

Meeting Minutes
Admission & Records Functional User Group
Wednesday, May 27, 2009, 9:00am

Attending:

BSC: Karla Gabriel
UND: Debi Melby, Victoria Bunn
LRSC: Stephanie Shock
DSU: Alicia Erickson
HECN: Mary Bergstrom, Ralph Tinjum
NDSCS: Aggie Fettig
MiSU: Linda Opp, Rebecca Porter
WSC: Lacey Madison
NDSU: Merideth Sherlin
MSU: Jacqueline Moore
VCSU: Charlene Stenson

Not able to attend:

MSUB: Luann Soland

I. Old Business

No old business to report.

II. New Business

An update was provided on the Admission & Recruitment Business Analyst position. The position was reopened due to remaining qualifying candidate's lack of interest in moving to Grand Forks. The job description was re-written to include telecommute from within the state. The position is open until June 4, 2009.

Hobsons Update

NDSU undergraduate admissions and UND graduate admissions were the first schools to implement Connect/CRM. It was reported that UND graduate school has minor issues with the implementation. Overall, NDSU undergraduate admission reported having many challenges with the implementation. Advice was provided for upcoming implementation and they include the following:

- Write out day to day processes beginning with prospect and onward.
- Write out your communications plans beginning with prospect and through your campus process.
- Writing out processes in advance of moving to Connect will make implementation go more smoothly.
- You can wait to work on VIP pages.
- You may experience delays with use of interest page due to students creating username & passwords.

BSU and LRSC reported on Apply Yourself admission application. Overall their experience has been good and implementation has gone smoothly.

A question regarding addresses in Hobson's and loading into PS was discussed. The following was mentioned:

- Mailing address loads into mailing.
- Permanent loads into permanent.
- Parent loads into parent.
- Home loads into home.

It was mentioned that address definition will be discussed at the June 11, 2009, meeting. Merideth will represent the FUG group at this meeting. She will report to us on this issue. In addition, it was discussed that most institutions use the home address for sending student communications.

Mary will send out Hobsons documents to the group to work on in advance of each schools implementation.

Safety & Security DR

The need to pull reports from Peoplesoft regarding the responses to the safety and security questions was discussed. It was determined that a query should be developed and a DR submitted. In addition, Debi agreed to send everyone a [copy of the headings of the report](#) as it would appear on the excel spreadsheet when the report is loaded.

Organizational Code Clean Up

There are about 60,000 external org codes. In order to clean up the codes you must have correct history access. However, at this time access is not being granted. Instead a request to have the schools meet through out the year to work helping Campus Solutions clean up external org codes has been requested. Clean up would include correction on spelling of school names and duplicate names. It was decided that we would assist in the clean up of the external org codes. Valley City was chosen as the site for June 8 and 9 for those who could attend.

Admit Action Selection

The group approved the deletion of Admit Action Selection process used in PS 8.0, it is the same as Assign Communications in 9.0.

Ethnicity

Ethnicity reporting guidelines, we don't need to worry about the new field as the student has no access to the field and it's not on the application.

ACT Load Issues

NDSU mentioned ACT load issues for students reporting different dates of birth. The run control defaulted to a search/match that was not suspended as explained by Mary. No one else in the group noticed having these issues.

Campus Community and Admissions & Recruitment Complexity Issues

1. Visa/Citizenship

Foreign students and multiple rows of citizenship, you must have something in the citizenship field. Enter in country of student. To record Permanent Alien status do not put in USA-Alien for foreign students. If you know the student was born in the USA put in USA-Native. Since this item is confusing Merideth will bring the issue to the June 11 meeting and ask about citizenship for Bio-Demo.

2. Application Maintenance & Application Program Data

Application Maintenance-definition of choices and when to use each one (still need to discuss.)

Application Program Data-definition of choices and when to use each one (still need to discuss.)

Part time or Full Time-what do campuses use this for? This field is used differently from campus to campus. It should always be full time on application program data. It was determined that the Academic Load field under the application program tab would require more information from Financial Aid and Student Records to determine the use of the field.

3. Action Reasons-Exemption Report

Recording of the exception status for students who do not meet the High School graduation requirements requires a discussion among the four year campuses. Currently, it is being done differently among campus. Some used Basis of Admission.

4. Safety Questions & Reporting.

5. Forwarding Admissions data from one school to another without the student's written request.

6. NDUS Pages.

7. Residency Coding.

8. Immunizations.

9. Basis of Admission.

10. FERPA and removing the restrictions for students who are not enrolled.

11. Visa Permit Data.

12. Names-How are one word names handled?

13. Foreign student address-Is one required in SEVIS.

14. Service Indicator vs Term Activation page-when student drops below 12 credits.

15. Hobsons Security Roles-All campuses should be set up similarly? This issue is being turned over to the NDUS Security Group?

16. Application Center.

17. Decedent Date-How is this information being recorded?

There are a total of seventeen complexity issues. The group was able to discuss the first three issues with most of the first three needing more information. Additional meetings will be scheduled to discuss these and the remaining complexity issues after the June 11, 2009, meeting.

Committee Reports

DR Approval

Safety and Security report was discussed in New Business.

Update regarding ACG on the NDUS tab was discussed and Ralph should be able to have it working sometime during the next week.

Queries

No update.

Testing

No update.

Meeting Adjourned

12:05pm

Submitted by,
Debi Melby