Admission Work Team Audio   Minutes

Date: July 23, 2003, Wednesday
Time: 1:00 pm - 2:00 pm
Outside Fairbanks 1-877-751-8040
In Fairbanks 474-8050
Pass code 471595

Attendees: Sandy, Alicia, Colleen, Lynn, Libby, Shelly, Patty, Peggy, Al "Aardwolf" Kastar.

Additional Items: JJ arranged for Patty to "go live" with the Web4Adm product. They conducted a successful submission, payment, and push! Peggy is pleased!
Payment data does not show on TSAAREV but we can see that payment has been recorded via SAAADMS. If a refund is necessary, admissions will have to tell accounting that the student paid by credit card on the web app (via Touch Net). They will then apply the charge and refund to show on TSAAREV.

1. Test score data load – Options and translation tables need to be reviewed

CD version of scores available and web based scores available. Peggy & Libby discussed challenges of using web based data versus CD.

Saichi will follow up with issues that we need to discuss later.

2. Possible face-to-face to implement Web4Adm at UAF, UAS, and community campuses.
General consensus is week of October 6
Fairbanks (closer to programmers, lab available)

W, Th, F October 8, 9, 10. Think about who needs to come and how much time is necessary. Each institution can start with a template based on the UAA undergrad app and then…
   ▪ Create an undergraduate application of their own
   ▪ Create multiple types (graduate, international)
   ▪ Learn processing procedures
   ▪ Create lead in pages to web site
   ▪ Review maintenance issues necessary when degree programs change
   ▪ Find out what an aardwolf is

3. Follow up with students who accessed the Web4Adm product.

Saichi will forward draft to list serve for our review, comments.
Info to Kodiak.

No update, watch for letter draft on list-serve

4. Follow up on pending changes:

Verbiage changes re: credit card payment
Security change request re: SOAELTR
SAR2TBL: need formatting changes.
Not able to print SAR2TBL reports for applications submitted via secured side
Programmers are working on these things. JJ has time set aside next week. Patty will be gone July 28-Aug 1 so when JJ reports that SAR2TBL issues have been resolved, PLEASE test it out, using LRGP. This could hold us up if not tested and approved! Plan to move to production July 30.

5. Comments on training guide document. Document that Patty created includes print screens, instructions.

Looks good! Dawn and Patty will be revising as they go through the process.

6. SSN disclosure

Peggy sent these out. Institutions can choose to mandate SSN with web app or not, but matching process less reliable without it. Students who don't want to release SSN are directed to paper application.

Peggy submitted a proposal to B of Regents asking to be able to request the SSN at time of admission based on policy. Right now we are operating on the rule that states we cannot deny admission based on no SSN and interpreting that to mean we cannot ask for it. (I'm not sure if I got this right, Peggy).

7. Implementation plans

JJ will turn on the product August 1 at 5:00 pm. UAA will accept applications for spring 2004. Peggy will send a notice to AY News and ask departments to shred the outdated paper applications and direct students to the web4adm product.

8. Next meeting?

We'll meet sometime in August to find out how the implementation is going or before if we need to discuss Test Score data issues.

Sandy