

**Admissions Workteam Audio  
Meeting Minutes  
October 9, 2006**

Present: Patty, Al, Darlene (UAA); Mary, Bonnie, Linda (SW); Mike, Hope, Crystal, Libby (UAF); Fran (Mat-Su); Brian, Claudia (UAS)

1. **UA Scholars proposal.** After much discussion, the admissions workteam agreed to the proposal from the UA Scholars office to streamline and load scholars info into Banner. Admissions Workteam has the following understanding of this agreement:
  - a. Schools will have access to a secure online form which will feed into the Roxen database. They will nominate scholars using this form and this information can then be uploaded into Banner using a similar process to what we use for tape loads, web app processing, etc.
  - b. UA Scholars office will **STRONGLY** encourage schools to enter SSN. Admissions is **STRONGLY** opposed to any records being loaded into Banner without SSN, as this increases the likelihood of duplicate ID's being created. SSN will be requested on the online form, but the field will not be required.
  - c. Students will use a Web4Prospect form at UAOnline to accept their UA Scholars award. SSN will be required in this form. UA Scholars office will process the Web4Prospect entries.
2. **Collect PARENTS info on applications.** Tim Barnett, Linda Lazell, and Dick Dent have agreed that we (as a statewide system) will collect parent contact information (name, address, phone and email) on paper and web applications. This information will later be used for the development offices' annual giving campaigns. There is an element we can use in the web app, which we believe pushes the info into SOAFOLK. Patty is going to see how to set up Parents' address type as the default address type – we can add this to all our undergrad/freshman application types statewide. Also when undergrad paper apps are updated we need to add this question to them.
3. **Redaction on doc types in OnBase.** We need the capability to block credit card payment and other sensitive information on certain document types in OnBase. AD Specialist and AD Manager should be able to apply and view the redaction, but only AD Manager should be able to remove it. These are the specific document types we want to have this functionality:
  - a. AD Application GR
  - b. AD Application UG
  - c. AD Communication (Confidential)
  - d. AD Communication (Incoming)
  - e. AD Communication (Outgoing)
  - f. AD Financial Statement
  - g. AD Financial Supporting Doc
  - h. AD Residency Form
  - i. AD Residency Supporting Doc
4. **OnBase Update** Ricky King has successfully cloned database from PREP to TEST (database structure and user groups, without data). Once TEST has been tested, next step will be to clone to PROD for October 25 go-live date. Still need to test and approve AD Transfer to RO process – this is the last piece of

workflow that needs to be tested and approved for sign off on system. Newest client (5.2.0.558) is available – campus IT should contact James Elieff ([james.elieff@alaska.edu](mailto:james.elieff@alaska.edu)) for details.

**5. Testing Banner 7.3**

- a. Suggestion: ignore the PREFERENCE field on SAAADMS. Causes problems when creating SGASTDN records.
- b. Need to figure out if and how we might use Status field on checklist. If we are not going to use it, programmers need to make it invisible to students on UAOnline.
- c. Unsure of what to do with New Ethnicity and Race on SPAPERS.
- d. Test time set up for 9:00 AM on Wednesday October 11 using BST conference number.
- e. Colleen: add Brian from UAS to list serv.

Next Admissions Audio Monday October 23 @ 10:00 AM.