

**Admissions Workteam
Meeting Minutes
May 8, 2006**

Present: Deema (UAS); Peggy, Patty, Charese (UAA); Mike, Libby, Colleen (UAF); Fran (Mat-Su); Patrick (SW)

1. Are there any outstanding items in LRGP that the Admissions team needs to test and approve?

Most recent change to SPP2RMV is in LRGP for testing and approval. Approvals are already on record for UAF and UAS – Needs approval from Anchorage.

2. OnBase Administrator Training

Patty, Ted, Mike and Barbara (along with several others from Statewide) attended OnBase Administrator training May 2-5. We learned how to create document types, set security, process COLD reports and DIPs, set up autofill key word sets, etc. Discussion needs to happen about WHO exactly is responsible for what in maintaining the system.

Users should begin testing workflows ASAP. It will take 7 days to move to PROD after the users sign off.

3. HOME-SCHOOLED STUDENTS

It was reported to us that there was no place for students to indicate on the web application that they were home-schooled. This isn't true: the High School element of the web application asks the student to check a box if they were home schooled. Then they can fill in details below. The team suggested a change in the information tag to make it more user-friendly.

4. Entering credits & GPA on SOAPCOL

Peggy wanted to clarify what is being entered on SOAPCOL for # of credits. This is supposed to be the number of *transferable semester hours*.

5. CTAM

CTAM meeting was held May 1 to plan for the June 1 "onboarding" date. MAU's need to determine who will download applications from the portal, and also who will go in to the portal to enter decisions and communicate to the student. Cohort codes are being created to track CTAM students.

6. SPAEMRG - SOAFOLK

New web app functionality will push emergency contact info to SOAFOLK. Can we get all past SPAEMRG records moved to SOAFOLK? Is this a possibility??

7. ADMR code on SOAHSCH

Peggy wondered if SOAHSCH could be hard-coded with UHST, since we are all using the same codes now.

After discussion, the team decided to table this item for now.

Next Audio: Monday May 22 @ 10:00 AM