

Admissions Workteam Audio
Meeting Minutes
February 26, 2007

Present: Charese, Peggy (UAA); Fran (Mat-Su); Colleen, Libby (UAF); Patrick (Statewide), Barbara, Brian, Claudia (UAS).

1. **Add adhoc button in the ADR Review Queue:** This function will allow removing the document from the life cycle without sending it to the next stage. Libby will bring this up during the Imaging audio (Wednesday 2/28) to determine the priority level of the task request.
2. **New email type called “parent” email:** We agreed to create this new email type in Banner to be collected in the web/paper application. This email will allow us to send (non-confidential) information to the parents (recruiting, events, etc). This task request will be presented on the next BST meeting (Thursday 3/8) for approval.
3. **Setting SAACHKB:** We need to assign Campus/Level to each item added to SAACHKB, otherwise the request will appear in every checklist for all campuses.
4. **Banner Issues:** Patty and Peggy will work on the single screen display for curriculum and field of study (SAAADMS, SFAREGS & SGASTDN) and present it to the team for further discussion. We will review Banner issues in a month to verify if problems have been fixed.
5. **Unified Banner testing plan:** We need to create a detailed unified testing plan for all campuses before the next upgrade. The first step will be to determine what to test in UAOnline (create an application as new/existing student, leave application incomplete, make changes, submit application, check status, etc). We will continue the discussion in our next audio.

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