MINUTES

Attendees:
UAA-Charese, Peggy
Kenai-
Kodiak-Jenny
Mat-su-
UAF-Crystal, Caty, Libby
UAS-Amanda
SW-Alicia

1. Web application notification workflow (Libby/Crystal)

   Looks like this is working. Hooray! Non-degree application will be next. Admission team will begin working on this in December. Crystal will start task request.

2. Review of document types and retention schedule for OnBase admissions (AD) documents (Alicia)

   Determined two things

   A. *What to do if a student doesn't matriculate? Decision to keep documents for 2 years.*

   B. *What to do if a student DOES matriculate.*
      Which documents should transfer to RO and
      Which documents should not transfer?
      Completed list of AD documents

   Questions on Intl Adivsor forms Do we transfer : AD Financial Statement, AD Financial Supporting Docs, and AD Intl Advisor Approval ? Libby will get an answer for our next meeting.

   AD Test Scores Misc and AD Unknown have documents that were scanned early on before specific document types were created. Each MAU will check their documents and determine if these can be cleaned up.

   Additional consideration-Those students who apply and do not matriculate but do have prior records or prior attendance at UA-those should not be destroyed but currently would not transfer to RO because there is no enrollment for that term. Can an additional question be written into the transfer to RO process to account for prior attendance? Topic for next OnBase meeting.

   Next Meeting Monday November 24 @ 10:00am