

Admissions Workteam Audio
Meeting Minutes
June 4, 2007

Present: Al, Chereese, Peggy (UAA); Lael, Libby, Coleen (UAF); Sandy, Fran (Mat-Su); Mary, Mike, Yvonne (Statewide), Barbara, Brian, Claudia (UAS).

1. **Coding First Time Freshmen. Implications for IR:** The two reports sent out by Yvonne (Institutional Research) list all those students who have more than one SGASTDN record as First Time Freshman, independently of their registration. Not all the duplicate records listed in the report are errors.

When a student applies for admission, registers for classes during that same semester, withdraws from all his/her classes and then reapplies for admissions, he/she will be considered a first time freshman. When a student takes classes as a non-degree seeking and then applies for admission to any campus, he/she will be considered a first time freshman as well. IPEDS refers to degree seeking students (*students enrolled in academic or occupational programs*). There was no agreement on the interpretation of this last policy. Yvonne will research the IPEDS to find more information about this case scenario and report to the team on her findings.

Yvonne agreed to send out this duplicates report every semester three weeks before the freeze, to give all campuses time to check their data and make corrections if necessary. The elements "Last term of attendance" and "High School graduation" will be incorporated to the report to decrease the numbers of records to be checked for errors.

2. **Academic Competitiveness Grant (ACG):** The Financial Aid Directors requested the assistance from Admissions Offices in determining student eligibility for the Academic Competitiveness Grant (ACG) and entering this information in Banner. UAF already analyzes the course study in the High School transcripts and the ACG coding would not significantly affect their application process. Staff at UAA and UAS only checks for graduation date, Exit exam, and GPA. The ACG processing will increase the workload and require staff training. UAA will discuss this issue with their supervisor, since it will increase the processing time for the applications. UAS did not agree on this issue, since Financial Aid Office has OnBase access to all materials in the students' file; this will mean additional workload for the Admissions Office, and Financial Aid Office has more staff than Admission. All campuses will review this proposal and we will discuss it again during our audio on July 16.

3. **WA (Withdrawn after admission) code: set inactive application field on STVAPDC:** Currently, the WA code is marked as “significant decision”. If we set the inactive application field as “yes” it will not be necessary to delete the SGASTDN record for those students who do not enroll. UAF and UAS have tested this in LRGP and it works correctly. UAA approved as well.
4. **Web App: Application preference field.** UAA and UAS have tested this new element in the web application, SAAADMS and SGASTDN and it works correctly. UAF will test this and report back to the team on our next audio.
5. **SAAADMS: Error when entering AC decision. Reminder to the team.** This error was fixed in LRGP but now appears in PROD and we are currently unable to use the AC code.

* Next Admissions audio on June 18th.