Admissions Workteam Audio
Meeting Minutes
April 23, 2007

<u>Present:</u> Patty, Peggy (UAA); Fran (Mat-Su); Lael, Libby, Anne Marie, Colene (UAF); Patrick (Statewide), Brian, Claudia (UAS).

1. **Coding First time freshmen and implications for Institutional Research:** We have received the report with all the duplicate records from Yvonne. Peggy will send out the IPEDS policy and the guidelines UAA is following regarding coding freshman. All campuses will review the report and the policies and we will discuss this item again at our next meeting.

2. **OnBase: "Processed" status on documents**: Currently we scan documents as "processed" or "not processed." The second group of documents enters the workflow but, after it has been processed, the status remains blank (it does not automatically change to "processed," unless we manually enter this in the keywords). All campuses will research this issue and determine at our next meeting if we want to submit a task request to change this.

3. **Creation of OE addresses:** OE addresses are created when we have a SGASTDN record, unless we create it manually when we process a paper application. After some discussion it was decided that we need the OE created at the time of the application. Peggy will write the task request.

4. **Approval/testing pending:** Reminder for the team. Patty, Patrick and Mike will have a meeting to discuss item c.- (Universal codes) and then report back to the team.

* Next *Regular* Admissions audio to be held May 7 @ 10:00 AM.