Buddy Starling welcomed everyone. Andrew Rivers made a motion to approve the minutes, Susan Pierce seconded and the minutes were approved.

**FORMER BUSINESS:**
Susan Pierce discussed data she had gathered concerning students who are exempt from the ACT requirement. She said her data did not back up her proposal that applicants 21 years of age and older should be required to take the ACT. She asked if this committee should notify the academic side that there is a need for better placement testing. This committee determined there is a need to be consistent with placements within the University and have a standardized test.
Patti Cram said the math placement test will be standardized and given on-line in the future. She asked Teresa Rodgers to send her a copy of the placement codes that are used in Datatel.

Darlene Steward recommended a subcommittee be formed to investigate placement issues and how to utilize ACT scores and that the committee should include some people from the academic side. Susan Pierce, Patti Cram and Larry Hawkins will serve on this committee. Susan will contact people from the academic side and ask them to serve on this committee.

Brenda Campbell suggested that counseling tell students about the remedial course that is offered on-line.

**NEW BUSINESS:**
Darlene wants a place to enter a code that shows what influenced students’ decisions to enroll at Troy University. She said the codes that are in APPN #21 do not match the application. Buddy said he will look into this issue.

Darlene said the GPA, hours and degree postings are not being entered in Datatel and they need to be in the system as it is important.
The committee discussed imaging and the importance of doing this as documents are received. The committee determined that transcripts and test scores are the most crucial documents to be imaged. We decided to image transcripts and test scores as they are received.

Patti said her office needs another staff person to help with the amount of work that needs to be done in her office. She indicated that on-site students are 65% of the enrollment and the rest is Distance Learning. Buddy will talk to Robert Allen about the protocol of imaging documents.

APPLICATIONS TRENDS
Larry Hawkins presented data on research he did on adult learners. His research indicated that most adult applicants apply for admission late. Buddy encouraged Larry to present his findings at the next registration meeting.

Priscilla Washington requested the code BS.NM.TU. This is needed for the TRUE unclassified applicant. She will call Donna Bragg and request this code get activated.

Darlene proposed that someone from E-campus meet with this committee to go over policies, procedures and requirements. Buddy said we need to compile an enrollment management policy and procedure manual. He will call some members of this committee and ask them to work on this manual. Brenda suggested it be posted on the web and that any changes made also be updated.

APPLICATION FEE WAIVERS
Buddy said we do not accept fee waivers.

HOME LOCATION
The committee decided that if a student has an application in Datatel, has not registered and wants to change to another location, the student’s signature must be on record that he/she wishes to change the home location.
Teresa Rodgers distributed two statements concerning conditional admission and asked the committee to determine which one to use. The committee selected the second one and it will be added to the “Conditional Contract”.

The meeting was adjourned. The next meeting will be March 30 at 9:30 am.