

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

*Monday, January 27, 2014*  
*10:00 am*

CALL IN NUMBER 1 (800) 893-8850 PARTICIPANT PIN 6384637

Attendees:

UAA-Charese, Peggy, Mike Smith  
Kodiak-Jennifer P.  
UAF-Jennifer H., Libby, Crystal  
UAS-Barbara, Deema, Shayla  
SW-Mary

AGENDA:

1. Anatomy of a student postcard-Mary  
Suggestions rec'd. Mary to send update for review.
2. Residency form for your review-Libby  
Libby noted suggestions. Will update the form and send a second draft to the team for review.
3. Coding the Miller Analogies test-Peggy  
Peggy to remove this from feeding into the checklist automatically. Ok with everyone.

Next Meeting February 10 @10:00am