

Admissions Workteam Audio
Meeting Minutes
January 29, 2007

Present: Al, Patty, Peggy (UAA); Libby (UAF); Fran (Mat-Su); Mike, Mary, Patrick (Statewide), Barbara, Brian, Claudia (UAS).

1. **High School partial transcripts:** We agreed that only final High School transcripts are coded with a "Received" date in SOAHSCH. Partial HS transcripts are coded in the SAAADMS Checklist under the UHSP code. HS GPA needs to be recorded.
2. **Postpone procedure:** UAF requested to have the postponement requests go into the ADP Application Processing Queue, since they are treated like applications instead of being processed as any other incoming document. After some discussion, it was decided that there are numerous tasks requests pending for the workflow with higher priority. UAF will explore other options for this procedure.
3. **Original entry addresses:** The address cleanup is running correctly.
4. **GOAINTL:** UAF and UAS have tested this screen in LRGP with the new field added to indicate who last entered/modified information and approve to move to PROD. UAA will test and make a recommendation.
5. **Unified statewide testing plan:** It was discussed in previous meetings the need to create a unified statewide testing plan before the next major Banner upgrade. UAA and UAF will send their testing plans to UAS (Claudia) to create a list of common screens to be tested as well a "supplemental" plan for individual procedures. A unified testing plan will be discussed in the next admissions audio.
6. **Banner issues:** It was discussed in previous meetings the need to address a series of Banner issues. Claudia will compile a list with all major upgrade feedback/ issues/concerns and set up a special Admissions meeting to discuss these issues with Sungard. UAA and UAF will email a list of issues to UAS (Claudia).
7. **Previous last name:** Previous last names are filling in the alternate name field. UAA will do more testing on this and report to the team if problems still persist.
8. **Emergency contact:** UAA tested and agrees to move to PROD.

Next Admissions audio to be held February 12 @ 10:00 AM.