

**Admissions Workteam Audio**  
**Meeting Minutes**  
**May 7, 2007**

Present: Peggy, Debbie (UAA); Fran (Mat-Su); Ann-Marie, Sandy, Libby (UAF); Patrick (Statewide), Barbara, Brian, Claudia (UAS).

1. **Coding First Time Freshmen. Implications for IR:** The team will review the duplicates' report before our next meeting. Peggy will send out the IPEDS policy on this matter, and Claudia will contact Mike and Yvonne from Statewide to join us in our next meeting. Our goal is to have a common policy, set by Statewide that all campuses will enforce.
2. **Onbase: "Processed" documents:** After some discussion team members agreed on leaving the current keyword functioning as it is, since it might cause some additional confusion within other lifecycles. Currently we are able to right click on a document and look at its history or if it is within any lifecycle.

\* Next Admissions audio to be held on May 21 @ 10:00 AM.