Buddy Starling welcomed everyone to the meeting at the Extended Learning Center.
The minutes were distributed. Holly Farmer made motion to accept minutes, Larry Hawkins seconded and the minutes were approved.

FORMER BUSINESS:
* Admission Requirements – Buddy said we all need to make the public aware of the changes to our requirements. He said they are posted on the web site.

* Accreditation for Privates/Home Schools – Larry Hawkins distributed some documents concerning home schools. He said one issue is that if we accept all home schools as self-certified, we should also accept all private schools as self-certified. He also said that we should be consistent with the accreditation services we accept.
Teresa Rodgers asked if we could have some internal measures to determine if these students are admissible. Robert Allen suggested any student’s transcript that is not regionally accredited must meet other requirements determined internally. Buddy said we must then determine those internal requirements. After some discussion Buddy asked Larry Hawkins, Holly Farmer, Patti Cram, Luda Belaia and Carol Supri to make a proposal to determine how we accept transcripts from home/private schools.

* Conditional Admission Policy – Teresa Rodgers distributed handouts of the new proposed conditional policy. Patti recommended that students, not dropped, and readmitted, should be coded RC in APPN and remain CN in STAL. Students readmitted from dropped status should be coded RC in APPN and RC in STALL. Teresa’s conditional proposal was accepted per changes made. Priscilla asked do we still apply the rule that home location cannot be changed while student is on conditional status. The answer was yes. Carol asked for a correct data field to use to in processing awards for students. She said we need four codes to accommodate semester/term in APPN. The student type field is where she would like to enter these codes.
Buddy asked Priscilla to confer with Vicki Miles to see if this field is actively used and if Carol can get access to this field to enter codes as needed. Teresa asked how many times may a student be readmitted under a new conditional status. Patti suggested students only have two full conditional admissions.
Teresa suggested this be determined by the CAC. Priscilla made a motion that conditional Readmission be allowed only once. Teresa seconded and the motion was approved. Robert was in opposition to the motion. Teresa asked if a freshman student is granted conditional admission, leaves and attends somewhere else, can he/she come back on conditional admission as a transfer. Carol Covington made a motion that a student may be admitted on conditional admission as a freshman/freshman other and may later be admitted on conditional admission as a transfer student. Transfer students may be admitted on conditional admission only once. Carol amended her motion and added that transfer students dropped from the program may be REdmitted on conditional status only once. The motion as seconded and then approved. Teresa said the DP (dropped from program) code does not stop students from registering at the Montgomery location. Larry said that Charlie Hora is aware of this and Larry will follow up with him regarding this situation.

* Placement Testing – Buddy said that COMPASS testing is available. Holly said that Phenix City does Math testing by computer but not English. Buddy asked her to get COMPASS testing set up at the Phenix City location.

* ECampus Update – Patti said everything is changing. She said student services are working better. She was asked if ECampus students get ID cards and she said no. Carol Supri said there should be a universal card that can be swiped. Robert said he was told that ID swipe cards are only for the Troy, AL, campus. Robert said on October 2nd there will be ECampus advising for the Troy, AL, location. Patti said ECampus has combined undergraduates and graduates and divided among staff alphabetically. She will confer with Sunae Euell for a contact list.

* Transcripts – Sharon Jackson said that Vicki Miles told her that transcripts should not be destroyed after imaging and that Robert Allen had said that transcripts should be forwarded to appropriate locations after being imaged and date stamped. Buddy said each campus should continue current processes until a further decision is determined. He said that each representative at this meeting needs to go back to their site and stress the importance of using the imaging system.

NEW BUSINESS:
* Program Code Changes – Buddy distributed handouts with program code changes. He said that current program codes for the
pre-professional programs do not meet Financial Aid compliance. He asked that something be entered in the comments section of the application to indicate the student wants a pre-professional track.

* Adding New Applications – Carol Supri said when processing financial aid applications she checks on the STU and APP side. She said on the APP side she checks the ‘appl stat’ and ‘program’ on the MOST RECENT application. On STU she checks ‘enroll stat’ and ‘program’. Patti asked do we add another application in order to comply with financial aid regulations. Buddy said this will have to be discussed at a later date. Carol Supri said students cannot be awarded with an application in the system, with an acceptance code. She asked if Vicki could provide a list of codes for application status and enroll status and then make sure the correct ones are in use.

During the meeting Anita Walker called Vicki Miles. Vicki said she needs a memo from Carol Supri requesting new codes and access to the field where these codes will be entered. She also asked Carol to provide a procedure policy for using this field.

Sunae Euell distributed a proposed directory and asked for corrections or additions.

The next meeting was tentatively set for October 3, 9:30 am at the Extended Learning Center.