

## Admissions Work Team Minutes-12/3/07

### Attendees:

UAS-Deema, Barbara  
UAA-Patty, Peggy  
Matsu-Fran  
UAF-Caty, Lael, Libby  
Kodiak-Jenny  
SW-Mary, Patrick

All campuses report windy weather!

1. Report from BST regarding Admissions questions:
  - a. Hours field on SOAPCOL-IR not currently reporting or drawing data from this field  
UAA will continue enter the hours from student's transcript (continue with their current process)  
UAF will continue to estimate transferable hours  
Educational Level-IR also not currently reporting on educational level
  - b. Educational goal-survey tool A Banner Self Service product that prompts students to complete info and asks them to indicate if any there are any changes to previous info Patrick- where is data stored? Does it push to banner?  
Open ended data collection tool specialized validation table  
Stored in the survey data table need additional process to get it to banner(?)  
Patty will ask John Allred for further info on this tool and the process
  - c. Race/Ethnicity Codes-HR to take the lead and provide guidelines for data entry  
Mary to meet with HR regarding this-will report back to the team
2. Review list of holds available STVHLDD see attached (per Peggy's request)  
UAA wants OEC's to be treated like other applications for admission  
Discussion re: creating a new hold code that will prevent disqualified/removed from program students from applying for admission
3. Documents marked in on SOAHSCH or SOAPCOL that may have been purged (UAF)  
UAF applications that have been withdrawn in the past may have been purged, therefore when looking on soapcol or soahsch the document that was previously marked in may not be available any longer. Caution as to what you tell students or other staff. (Don't assume they are available) Further discussion regarding purge of docs from the NOB queue every two years. Cold process for this? Who reviews? To be discussed at OnBase audio
4. SARETMT Matching Rules-use GENERAL\_ONLINE instead of WEBA?  
Discuss about several rule sets and when to apply them UAF will test general\_online in LRGP.
5. Automatic email to students who have submitted web applications-from Workflow Team (Crystal G)  
Term, major, add CAMPUS and WEB ID

Peggy-Request to discuss the development of a common withdrawal process at a future work team meeting