

MINUTES
ADMISSIONS WORK TEAM
Monday, March 18, 2013

Attendees:

UAA-Charese, Peggy
Kenai-
Kodiak-
Mat-su-Fran
UAF-Crystal, Jennifer, Libby
UAS-
SW-Jane, Mary

1. Items below from Peggy
TCCI project is pulling certain data into a data file that may be helpful to Adm for the SOAPCOL task request. Jane will review the t.r. and let us know.
Also: Rory indicated that we should utilize student programmers and this could be done in Banner 9. Would require immediate testing.
2. Home school codes in Banner
Libby to create two new codes HOMEAK and HOMEOT. Will run a list of admitted students for Fall 2013 and Spring 2014 with school code of HOME. Crystal ran a report which Libby will be sending out shortly. **Filter the list by campus and then check each student and recode to either HOMEAK or HOMEOT as appropriate.**
3. Scanning INTL docs and I-20's
UAA now scanning INTL docs-wants consistency. **Will scan as UAF does to stay aligned, which is AD-citizenship document.**
4. Changes to LRGP that were made at the F2F
Need to review the language before moving to PROD-will discuss at our next meeting. Next LRGP refresh June 3 and 4.

Changed wording in workflow confirmation email. (For those applying on-line-the automatic email that confirms the application submission went through). Crystal will check in with Pat Borjon. Thanks Crystal.

Regarding the TCCI task request:

Cathy and I have been discussing the possibility of the cumulative GPA, quality points, earned credit and attempted credit fields all being pulled with the Advance Capture file that you will be working on with TR 179. **Per Jane-okay to do this. She will talk to those working with the TCCI project.**

SAR2TBL report. It has large margins and two unnecessary carriage returns at the very top of the document. I have found that far too many of our reports have a blank second page. Some have 2 or 3 lines on page 2 and due to a hard carriage return at the bottom it starts a new page and there are only 4 or 5 lines on page three which is titled page 2. I believe with a ½ inch top margin and removing the two carriage returns it will correct many of these blank pages. Would you agree with me sending this request to the new student programmer email address? Do you have any other issues with the report that we can easily correct? **This can be adjusted in WORD. Peggy will try that and let us know if there are any problems. Changing font size should help.**