Admissions Workteam Audio
Meeting Minutes
March 26, 2007

Present: Patty, Peggy, Debbie (UAA); Lael, Libby, Anne Marie (UAF); Fran (Mat-Su); Patrick (Statewide), Barbara, Brian, Claudia (UAS).

1. **Banner upgrades:** Peggy will present business cases to load Banner 7.3.1 and 7.3.2 and start testing LRGP.

2. **OE addresses not loading into SPAIDEN:** Patrick and Libby will set up a meeting to revise the rules and see how OE addresses are created. They will report to the team.

3. **EM information does not print in the Web App:** We need the first emergency contact provided by the student to print in the report (including all the fields). Patty will submit a task request.

4. **ADR Review queue:** There is inconsistency in the way this queue works. Some complete files do not show in this queue at all and other incomplete files appear in it. Barbara Hegel will bring this up in the next Imaging meeting on Wednesday 3/28.

5. **Ad Hoc button needed for the ADP Processing queue:** Do we need to create a new ad hoc button to remove documents from the life cycle? After some discussion the team decided that we will use the "Complete" button and report back to the team if problem persist.

6. **Contact information for campuses to request scanning of old documents:**

   - UAA: Peggy <anpjb@uaa.alaska.edu>
   - UAF: Lael <fnlmc2@uaf.edu> or Anne Marie <fnamn@uaf.edu>
   - Mat-Su: Fran <FRussell@matsu.alaska.edu>
   - UAS: Brian <jnbmd20@uas.alaska.edu>

7. **AD Documents:** We will set up a separate meeting to discuss all new document types to be created.

8. **Testing pending:** Reminder. There are several outstanding task requests awaiting testing by the group. Please test and report.

Next Admissions audio to be held April 9 @ 10:00 AM.