Admissions System Production (ASP) Meeting Minutes
University of Michigan
November 10, 2009

Host: Rackham

Admitting Offices attending: Cindy Bylsma (Ross Business), Laura Hoffman (SMTD), Clark Brigger (OUA), Dria Howlett (OUA), Lynn Pruitt (OUA), Preet Mandair (OUA), Shih-Wen Wu (Rackham), Antoinette Hopper (Rackham), Michelle Gorton (SSW), Felicia Becker (COE-Grad), Conni Harrington (SPH)

Admissions associated offices attending: Mark Nelson (ITS), John Grikschat (ITS), Diane Pearson (ITS), Veronica Vergoth (SI)

I. Agenda Check/Matters Arising
   A. School of Information is on the agenda of the next Regents meeting to be considered as a central admitting office. (V. Vergoth)
   B. The Advanced Admissions I (RAE201) eLearning course is now available on My LINC for users who need to complete their admissions training requirement for M-Pathways access. (D. Pearson)
   C. Vendor status (F. Becker)

II. Approval of Minutes
   A. Minutes approved for October 27, 2009

III. M-Pathways Business
   A. Resolution of recent Embark issues regarding Appl (M. Nelson)
      A problem arose last week due to Embark increasing a file field from seven to eight characters and negatively impacted data downloads and the Imaging system. ITS has resolved the issue on the University's end and ITS and admitting offices are waiting for notification from Embark about their fixes. Mark informed admitting offices to wait until Embark notifies each office when Embark is ready to start loading files for each admitting office. Offices must remove any files on their servers that were loaded starting on Wednesday, November 4, 2009. Mark recommends that once Embark has notified offices to start loading files, that the files be sent to John Grikschat to test in HE QA before each office loads the files on its server. Prospect files were not affected.

   B. Duplicate rows of data in the External Education pages (J. Grikschat, M. Nelson)
      OUA discovered some records with duplicate external education rows. M-Pathways requires one row of data per EmplID of External Career and External Organization. ITS tried to reproduce the problem, and determined that the program performs as designed. OUA opened a Help Desk incident whereby there was pre-version 9 data or a user inserted a row. There was a Data Number 2 row with an "Unknown" value in the Career field. Unknown is not a valid value the Embark sends to us. If you see this situation in the future, notify ITS. Mark said there is no definitive process for how to proceed with the cleanup of the Unknown rows. Offices will need to look for bad rows and do manual clean-up.

      Mark suggested that ASP talk about how to purge data at a future meeting. OUA is in favor of purging but must retain data in the system for a year for prospects and applicants (non-enrolled students). Dria asked if there has been a communications purge this year. Mark will follow up with the ITS Campus Community team.
New values for GPA types was discussed. Mark said to submit a Help Desk incident to request addition of new values. Mark suggested that ASP should first decide on the GPA scales that work for all admitting offices. This will be added as a future meeting topic. Laura asked if the scale can be tied directly to the External Organization so that faculty can view it during the evaluation process. Mark will follow up on this with Liz Salley.

C. Data changes to file format for the web app (M. Nelson)
   i. Prospect Load
      Mark informed that offices that the next steps are to write a document what the offices want loaded and bring to ASP for review. Mark reviewed the fields that schools/colleges would like added to prospect data:
      - **Academic Interests**: John said that Embark can pass a specific number of academic interests.
      - **Comment field on the Extra Curricular Activities page**: Expand the number of characters. This can be expanded on both the Prospect and Applicant files.
      - **Uniqname**: Add as a search field on Search/Match.
   ii. App Load
      - **Parent information**: Parent’s employer, current occupation and job title
      - **Overall Rating Page (Evaluation component)**: Add Voice Type, Audition Type, Audition Date, Audition Location
      - **Add faculty you want to work with, ability to indicate multiple faculty members and rank them (1-3)**
      - **Programs of interest**: Add rank order of programs of interest without creating an app for each program
      - **Recommender data**: Add recommender provided address, recommender phone number, recommender’s organization and his/her job title, recommender ranking
      - **Honors and Awards**: Add institution or organization that made the award
      - **Languages**: Add number of years of language study in high school and in college
      - **School of Education: Subplans**
      - **Degree specified, degree date**
      Any changes will be made to both prospect and app loads. The next ASP meeting will be the final opportunity to collect changes. John will send offices the list submitted by OUA.

D. Vendor status (M. Nelson)
   Contract negotiation meetings continue. Meeting on 11/13 expect to finalize contract. Next step is a Steering Committee meeting within a week to discuss changes to undergraduate applications. OUA submitted membership for Common Application for consideration in January, 2010.