Buddy Starling welcomed everyone to the meeting. Priscilla Washington made a motion to approve the minutes, Brenda Campbell seconded and the minutes were approved.

DOCUMENT IMAGING:
Darlene Stewart distributed copies of an instruction manual for imaging. She wants editing of these instructions to be done by Virginia _______ at the Phenix City campus. She said the Phenix City campus will be trained in imaging first. She said documents should not be highlighted and they should not be written on before they have been imaged.
Vickie Miles said a recommendation has been sent to Dr. Ingram concerning the stipends funding; however, she has not heard from him.
Darlene said the imaging manual should be online as are other instructions for computer processing. She said whoever get the “official” manual should regularly update any changes. Priscilla asked who is responsible for telling the trainers where to go to do training. She also said she will no release Virginia if a stipend is not provided. Darlene said she will do a proposal plan for a training schedule. She also suggested we cross-train within our offices so that at least two people know how to image documents.

TEST SCORES:
Buddy said the IT people are importing ACT scores. He said there is still a lot of work to do, but tests are being done right now.

GO ARMYE – Patti Cram said the code for CTAM is in the computer, but she is not sure it is being done for all applicants (in DADD). Vickie said there is still more work to do.

NURSING:
Crystal Bishop said she understands what has to be done in regards to processing applications in Datatel.

ECAMPUS:
Robert Allen said ECampus continues to grow and is still creating problems because of the growth. He said there is a cap on each class and some new students have not been allowed to register because classes were filled. There is a transition committee that meets to discuss this issue. He said in Summer 2007 Alabama ECampus students will be distributed to appropriate campuses for processing. Vickie said John Lester is having some difficulty in processing Verisign for ECampus because the social security number is not encrypted in the application.

ADMISSION REQUIREMENT CHANGES:
Buddy said that on November 15th, at an Enrollment Manager’s meeting, Dr Schmidt encouraged the committee to upgrade admission requirements. Buddy said in Fal 2008 there could possibly be new admission requirements for freshmen. He said in Fall 2005, 36 students were admitted with a 15 on the ACT and none of them returned Spring 2006. He also said the ACT may increase to 19 and SAT to 910. The minimum ACT may be 16 and SAT 780, with a grade point average of 2.5 or higher. If the student’s ACT is 19 or higher (910 or higher on SAT) and the grade point average is less than 2.0, the student will be accepted on “conditional” admission (no matter what the grade point average is). Buddy said there will be discussion about transfer students later. Robert said there needs to be a study of University College regarding this ACT increase. Buddy asked that as we receive this proposal, we discuss it among our appropriate staff members.

UNCLASSIFIED ADMISSION:
Buddy said Dr. Schmidt wants the “unclassified” admission status to discontinue. Robert submitted data to show that 90% of students admitted “unclassified” cleared this status. After discussion this committee determined there is a need for “unclassified” admission. Buddy said we need to stress to our staff that “unclassified” admission should be the last resort as a way to admit students.

It was determined that we are not to delete restriction holds but put an end date.

Robert made a motion, contingent on further research, to increase the freshman unconditional admission standard to 19 or higher on the
ACT with 2.0 and above grade point average and that ‘conditional’ admission be increased to 16-18 with 2.5 or above grade point average. Darlene seconded and the motion was approved.

Darlene made a motion to retain “unclassified” admission status because of accommodations to military personnel, based on data presented by Robert Allen, attached hereto, with understanding that enrollment managers will be diligent in monitoring this process and it will be used as a last resort to admit a student. Motion was seconded by Priscilla and then approved.

Vickie will get Brenda Johns to look into prospects being charged $30.00 for an application fee.

Buddy asked Larry Hawkins to look at the catalog and determine changes that need to be made because of status change in the consent decree. Buddy asked everyone to look at the catalog section regarding admission requirements and let him know of any changes that need to be made.

There was no other business. The next meeting will be January 25 at 9:30. The meeting was adjourned.