

MINUTES
ADMISSIONS WORK TEAM AUDIO
Monday, February 16, 2009
10:00 am

Attendees:

UAA-Peggy, Charese, Al, Patty
Kenai-Shelly
Kodiak-Jenny
Mat-su-
UAF-Libby, Caty, Lael, Crystal
UAS-Barbara, Deema
SW-Mary, Jane

1. **Non-degree email confirmation**-Crystal G.
Please refer to Patty's email to the Admission team on Feb 12 for additional info/questions about procedure and processes.

Joint meeting requested with Registration team and Admissions-Registration team will spear head this project. Admissions team may need to be involved at the beginning and can provide assistance if necessary. (Include Pat B and Crystal G) Crystal will send task request to John Alred, Libby will contact John regarding a joint team meeting (aiming for Feb 26) This group also recommends a joint registration/admissions audio from time to time to discuss any issues that come up.

2. **Use of common test score codes**-This would help pre-requisite checking across UA.
Discussion amongst campuses about whether scores can be used that are more than two years old. Each campus has different policies. Will continue discussion at our next meeting.
3. **OnBase document issues**-Verify with Alicia that we've asked to change label on TOEFL to TOEFL/IELTS. Talked to Alicia, she needs a task request-Libby will get this prepared for the next OnBase audio. Additional discussion on how Intl documents are scanned and kept- Are originals retained even though they are scanned into OnBase? Recommendation is to keep for six months and then purge. What does your campus do?

UAA-INTL transcripts and financial documents are scanned and kept in a separate secure area and *are not* purged after six months.

UAS-INTL transcripts and financial documents are scanned and kept in a separate secure area and *also are not* purged after six months.

UAF-INTL transcripts and financial documents are scanned and kept in batches but *are* to be purged after six months *UAF has not purged any documents since going live with OnBase*) UAF currently considering a change to their procedure.

Please look over the AD-Test Scores Misc for your campus and see if there are items that can be more accurately indexed.

Next Meeting-Monday March 2 @ 10:00am