

MINUTES
ADMISSIONS WORK TEAM AUDIO

May 12, 2008
10:00 am

CALL IN NUMBER 1 (800) 893-8850
PARTICIPANT PIN 6384637

Attendees:

UAA-Peggy
Kodiak-Jenny
Mat-su-Fran
UAF-Caty, Lael, Colleen, Libby
UAS-Barbara, Deema, Amanda
SW-Mary, Robbie

AGENDA:

1. Final review of Workflow Confirmation email-Robbie

Agreed that wording in last revision (May 9 email) was fine with the group. Also agreed that salutation should begin with 'welcome'. Do you want a blind CC on each email or just a notification of the undelivered messages? Each campus will email Robbie with their preferences.

2. Are there any Banner Workflows you'd like to see written?-Libby

Still thinking about this one

3. SOAHSCH-UAF entering data on the high school subjects tab-Caty/Lael

High school subjects tab-UAF will enter core subjects and note years taken in each discipline (English 4.5, Math 3.0) and will indicate an overall core gpa under 'core'. (Sample attached)

4. IELTS-Ready to create test codes in banner. Any objections?

Need to create a checklist item name that will satisfy both TOEFL and IELTS-Libby

Agreed to change create an English Language Proficiency Exam code and to change checklist requirement code from TOFL to ELPT to satisfy either exam on the checklist. Libby/Lael will create the IELTS scores on STVTEC and will set the checklist requirement code to ELPT (English Language Proficiency Test) under admissions checklist request item.

****Next meeting Monday June 9 @ 10:00 (Enjoy your Memorial Day)***