Buddy Starling welcomed everyone as he gave us copies of the Transition Document.

**Undergraduate Application:**
- # 1 – we added ‘site’ beside campus.
- # 6 – added ‘white’ beside Caucasian, added a line beside ‘other’.
- #12 – we added ‘name of employer’.
- #15 – will stay in the application.
- #17 – deleted ‘readmit’ and added a blank line.

**Application Guide:**
- added the second paragraph pertaining to SS#.
- added ‘site’ beside campus and added that this is where the student submits the application.
- moved ‘Distance Learning’ to come under ‘Home Campus’.

**Policies, Procedures and Coding:**
- Larry Hawkins gave handouts with residency requirements.
- Vickie Miles suggested we use a code of UC in #18 on APPN. She will check with Connie Tisdale regarding rules, etc.
- It was determined that procedures need to be in place as to the changing of locations and programs. Robert Allen suggested queries should be run after registration to find those students who are enrolled on one campus but have a home location at another campus, to help determine if a change in location or program is required. Brenda Campbell suggested this query originate in the Records Office who will then forward it to the Admissions Office for appropriate action. Buddy asked Robert Allen, Priscilla Washington, Darlene Stewart, Vickie Miles and Brenda Campbell to meet and discuss the form for changing home locations and to make procedures and guidelines for changing locations. He asked for a report on this in a week. Darlene will chair this committee.

- Buddy said he has not received an approval regarding the
common application fee. Dr. Schmidt has indicated that it might be changed to $30.00 - undergraduate and $50.00 – graduate.

- Darlene recommended telling the administration that the application is ready for the web yet the “common fee” issue is not ready. Vickie suggested getting another vendor to come in to work specifically toward “Apply Yourself” or something similar to process the online payment of application fees. Buddy said that he and Darlene would approach Dr. Schmidt on this matter, today.

The committee then broke off into groups to discuss the Graduate application, readmission issues and residency requirements. The meeting for today was adjourned as each group concluded their discussions. Buddy will email the committee as to the date and time of the next meeting.