

Meeting Minutes
Admission & Recruitment Functional User Group
October 7, 2008

BSC: Karla Gabriel
DSU: Steve Glasser
LRSC: Stephanie Shock
MaSU: Jacque Moore
MiSU: Kristen Wood, Lynda Opp
MiSU-B: Absent
NDSCS: Aggie Fetting
NDSU: Merideth Sherlin
UND: Frank Gerhardt
VCSU: Absent
WSC: Mindy Sigvaldsen, Rita Ann Deichert
Grad Schools: Linda Baeza
HECN: Mary Bergstrom, Gar Narum, Ralph Tinjum

I. Old Business

A. Letter Generation in Office 2007-Merideth will send documentation to the FUG on the changes that were made at NDSU to use Office 2007. NDSU's Enrollment Management Tech Support wrote the instructions.

B. DRs for Safety & Security and Ethnicity Changes-Gar has reviewed the DR for ethnicity changes, but has not started work on it. Changes for collecting Safety and Security information are on hold until the Common Application Committee (see item D under New Business) meets.

C. Communications-Ralph has explored issues with generating communications but has not found a resolution. Some campuses are having issues with communications defaulting to completed, some are not running and the list letters to generate query is not necessarily showing all letters. Ralph continues to work on this.

II. New Business

A. Duplicate Records in Search Match-Mary reported that the Campus Community FUG asked for input from the Admission & Recruitment FUG on a change to the display of search match results. The CC FUG has asked that an invalid ID associated with a student not show in Search Match results for that student. The Admission & Recruitment FUG showed no opposition to the change and it will proceed in the CC FUG.

Linda asked how she could still see test scores from duplicate records, which lead to a reminder that each campus should be running the Duplicate Report and move information to the valid ID for any student that may have had duplicate IDs. If a test score associated with an invalid ID is part of a test load and needs to be moved, send a help ticket in to request the change. Mary and Ralph are also working on changed security roles so the Director of Admission role has the ability to view the test data that comes with test loads.

B. Multiple Rows in queries for multiple ethnicities- Merideth reported that queries are returning multiple rows for students if they have more than one ethnicity is listed. Ralph can make changes to the queries so only the primary ethnicity appears in query results. UND uses one of the queries daily for a data dump, so more research needs to be done on the consequences of the changes and which queries will be affected.

C. Electronic Transcripts-Mary had been asked by NDUS to find out what schools are using electronic transcript services. Several schools reported being a receiving institution for Docufide, Escript, and Connect Edu. No members reporting being a sending institution.

D. Common Application Committee-Julie Schepp at NDUS has asked Merideth, Karla, Linda and Steve to serve on a common application committee to review the system application. Since the NDUS Admission Officers no longer meet, Merideth will try to funnel information about changes through this group as much as possible and the FUG may become involved if changes are necessary for Campus Solutions. The committee also includes members from other modules.

E. CRM planning-Members discussed progress on the CRM project. Merideth will ask Mick for more information on pilots and processes. The graduate schools have started to identify fields for mapping, but questions remain about the need to keep the grad schools and undergrad instances the same. Merideth will work with Hobsons to set up a Web Ex for campuses for a refresher on the system. A meeting is tentatively planned for October 28 in Bismarck to begin working on mapping fields for undergrad institutions. The meeting will be in the Prairie Rose room of the Student Union at BSC.

III. Committee Reports

DR Approval-Deb Melby-none

Queries-Linda Baeza-none

Testing-Lacey Madison-none