Admissions System Production (ASP) Meeting Minutes
University of Michigan
April 27, 2010

Host: Rackham
Minutes: School of Social Work

Offices attending: Laura Hoffman (SMTD), Emily Perryman (SMTD), Lynn Pruitt (OUA), Shih-Wen Wu (Rackham), Antoinette Hopper (Rackham), Michelle Gorton (SSW), Heidi Doyle (COE), Felicia Becker (COE), Lyn Yenkel (Dentistry), Veronica Vergoth (SI), Marsha Antal (SI), Mark Nelson (ITS), Irfan Bhabhrawala (RO)

Agenda Check/Matters Arising

A. GRE changing for 2011 – August 1
New scale 130-170. Content changing. If student takes GRE between August and October it won’t be reported until November. Tech change in June – dramatic structural changes. Rackham will have to reload. See www.ets.org for details.

Questions: How long will old scores be kept? Will interpretation scales be provided for comparing new vs. old scores?

II. Approval of Minutes
A. Defer approval of minutes to next meeting 5/11/10

III. M-Pathways Business
A. Gender on the web applications
1. SI will ask gender question with three answer options: 1) male 2) female 3) other/prefer not to respond. Will work with matrics on a case-by-case basis, as class size is small, to code either M/F by third week counts. Reason: customer service and psychology in application stage. Want to communicate openness. One-on-one communication will promote conversation and communication.

Questions: What if applicant checks “other” because they simply don’t want to report M/F or don’t want to report because of discrimination? Is one-on-one interview sensitive? Does this present a contradiction of respect? If someone prefers not to answer, but is then called for a one-on-one discussion, what message does this send? Will staff be trained on gender identity?

2. RO indicated that IPEDS report must resolve all to M/F so can report officially. Reporting done across campus and might go outside of matrics. Benefits of being consistent across campus: can pull data for internal and external studies. Data might not otherwise be accurate. No policy exists that RO can’t upload “unknown” but need M/F by third week counts.

3. Rackham has M/F only. If applicant data is incomplete, they ask the RO to change to M/F. Need complete information for reporting purposes.

4. SSW looking into adding a secondary optional question of gender preference: man / woman / transgender or leaving it open for applicants to answer by filling in the blank. The world is not black and white, but multi-hued and individuality needs to be respected. SSW conferred with RO: the standard gender M/F must be asked, but open to secondary question to meet SSW needs.
System population: if gender in system from earlier time, cannot change. If dual app, gender entered on first app will exist in system and cannot update for second app. Hence, the secondary question makes sense. Information can be modified.

Currently, a secondary gender preference question would not show on web app status, but could possibly develop (with great effort.)

**Question:** What would we do with this secondary information?

5. Consider blatant wording to precede gender question, "We are open to all gender preferences, but for reporting purposes..." however the word “reporting” may be loaded.

6. RO asked if we should consider a “best practice” for all vs. school by school. The best way to do this would be University-wide. However, perhaps this is not something that the University as a whole ready for. **Question:** Has anyone checked with the school counsel?

7. Irfan Bhabhrawala (RO) requested an email be sent to let him know the outcome of gender/gender preference.

**B. CollegeNet topics (MNelson)**

1. DataLoad on track.

2. Rackham form released a day early.

3. Veterans questions to CollegeNet. Each office needs to tell CollegeNet where to put this on application.

   We’re not business owners of veteran questions. Ann Howers will use. Data will be in RQS. Noted that other offices will use this information as well, especially if office participates in yellow ribbon program. It is critical to identify military persons.

   RO office certifies veteran information and places a check in the system.

4. **ADA Compliancy** – B-School site shared with Scott Williams. He generated a “Ross Online Admissions Form Accessibility” – each office will get one. Overall, the B-School site looked great relative to ADA compliancy. Once CollegeNet makes suggested changes on issues, they will be “fixed” for all later applications. If there is a wording issue, Pat will contact the appropriate admitting office. Let Mark know if anything becomes an issue.

7. **Events** – OUA and SSW will possibly use.

8. **Prospect plans** – CollegeNet is supposed to send us a schedule…hopefully this week.

9. All application form project plans are done.

10. Contractually, CollegeNet needs to submit a final project plan. Mark needs these with our sign off this week.

11. Each school would like to see the other schools’ applications. If everyone agrees, and they do, then Mark can send out to the group as they are available.

12. **ITS Best Practices in Testing** - “99 Test Conditions” in existence. Note that we are testing the FORM first, then the DATA. ITS will help with data testing, but ultimately it is the school’s responsibility to test data because they know what the data looks like – it’s specific to the school.
Tips: 1) Use testers that have not built the site. 2) Try to break it!

13. Workbooks should be done using CollegeNet-provided worksheets. This will facilitate data mapping, which each school will need to provide at a later date. It will also be helpful for future updates.

Common App mapping will be completely different. It is currently under development by OUA.

14. In a future meeting, we will do a walk-through of testing expectations. Please realize that testing will take significant effort. Each school is responsible for every field.

15. Imaging will be built for all. Can choose to use or not.

16. **ITS Changes** – Mark is in AIS division, which represents all applications. Part of the transition is organizational – deciding how to restructure. Campus Community will focus more on “the person” (M-Community.) There will be a major Oracle change. HR and Student will be split. Redistribution of responsibilities. Joan Masters will oversee SEVIS. Diane Pearson is retiring. Mike Matolla is moving to student financials and his position will post to the outside, which is exciting. Mike will still handle RA bundles until the new person is ready to take over.

17. **Concerns**: frustrated with academic interests. ASP needs to consider whether or not we want this to change. If information is in the system on an old application or prospect and new information is entered, would we want to delete old information and replace it with information found on the new application? Or keep the old info and flag the new info as “app info”?

18. **CommGen** – A glimpse at the future! Change is coming in how we communicate! All information in PeopleSoft may one day be available for auto email in PeopleSoft.

**Upcoming ASP Meetings**
Call for volunteers to take minutes for upcoming meetings!

- May 11 – Veronica Vergoth (SI)
- May 25 –
- June 7 –