Admissions Workteam Audio
Meeting Minutes
May 21, 2007

<u>Present:</u> Peggy, Al (UAA); Lael, Libby, Colene (UAF); Mary Gower (Statewide), Barbara, Brian, Claudia (UAS).

1. **Coding First Time Freshmen. Implications for IR:** We discussed the IPEDS definitions of first time freshman and transfer students. The team will review the duplicates' report before our next meeting on 6/4.

2. **WA (Withdrawn after admission) code: set inactive application field on STVAPDC:** Currently, the WA code is marked as "significant decision". If we set the inactive application field as "yes" it will not be necessary to delete the SGASTDN record for those students who do not enroll. UAF has tested this in LRGP and it works correctly. All campuses will test this functionality and report back to the team.

3. **SAR2ASR: report concerns.** Lael reported significant discrepancies between the total number of admitted students and the first page of the SAR2ASR report. Some of those discrepancies may be due to the fact that this report will not count the students without OE address. We have a TR pending asking the OE addresses to be created at the time of applying for admission and not when a SGASTDN record is created.

4. **OnBase. Task Requests: request to withdraw, request to postpone and letters of denial.** There are two task requests pending asking for the creation of new Admission document types (request to withdraw and request to postpone). Lael requested the creation of a new document type: "<u>Letter of denial</u>." The AD "Communication (Outgoing)" is not specific enough for this document. UAS requested the creation of a new document type for "<u>Teacher certificate</u>." Both requests will be presented to the Implementation team on Wednesday's audio.

   UAS informed that AD "<u>Unknown</u>" document is available for Retrieval, but not Indexing. This is an error and Mary Gower will report it to Alicia Wyse. This "Unknown" category will be used to hold documents until it can be determined what document types they are. Mary Gower will request Alicia Wyse for an updated list of OnBase documents and send it to the Admissions team. There was no agreement

on the creation of an "AD <u>Miscellaneous</u>." UAA expressed some concerns about this document type functioning as a default category whenever the user cannot identify the correct document type.

5. **Banner testing plan**. Testing plans are due on May 31st at noon. Claudia will create an addendum to the original banner testing plan and send it to the team for approval before submission to Statewide. Campuses will test the functionality "student preference among campuses" and report back to the team.

* Next Admissions audio on June 4th.