Buddy welcomed everyone to the meeting at the Montgomery campus.

Holly Farmer made a motion to accept the minutes, Sandy Henry seconded the motion and the minutes were accepted.

OLD BUSINESS

Compass:
Buddy asked if COMPASS testing is being used at all sites. Priscilla Washington said that Toni Robinson and Chanukah Willis are to discuss and plan COMPASS testing for the Southeast Region. Buddy told the group that COMPASS testing will soon be under Eleanor Lee’s directive. He told Patti Cram that eCampus needs to get going with COMPASS and he told Robert Allen to get with Chanukah about this. Buddy said he will get Chanukah to email the COMPASS codes to everyone. He asked Sunae Euell to put testing coordinators in the directory. He also said that we do honor COMPASS test scores that are received from other schools.

Non-accredited Schools:
The committee agreed that we should date stamp and record in IASU why documents are or are not accepted.

Document Imaging:
Buddy asked what will it take to get everyone to use the imaging system. He stressed the importance of using the system. Judy Woodham informed the group that if you put an asterisk after the first name (when doing a look-up), you can get more names to search through.

NEW BUSINESS

Holly said that Phenix City is tracking why students apply. The codes are in NAE next to ‘source’.

AICE Credit:
Buddy said this is used in Florida and we are getting more and more requests to use it. He said this is a diploma program and is highly used on a national level. He will look into this more and he said we will go forward with AICE credit.

Troy University Tasks and Standards Manual:
Buddy said the manual is near completion and that it will be given to all employees.

Call Center:
Buddy said this will cover most functions concerning Troy University. He said that Financial Aid, Blackboard and Trojan web express is already live.

Buddy said that we really need to take a look at giving better customer service to our students.

Home Location:
We were reminded that when changing home locations it must be changed in SPRO and in SACP. In RGPE you can go to SPRO and change location.

Automated Applications:
Buddy said we are looking at creating an application that can be used to upload into Datatel. He told us that John Lester said there are two major requirements needed:
1 – we must have only one application.
2 – everyone must use ‘Pay Pal’ to pay the fee.

Priscilla and Patti said they have applications with fees paid that have not been entered into Datatel. Buddy said this is not according to protocol that has been established and he will talk with them about this at a later date.

Luda said her office enters applications without fees. Buddy said he will discuss this with Dr. Porter.

Buddy said there is a scheduled meeting concerning the “Active Applications” on February 13th and he asked that those who were attending to bring copies of the application they use.

Buddy asked that each take a look and see where they have had any cost savings and report them to him within two weeks.

The meeting was adjourned. The next meeting is scheduled for April 3rd, in Troy at 9:30 am.