Meeting Minutes  
Admission & Records Functional User Group  
Wednesday, October 13, 2010, 2:00pm

Attending: Roll Call  
BSC: Marla Hagemeister (Greg)  
DSU: Norman Coley  
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  
GRAD: Linda Baeza  
HECN: Karla Gabriel, Mary Bergstrom, Ralph Tinjum, & Jennifer Kunz (late arrival)  
NDUS: Julie Schepp

Roll Call:

Minutes:  
No corrections were needed to the minutes of the previous meeting.

Old Business

Adding Program/Plan from PeopleSoft to Connect: Merideth Sherlin  
No update yet, will leave this topic on the agenda for next month’s meeting.

Prospect Query: Ralph Tingum  
Ralph plans to delete query and reproduce a query that will allow it to run by the next meeting.

Criminal History: Karla Gabriel and Ralph Tingum  
Regarding readmit in CS, it will carry over if a student checked “Yes” and applied to another campus. That campus could view the response through a link that opens up on a new page. Karla and Ralph are still working on the project and once completed it will go to Pat Seaworth for a response. More updates at the next meeting.

The group also agreed to review the criminal history questions and make recommendations for adjusting questions or developing any new questions when the common application recommendation process begins. Stephanie, Debi and Norm volunteered to work on the questions and bring those back to the group. Julie recommended that we also need to work this through Student Affairs Council (SAC).

Common Application: Debi Melby  
Debi asked the group if they wanted to work on any suggestions to the common application. There were no suggestions provided.
NEW BUSINESS

Profile names in Connect from AY: Merideth Sherlin
Merideth asked if anyone was having issues. No one indicated that they were having issues.

Grad Dates: Charlene Stenson
Julie Schepp needs North Dakota graduation date for reporting. Mary Bergstrom mentioned that there are several locations where graduation date can be entered. Mary would like all schools to be the same and asked that the schools enter graduation date in one location on the education screen under courses & degrees tab, external degrees (at the bottom of the page), input (DP) for diploma and then enter degree date. Mary asked the group for an individual school vote.

Exemption Report: Ralph Tingum & Karla Gabriel
A new report has been created and is in stage for testing. Karla asked that testing be completed by the end of the month (October 31). The testing will be done on the Fall 2008 Exemption Report.

Campus Connection Online Application: Karla Gabriel
The application is still up, but will be removed by October 31.

Application Fee Tracking & Needs Recalculation: Karla Gabriel
Karla asked if it was ok to remove the words “Needs Recalculation”. This item will remain on next months agenda.

Tech Request: Karla Gabriel
Tech request being written about standardized test scores and to query applications that have fees not received, but calculated.

ND AACRAO: Karla Gabriel
Karla mentioned that Clara and Kiley want to come to North Dakota AACRO. Please email Karla if you plan to be at ND AACRAO.

Project & Governance: Jennifer Kunz
Jennifer provided an update on the priority order for projects. It is as follows:
1. Production Support (20-60%) of staff time is spent on production support.
2. Mandates made by Federal and State laws.
3. Board Policy, Directives from Chancellor.
5. System wide request from all schools.
6. Functional User Group request and individual campus request.

Karla Leaving: Jennifer Kunz
A big thank you to Karla for all her work. Karla’s last day is January 7, 2011.

Collaborative Report: Mary Bergstrom
Work with your collaborative contact regarding the report.

Updating Residency Page: Mary Bergstrom
Mary provided an update on items that will be going on with the residency screen. How did they earn residency? You will need to go to the second tab and enter the state.
Future FUG Meetings: Jacque Moore

Future meetings will occur the second Wednesday of each month at 2:00pm on the following dates:

November 10 @ 2:00pm (use same phone # and code as the October meeting)
December 8
January 12
February 9
March 9
April 13
May 11

Meeting Adjourned at 4:00pm

Submitted by,
Debi Melby