Buddy Starling welcomed everyone and introduced Eve Howard and she introduced Les Wright, both of whom are from the campus.

Darlene Stewart told the group that she has accepted a position as Dean of International Student Services at the Troy, Alabama campus. She introduced Chuck Helmandollar, interim dean, and Holly Farmer, Director of Enrollment, from the Phenix City campus.

The minutes were distributed and Robert Allen corrected GO ARMYE to GO ARMY ED. There were no other corrections. Holly Farmer made a motion to accept minutes, Chuck seconded and they were approved.

DOCUMENT IMAGING MANUAL:
Darlene distributed copies of a proposed training schedule and explained it. Robert asked if there is a time-line for completion of training. Darlene said she did not know because of funding issues. She said Phenix City will be the first to be trained and that Phenix City will fund the training. Robert suggested completion of training should be by August. Priscilla Washington said that the Southeast region would do a centralized training and Patti Cram said the Florida region would do training at her office. Buddy said he is concerned that some staff may not comply with the manual instructions and instead continue the way they have done imaging in the past. Darlene suggested someone work with the trainers to determine assessment of the training and do a follow up. Eve asked if there could be a training module set up on the web site. Darlene said this has been discussed and that Virginia Nichols could possibly be the link person to the manual’s updating. Buddy stressed the importance of adhering to the manual and said he will have these printed, bound, put on the web site and distributed to members of this committee. Darlene said Virginia has finished the manual. Buddy will talk
to Vickie Miles about the funding. Priscilla suggested he talk to Dr. White also. Darlene said those who have the manual should be implementing it NOW. Buddy encouraged the group to get a part-time position if needed to implement imaging efficiently.

ACT IMPORT:
Buddy said the procedure seems to have stalled and he will check into the status. Larry Hawkins asked when the ACT import is implemented will there be only 1 campus code. Buddy said request had already been made for only 1 Troy University code and it should have already been changed.

ECAMPUS:
Robert said ECampus has 13,000 enrolled per term and said there could be 40,000 to 50,000 taking online classes within a year’s time. He said Alabama hand offs will take place in summer 2007. Darlene asked if consideration has been given to “conditionally” admitted students. Olivia Britton said the handoff is very detailed and all information goes with the handoff and that information is also given to the student. She said the student’s file is usually handed off the second or third term of enrollment.

ADMISSION REQUIREMENT CHANGES:
Buddy said not much has changed since our last meeting.

PROSPECTS CHARGED APPLICATION FEE:
Patti said she has not heard anything on this and she will call Vickie to check on this.

CATALOG CHANGES:
Buddy said he did receive some catalog changes from a few members of this committee.

OTHER ITEMS:
Patti said the CTAM code in the DADD screen is working.

NEW BUSINESS:
Robert said study has showed that 30% of ECampus students had a hold on them at any given time.

PROFESSIONAL ORGANIZATION MEMBERSHIPS:
Buddy has asked Brenda Campbell to oversee the representation of the university at professional organizational meetings. He said to email or call Brenda if someone needed to be added to the list.

UNCLASSIFIED:
Buddy said this admission status is probably going away. He said we need to be deliberate at getting this form signed by the student until a decision has been made as to whether or not unclassified admission will be discontinued. Fred Carter told us that he sent a recommendation to Dr. Schmidt that unclassified students no longer receive financial aid. Brenda asked that it be understood that this is for undergraduate students only. Buddy suggested a sub-group be formed to look into rules that pertain to registration holds. Olivia said she will lead this group and Buddy asked her to get a representative from each campus.

ENROLLMENT MANAGEMENT PERSONNEL DIRECTORY:
Sunae Euell will work on developing this directory. Fred suggested that it be on line also.

CONDITIONAL:
Buddy said the conditional admission agreement must be on file and imaged when a student is granted conditional admission. Larry said the Montgomery students are required to take courses other campuses do not require. Buddy said these courses should be added to the conditional agreement.

Buddy told the committee that English and Math placement codes should be honored throughout the system. He said by this summer there is supposed to be a consistent placement code used.

OTHER BUSINESS:
Larry asked if temporary status will stay if unclassified status goes away. Buddy said temporary status will stay. He said if unclassified status goes away, students will not be
admitted without some type of documentation of grades. He said documents may be faxed, taken from the computer, etc., as long as we have ENOUGH to determine acceptance as either conditional or unconditional.

Luda said she uses ECE (Education Credential Evaluation) and AACRO for evaluation of international transcripts. Buddy said we need to discuss this at our next meeting which will be on March 15, 9:30 am at the Dothan campus.

The meeting was adjourned