MINUTES
ADMISSIONS WORK TEAM
Monday, October 17, 2011
10:00 am

Attendees:
UAA-Patty, Peggy
Kenai-Shelly
Kodiak-
Mat-su-Fran
UAF-Kara, Libby
UAS-Barbara, Deema
SW-

1. Online application for Tech Prep students
   Barbara met with Diane Maples-Statewide Tech Prep Coordinator, they are wanting a better way to collect info on Tech Prep students. New reg forms in the process of becoming approved which will collect the necessary info.
   Barbara proposed the creation of an on-line application. Similar to the secondary app that UAA has. On-line app would/should require an ssn. Cluster info would be entered on SGAUSDF (element #4)
   Change reg form to say "TECH PREP" no reference to DUAL ENROLLMENT

2. Change the description of TEST ADMR code
   UAF will only allow ACT or SAT to satisfy the test requirement for Bachelor degrees, so changing the description of ATST won't work. UAF will have to use the TEST code for now.

3. Discussion regarding "not" adding every school that is "not" regionally accredited
   Peggy proposes using the HS state code for any high schools rather than the schools ACT code (even if the ACT code is in Banner). This would tell us how many students are coming from unaccredited schools. State code would be entered on SOAHSCH and school name would be entered on the item description of the checklist item on SAAADMS.
   Discussion where to research high school accreditation before admitting a student. Agreed that it is very time consuming, and we may not all know the resources available to find this info.
   Can't rely on ACT/SAT codes (our standard for assigning codes to new schools) as they assign a code to unaccredited schools. Check NW Commission on Colleges and Schools, Southern Assn, etc.

4. Task Request from Charese-changes to GPA field in SOAHSCH
   All in favor of approving this task request. Sent to BST for approval.

5. Deceased Procedures
   Currently procedure is to change address, or inactivate all addresses (except HR) but process differs slightly between MAU's. Admissions team likes the idea of also removing student from their degree program when updating address info. Request Registration team to review their processes for consistency. Admissions team can add their input to the document to make a consistent procedure statewide.

6. Peggy will send AK Scholars spreadsheet to the team (list of high schools recognized by the state)