Enrollment Management Team Meeting Minutes
August 31, 2006

Buddy welcomed everyone to the Florida Region campus.

MINUTES:
Darlene Stewart wanted to be sure that regarding ACT score, the meaning was “score code”. Also regarding 20/20/10, she said the proposal is that campuses will operate on terms, except the Troy, AL campus. Andrew Rivers motioned to approve the minutes, Priscilla Washington seconded and the minutes were approved.

OLD BUSINESS:
Darlene discussed the guidelines for document imaging. Buddy asked if what this committee decides on today will be agreeable as to the standard of imaging used for everyone. The answer was yes. Sharon Jackson asked if documents imaged upon receipt included applications and Darlene said no because the application is in Datatel. Patti Cram wants people to date-stamp transcripts in IASU as received and indicate they have been imaged. Sharon Jackson motioned that we enter in IASU all transcripts received (date-stamp and type in the word imaged) on applicants only. Patti seconded and it was approved. Priscilla amended the motion saying that we not enter in IASU that documents are imaged unless it has been imaged. It was decided that entering the work imaged in IASU will be optional, but transcripts must be imaged and entered in IASU as received. The motion was approved. Brenda Campbell asked if ACT scores are to be imaged and indicated that the Troy, AL campus receives around 8000 yearly. Vickie Miles said the ACT issue needs to be taken to the Vice Chancellor to have the scores entered automatically through Datatel. Patti motioned to enter and image ACT/SAT scores of applicants only. Vickie said by the next meeting the archived documents process should be finalized. The imaging committee recommends there should be one imaging instruction manual used at all sites. They also recommended we form one training team that will be available for traveling.
Darlene recommended the Vice Chancellor be notified that there is resistance to imaging in some areas. Patti made motion that all non-applicant transcripts be imaged upon receipt, Brenda seconded and the motion was approved. Darlene requested that this committee take the basic instructions for imaging back to our offices and read them. She asked us to email comments and/or questions to Lisa Vance, Gail Pasco or Virginia Nichols. Virginia will email the instructions to Buddy and he said he will forward them to the appropriate persons. Priscilla suggested the training team should receive a stipend for their work. Lisa, Gail and Virginia were asked to leave the room as the committee discussed this issue. Darlene will draft mission and purpose statement for the imaging training team. After discussion Priscilla motioned that Lisa Vance, Gail Pasco and Virginia Nichols be the training team and receive a stipend, Holly Estrada seconded and the motion was approved. Vickie will request the stipend from University College because the team members are already budgeted through this department.

WEB ISSUES:
Vickie had concerns that there are still web pages that do not say the same thing. She said there is too much free-form where there should be “smart codes”.

CTAM:
Vickie is working to find a way to designate applicants as CTAM. She said the common application (on-line and printed) needs to tell soldiers not to use this particular application. Soldiers must go through EARMY ED to apply for admission.

Buddy will look into getting form numbers for all the documents we use.

ACG GRANTS:
The Troy, AL campus is the only campus that has had students applying for this grant.
NEW BUSINESS:
Processing applications on students who have received an Associate Degree from Troy University - it was determined that we will add a new program and not add another application. If student has a Bachelor Degree we will add a new application with new program.

Vickie suggested a review of application processing procedures for the school of nursing in Montgomery.

The next meeting will be on October 12, 9:30 am in Troy, AL.

The meeting was adjourned.

Respectfully,
Sharon Jackson