Meeting Minutes  
Admission & Records Functional User Group  
Wednesday, May 26, 2010, 9:00am

Attending:  
BSC: Greg Sturm  
DC: Luann Soland  
DSU: Norman Coley (Absent)  
LRSC: Stephanie Shock  
MSU: Jacque Moore  
MiSU: Lynda Opp  
NDSCS: Aggie Fettig  
NDSU: Merideth Sherlin  
UND: Debi Melby  
VCSU: Charlene Stenson  
WSC: Colette Bilquist  
GRAD: Lindsey VanThuyne  
HECN: Karla Gabriel, Mary Bergstrom, & Ralph Tinjum  
NDUS: Julie Schepp

I. Old Business

Minutes
There were no changes reported for the minutes.

Common Application
The Common Application goes to cabinet on June 2, 2010. There are a couple of misspellings on the application and Stephanie will get the corrected pdf from Julie. Karla also reminded the group to be working on your supplemental changes as the annual update is fast approaching.

The group also had a discussion regarding duplicates in Connect and AY.

ACT Query
Query ADM_18H is in Peoplesoft to aid schools with transferring the ACT information to Connect. Merideth requested that ACT ID be added to the query.

Adding Program/Plan From PS to Connect
Hold on this topic until next meeting.

FERPA
The members asked if the Additional Information Required question boxes could be shared by institution and the group wanted to be able to see the history in a display mode only. Campus Solutions will write the request and share with the group.

New Business

International Admission Requirements
The group had a brief discussion on this topic. Each school will continue to work with developing its own institutional policies for processing international applicants.
Mary Updates
Mary asked that we not add a row for National ID that are all 999 and that we need to leave it blank.

Connect U would like to know when we all arrive for the conference as they would like to do a reception to meet everyone.

AY-Ralph is going to write a program to delete NDU suspense and only a certain time will it be available. We will decide at our next meeting what the time frame should be.

Citizenship Status
The group looked at the place of birth screen on the bio-demo tab and discussed description for “Native Born”, “Naturalized”, “Permanent Resident” and can we choose “Not Indicated”. A description will be coming soon.

Peoplesoft Recruiting
Should we continue to keep these queries as everyone is using Connect now? No decision was made. Should we turn-off the prospect system in Peoplesoft or will this hurt the ACT load.

<table>
<thead>
<tr>
<th>Query Names</th>
<th>Description</th>
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<tbody>
<tr>
<td>NDU_0005_ADM</td>
<td>Freshman by Ethnicity</td>
</tr>
<tr>
<td>NDU_0008_ADMA</td>
<td>Academic Interest</td>
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<tr>
<td>NDU_0008_ADMA_NOADDR</td>
<td>Academic Interest</td>
</tr>
<tr>
<td>NDU_0008_ADMX</td>
<td>Extra Curricular Activities</td>
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<td>NDU_0008_ADMX_NOADDR</td>
<td>Extra Curricular Activities</td>
</tr>
<tr>
<td>NDU_0012_ADM</td>
<td>Recruiting Status by County</td>
</tr>
<tr>
<td>NDU_0012_ADM_NOADDR</td>
<td>Recruiting Status by County</td>
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<td>NDU_0015_ADM</td>
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<td>Prospect Term to Enter</td>
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<td>NDU_0021_ADM</td>
<td>Prospect Admit Decision</td>
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<td>NDU_0028_ADM</td>
<td>Prospects by Referral Source</td>
</tr>
<tr>
<td>NDU_0032_ADM</td>
<td>Inq Ack Ltr Interest Areas</td>
</tr>
</tbody>
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Karla Updates
Hobson’s App
1. Home – if provided is the preferred
2. Mobile- if provided but not home is preferred
3. Parent- if provided but not home is preferred

Julie Updates
Julie mentioned the group should become familiar with 402.1.1 and 402.1.2 new placement policies for admission from the sub-committee regarding ACT for Math 103 and English 110 and developmental courses need to be implemented for those student who don’t have the appropriate subset score of 18 for English and 21 for Math for the two-year schools and 22 ACT math subset score for the four year schools.

In addition, how is duel credit applied and non-degree can’t take the developmental courses. Julie agreed to bring up the option for “Residual ACT” to count toward the policy. It was also mentioned students 25 and older would not need to meet core and students 25 and older would not need to submit an ACT or SAT test scores. Julie said we need to look at the intent of the policy and it will be effective for fall 2011.
Career Outlook update was provided by Julie. It was mentioned that the High School Counselors use this to see each schools admission requirements.

**Other Items**

It was asked if an email field could be added to project vital link. Stephanie agreed to send an email to Julie requesting the email be added.

**Transcripts High School**

A discussion took place regarding high school transcript and the possibility that all North Dakota high schools may use Docufide. The group was asked to provide what they would like to receive on the transcript so all would look the same. Below is a list of the group’s recommendations.

- Student Name (Former if applicable)
- Student Birth Date
- School Name, School Address, School Phone Number
- GPA on a 4.0 scale by term and cumulative
- Graduation Date
- ACT/SACT with subset scores from label or merged from electronic database
- In progress courses
- Class Rank, Weighted or Non-Weighted GPA
- Mark AP, Honors, PSEO, Duel credit for course on the transcript
- Transcript should be letter size
- Core, preferable in a grid format

**Home School**

Discussion regarding home school transcripts and the information that is suppose to be contained on the transcript. Century Code 151.13 was cited and SBHE policy 402.3 was referenced for details.

The next FUG meeting will be on August 10, 2010, from 1-3pm.

Meeting Adjourned at 11:46am

Submitted by,
Debi Melby