

**MINUTES**  
**ADMISSIONS WORK TEAM**  
Monday, February 2, 2009  
10:00 am

Attendees:

UAA-Peggy, Al, Patty  
Kenai-Shelly  
Kodiak-Jenny  
Mat-su-Fran  
UAF-Libby, Lael, Crystal G  
UAS-Barb, Deema  
SW-Mary, Robbie, Jane

1. Test code consistency-Accuplacer, ASSET, COMPASS and Praxis II-Mary  
Linda Hapsmith (UAF Advising) curious about inconsistency in Banner codes. Perhaps a training issue? We agree that uniform codes are something we all want to move toward, in the meantime UAF Admissions will offer training for the Academic Advising staff. If we use a uniform coding system. can we set individual bench marks at each campus for pre-requisite checking? FYI from Jenny-Student Success Task Force will be recommending that all test scores are similar as far as placement. Not sure as to when this recommendation will happen. Agree to table this item until all involved parties can be involved in the discussion. Shelly has been using the UAA codes. The older codes that are in SOATEST, with leading digits of 'I' and 'P' for instance are not currently being used. Cannot remove these codes as they are attached to student records-add 'do not use' to the item description?
2. Workflow issues-Non-degree email message and notification of changes to SOACURR-Crystal G  
Changes made in SOACURR-can affect the 'restrict to type' check boxes in SAAWCUR under the individual web application types. Need to be notified when a change has occurred to a program in SOACURR. What do we want the workflow to do? Email to prompt the user to go check the boxes? Identify the major as well so all you need to do is go check the box for the appropriate program? Crystal will bring this to the workflow group and begin working on a task request.  
  
Non-degree seeking students-Crystal still working on the task request and email wording for this one. (XA, for UAA, XS for Juneau). Notification to include information regarding no financial aid, not in a degree program etc. Crystal will bring a draft of the email to our next meeting.
3. UAF to host an indepth training on the credentials of several countries. This will be held in March on the 4<sup>th</sup> and 5<sup>th</sup> in Fairbanks. ECE (Education Credentials Evaluators) will be conducting the training. Countries to be covered are China, India, Russia, France and Spain.  
See attached information and reply to Lael if you are interested in attending.

Next meeting will be Monday February 16<sup>th</sup> @ 10:00am