

**MINUTES**  
**ADMISSIONS WORK TEAM**

*Monday, April 22, 2013*

*10:00 am*

Attendees:

UAA-Peggy

Kodiak, Jennifer (snow)

UAF-Crystal, Jennifer, Libby (sunshine!)

UAS-Barbara, Deema (drizzle)

SW-Mary

1. Residency form discussion

Originally the MAU's started out with the same application for resident tuition. Over the years minor variances were made by MAU's. Now each MAU works from a different form. Ideally there would be one form so that when changes are made, via simple links to the original, everyone operates from the newest version to offer a consistent student experience across the system.

One form developed for all MAU's. Over time the forms have been customized by mau's. Need to have system wide form. Anticipated changes coming from administration-reviewing form section by section.

Hold a meeting to review the many variations of the form-invite Mike Smith and Mae DeCastillo, Barbara Hegel.

2. FERPA form created by Fin Aid

Based on info at the F2F-If a student comes in with someone (friend, parent, significant other) we should have a FRPA release on file before discussing any info in front of them. Per Mary-for now each MAU can decide if they want to do this. Form created by Corrine at UAS is being vetted through legal counsel now.

3. Updates to the 'select an application' text at UAOnline

Old form and new form with suggested changes attached. Please reply (and Charese, please give it your eagle eye) to Libby and we'll get these changes in LRGP for one last review. If major heartache, we can discuss at our next meeting.

4. SOAPCOL changes-can OnBase create an e-form to capture the gpa data? Libby thinks yes, but it would still need to be entered into Banner manually. Current e-forms used by UAF are free format boxes used as a way to transmit info as the file moves from one workflow to another. Unless there's been recent developments in the world of e-forms.

5. New application/enrollment mgmt. program being pursued by UAA-Enrollment RX. Peggy will share more info as they know more.

**NEXT MEETING-Monday May 6 at 10:00am**