrives, the status will flip from 'I' to 'C' and the file will route into the Review queue.

4. Common definition of "official" transcripts

We agreed that we should adopt common language university-wide to define official transcripts for admission purposes. Mike will draft and send out to the team for review.

UAF agreed to only accept official test score reports (or scores on high school transcripts) for ACT or SAT. Unofficial copies will not satisfy the TEST ADMR code. This way, all three MAU's are applying the same standard.

Also: No age limit on transcripts, as long as we don't have reason to believe the student did additional coursework at that institution.

5. Task Request – Suffix problem

Rather than remove SUFFIX from the web app, Pat Borjon suggested that we write a script that would append suffix to last name. The team agreed this was a better approach.

The only question is whether we should add this to the existing SPP2RMV process (which cleans up addresses & phone numbers) or create a separate process (as it deals with information in a different table). This is a question for the programmers. Mike will check with Patrick & write up a task request.

Also: Colleen mentioned there is some software available that would do address cleanup as the student submits it through UAOnline. This would help with misspelled city names, and would do away with most of our cleanup processes on addresses. Check into this at Summit??

6. How to identify web apps that have been pushed but have not yet been looked at.

Patty has tried to find a way to set a "Status" during the push process; this doesn't seem possible.

UAF can identify its web apps because they come in as App Type 'WB' until someone does an initial review/cleanup on the record. UAS can do the same, but the volume is such that they review apps the same day they get pushed.

Two possibilities for UAA: Add an ADMR code for "Application pending review" (or something similar). Also might be able to use Admit Type or Student Type, as long as that won't stand in the way of Auto Decision. Peggy will investigate. Might add a parameter for ADMR code to the SAR2ADM report.

7. Foreign Transcript Evaluations

UAA and UAS currently require these. UAF doesn't yet, but would like to. We should decide on a common list of agencies that we will accept evals from. (Agenda item for next meeting.)

Mike will forward info from WES (World Education Services) on which countries students can get official transcripts from.

8. Miscellaneous

Watch for OLD status dates on readmit web apps. Libby has noticed that status date is coming over from previous applications. This is new with Banner 7. UPDATE: This seems to be happening because items load into the checklist from previous apps. We need the status date to default to the day of the application being pushed (or later, if items get checked in). The status date should never be earlier than the application date.

If you make an ID bad, notify the admissions office at other MAU's if the student has an application there.

Please review documentation sent out by Mike RE: OnBase roles and Banner Superclasses. This will be the topic of the Imaging agenda for Wednesday.

OnBase workflow training: Admissions March 21, Registrar March 22

Next Audio: Monday March 27 @ 10:00 AM