Buddy Starling welcomed everyone and read the minutes from the last meeting. Buddy introduced Carol Supri and Fred Carter. Motions were made and seconded to accept minutes as read. The motion was approved.

Buddy told the group that because of inconsistencies in enrollment management data entry and misuse of statuses, there have been a number of financial aid issues raised. He said he was particularly concerned about this because of what he had considered a successful transition to Troy University. He stressed the importance of being consistent.

Fred Carter said the Financial Aid office is seeing a lot of inconsistencies in data entry from campus to campus. Carol Supri said she is looking for a field that will indicate to her that a student is a “regular” student. If a student is coded “unclassified” she cannot award aid and if the high school field is blank she cannot award aid because of the inconsistencies in admission status.

Buddy went over the definitions of “temporary” and “unclassified.” Carol said if Datatel shows that information in IASU is “incomplete” she will award aid if the student qualifies for aid.

Darlene Stewart made a motion that when a student is coded “UC” in #27 of APPN and the high school and/or college field in IASU is coded “unofficial” or “official” the Admissions Office has determined that the student is most likely to be admitted and should have an appropriate program code (example: BS.CJ.TU).

The “true” unclassified student will have a program code of BS.UNCLASSIFIED.TU. Motions were made and seconded to accept. Discussion followed. Buddy questioned whether or not this will indicate that a document had been provided. The answer was
yes. Carol said she will award aid to a transfer student if the high school field is coded “unofficial” or “official”. (these two sentences were moved up to be a part this paragraph)

Darlene stated that the IASU fields should always be populated and the committee agreed. Buddy told us that data for all Fall 2005 and subsequent applications should be correct in Datatel. Buddy clarified that “unclassified” students may not be awarded aid. He asked if everyone was clear on this decision; everyone said yes. He also clarified that students coded “TU” or “TC” have some documentation to determine that they can be admitted. An amendment was made to Darlene’s motion to add “incomplete” to the IASU codes where Carol will look to determine if aid can be awarded. Buddy clarified that new students should now only have one application in Datatel.

Priscilla Washington stated that she has problems with students who are graduating and want to take graduate courses right after graduation; these students are getting aid. Carol said if the students indicate on the award notice that this is what they want to do, she takes notice and they will get aid.

Buddy said a copy of these minutes will be forwarded to the Financial Aid Office.

The committee agreed that the code “TM” should no longer be used for undergraduate students; however, “TU” and “TC” should be in use. TM should only be used at the Graduate level.

PLACEMENT ISSUES:
Susan Pierce told us she has tried twice to communicate with the Associate Provost concerning placement issues and has heard nothing from her attempts to contact him. She spoke to Dr. Schmidt and he told her he would see about it. Buddy said this committee may need to bow out of this. Susan said this issue has to be resolved. Darlene said it may be resolved in the academic meetings.
Priscilla stated that Vickie Miles told her she would take care of the new code requested by this committee (BS.NM.TU).

Barbara Echord clarified that Alabama E-campus students will continue to be processed through E-campus.

NEW BUSINESS:
Darlene distributed the “Graduate Change of Academic Program Application”. A student wishing to change the academic program must complete this form and a new application must be entered.
Darlene asked if a “No Show” student’s application can be typed over. The decision was yes, if the application has not been “moved to student”, in which case a new application must be entered.

Buddy said that Robert Allen has requested a “Smart Application” and that Dr. Kurt Porter has some issues with the current application. Darlene asked that a statement saying the application fee is non-refundable be added to the application and that the graduate application needs to ask if the applicant has a certificate and what area it is in. Andrew said the printed application has a statement concerning the non-refundable fee; however, there is no statement on the web application. Buddy said the “smart application” could be effective and he asked the committee to allow him to work on this.

Darlene asked if the social security number is required when imaging. Sharon Jackson told her yes; however, if there is no social security number, it should be entered as all zeroes.

Bob Willis said that CTAM, which will be called “Go Army Ed”, is a portal for military students and will be used to process military students’ applications. This will be downloaded at the Fort Benning campus and applications will be forwarded to appropriate locations. These applications will be automatically loaded into Datatel. Questions still remain as to whether or not applications can
be duplicated. Students who do not go through the portal will not be guaranteed aid. This is effective February 1, 2007, and will be launched April 2006.

Susan said the Financial Aid Office is sending letters to students who have an “undecided” major which may affect their aid.

Teresa Rodgers suggested this committee ask the Athletic Department have a representative at our next meeting.

Buddy said the revised “Conditional Admission Agreement” is available in Creative Services.

The next meeting will be May 11, 2006. Buddy will provide lunch.