Meeting Minutes
Admission & Records Functional User Group
Tuesday, March 9, 2010, 2:00pm

Attending:
BSC: Marla Hagemeister
DSU: Norman Coley (Absent)
LRSC: Stephanie Shock
MSU: Jacque Moore
MiSU: Lynda Opp
DC: Luann Soland
NDSCS: Aggie Fettig
NDSU: Merideth Sherlin
UND: Debi Melby
VCSU: Charlene Stenson
WSC: Lacey Madison (Absent)
GRAD: Lindsey VanThuye

HECN: Karla Gabriel, Mary Bergstrom, & Ralph Tinjum
NDUS: Julie Schepp
Guest: Jennifer Kuntz, Director Campus Solutions
       Greg Sturm, Bismarck State College

I. Old Business

Minutes
There were not changes reported for the minutes.

Exemption Report
Information in the report is being brought back and merged into the summary report reflects how the report was written. Continue discussion concerning possible changes on how the report should be written to match criteria will take place in Bottineau at NDACRAO.

Update on Ay & Adding Transcripts/Updating Checklist
Debi reported that limited work has been completed and hopes to have more to share at the next FUG meeting.

NDACRO Topics (May 26-27, 2010)
A face-to-face meeting beginning at 9:00am on May 26 was purposed. Current topics are as follows:

Online high school diplomas
Criminal History Background Checks
Share idea with Connect and include all instances (all grad schools)
Emotional Intelligence
International transcript Evaluation (A Levels)

Common Application
Julie provided updates on the common application as approved by the system office. Questions related to criminal history will go through Julie and be referred to Pat Seaworth however; changes and/or additions to the questions are too late for the 2010-2011 common application. It was mentioned that after today’s FUG meeting the common application will move to AAC and SAC for approval. A few outstanding issues remain and are as follows:
Question #17, removal of the box for teaching degree, three schools use the check box, tabled for future discussion.

SSN and Race/Ethnicity disclosures will remain as is for location on the application.

Citizenship will remain as is while more information is collected. A reminder was provided that the group submitted a proposed outline of the citizenship question. Mary mentioned that HECN is looking at place of birth on the bio-demo and ISIR to match what is needed and this may help with cleanup.

In addition, Julie informed the group that the common application will be moved into board procedure and schools that don’t comply will be out of compliance with procedure. The purpose of the common application is to collect data in a consistent manner for data warehouse. Julie appreciates our work and there will be an annual review of the application. Julie was surprised that the Admission and Recruitment FUG did not have someone on the IR group and mentioned that the group might want to consider having someone serve on the IR group.

**New Business**

**Duplicate Application (On line application)**

It was mentioned that online applications are causing duplicates on Query 9 = Apps by Admit Status. Ralph mentioned that the query is designed to bring back each plan selected.

**Immunization Request**

A request of the group was made regarding data entry of immunization. After further discussion it was discovered that not all admissions offices work with the immunization forms as they are not part of the admission process.

**North Dakota Association of Admission Counselors**

Currently there is $262.00 remaining in the account. Lake Region State College business office is asking what we want to do with the money. Since not all of the Admission Directors attend the FUG meetings, Stephanie volunteered to contact them regarding the status of the group.

**Workkeys Test Scores**

Aggie asked if there was going to be a field added to PS for inputting Workkey test results. At this time there is no DR submitted. The group decided that Workkeys would not be included at this time.

**Updates from Karla**

Comm Gen is in test.

Mary and Sue completed the paperwork for ACT electronic test scores to be sent three times per week to each school. This will most likely occur each Monday, Wednesday, and Friday and should be in place by April.

An issue with populating countries with a nine digit code was noticed. There is a batch process that runs the countries and it did not populate so Sherri is working on the issue so it updates nightly.

**Committee Reports**

No updates to report

Meeting Adjourned
3:20pm

Submitted by,
Debi Melby