Buddy Starling welcomed everyone to the meeting at the Dothan campus.

There were no corrections or additions to the minutes. Motions were made and seconded to approve the minutes and then they were approved.

DOCUMENT IMAGING:
Buddy said the procedure should be to first check imaging before calling other sites looking for transcripts. Brenda Campbell said all graduate test scores are not being imaged and put in Datatel. She requested that ALL graduate test scores be imaged AND put it Datatel. After discussion, the committee determined that ALL transcripts should be imaged and entered into Datatel in PRSP and IASU.

FINANCIAL AID:
Carol Supri told the committee the requirements a student must have in order to receive federal funding. She defines a student as someone that has been “moved to student” and then she looks at APPN. She said she is seeing some coded “temporary” but no documents are coded as being received. She said that students that have been “dropped from the program” or are coded as “unclassified” will not be awarded aid. Carol told the committee that she was no longer going any deeper than the ENROLLMENT STATUS when determining if a student can be awarded. She said she will try to see if her query can be written to check APPL.DATE and look at the most recent application in order to determine if awards can be made. She will no longer look in IASU to determine awards. The committee agreed to change the date in APPL.DATE when appropriate. Brenda Campbell said that on occasion she cannot change a student’s program even if the application has not been moved to student. She will call Holly Lowery when she encounters another application that will not allow her to change the program. Buddy said that procedures are not being followed and cleaned up as agreed upon.
He asked if Carol sends copies of the problem students to each enrollment manager, could these be cleaned up. The committee agreed. Carol asked if she is supposed to stop “temporary” students from getting awarded. Buddy said no that temporary status should indicate that enough documentation has been provided to determine that a student is admissible. Fred Carter asked for something in writing that says students coded TM, TU and TC have documents in their files to indicate the students’ admissibility is proven. Carol asked for a list of enrollment managers that she can send emails to with students listed whose data is incorrect. Buddy said this is being worked on currently.
Carol said she will remove the codes TM, TU and TC which currently stop awards; however, the current application data has to be cleaned up.

Sunae said she thought at the Florida meeting it was decided not to use the code “WAITING” in IASU. Several others remembered this also. Buddy asked Holly to see if a blank field will trigger Communications Management. Buddy reaffirmed that we will not use the code “WAITING” in IASU.

ACT IMPORT:
Buddy said there is a rule problem with this program and it is being tested.

ECAMPUS UPDATE:
Barbara Echord said there will be testing of an electronic proctoring device. All students in the MBA program will be required to purchase an electronic proctoring device beginning term 1. She said any student taking an on-line course will have to purchase this device or get to a place where one is implemented. She said students will be notified that this purchase is necessary.

ADMISSION REQUIREMENT:
Buddy said at the Troy, Al, campus, 66% of students admitted with a 15 on the ACT do not return and 21% of students with a 19 on the ACT did not return. He said that no one racial group was greatly impacted more than any other. He informed us that the Enrollment Management Sub-committee has proposed that for unconditional the new ACT requirement be increased to 19 (SAT ) with a 2.0 grade point average. Conditional admission would be a minimum of 16 on the ACT (SAT – 780) with a 2.3 grade point average. This will be effective Fall 2008.

PROSPECTS CHARGED APPLICATION FEE:
Patti Cram stated that she has not heard of this happening again.

REGISTRATION HOLDS:
Olivia Britton said she is trying to get list of contact people who can remove holds. These numbers are not to be given to students. Olivia said some people are removing holds that should not be removed. Olivia asked Holly Lowery for a list of people who can remove holds and which holds they can remove. Holly asked to be sent data when a student’s hold has been removed and should not have been or when a student registered with a hold in ‘PERC’. Buddy asked that all changes or additions be sent to Olivia by March 22nd.
EM PERSONNEL DIRECTORY:
Sunae Euell distributed a list of Enrollment Management Personnel. She suggested adding the people who can remove holds to this list. Buddy asked if campus location could also be added.

NEW BUSINESS

IB CREDITS:
Buddy said this is International Baccalaureate credit (like Advance Placement). He said there will be an IB policy established for Fall 2007 and an equivalency form will be provided.

SAT SCORES:
Buddy said we do not look at “critical writing”; we only require Verbal and Math.

TRANSCRIPTS “ISSUED TO STUDENTS”:
Sharon Jackson said that Tamara Jones, Records Office, Troy, AL, campus, told her she accepts these transcripts as official if they are not opened by the students. Brenda said the graduate catalog says that official transcripts cannot be stamped “issued to student”. Buddy said we need guidance from the Registrar’s Office before we make a decision. He asked Priscilla to speak to Vickie Miles regarding this issue and he asked that we deal with this as best as we can until a decision has been determined.

FORWARDING TRANSCRIPTS:
After discussion the committee decided not to forward transcripts that have been imaged to the appropriate sites. Buddy will check with Tamara Jones and Vickie Miles as to where transcripts should be sent.

“TRI” CODE:
Buddy said he has seen this code recently and it is a code that is no longer used. The committee determined that we should use the original code for “Admit Status” when entering another application. Buddy said that we do not use “TRI”.

UNCLASSIFIED:
Buddy said that only active military students and their dependents can be admitted unclassified. They must submit military IDs. He also said that federal aid will not be awarded. Priscilla asked if those who come through the “portal” are assumed military. The answer was yes. The committee asked Buddy to see if the third paragraph (regarding changing home location) could be removed. Buddy said the policy will be effective Fall 2007, although all campuses are already implementing this policy.
Priscilla asked to discuss “home schooling” at the next meeting which will be April 26th at 9:30 am at the Troy campus. Barbara Echord will set it up at the ECampus office.

The meeting was adjourned.