

Admissions Working Group Meeting

November 13, 2019

9:00AM, Nighthorse Campbell M24-204 Conference Room

In attendance:

Charity Moser (Office of the Registrar); Phillip Curry (University Information Services); Brianna Maestas (Skaggs School of Pharmacy); Wayne McCarron (Skaggs School of Pharmacy); Leslie Morgan (Skaggs School of Pharmacy); Magda Kucharski (Colorado School of Public Health); Amy Hebbert (Colorado School of Public Health); Giselle Cabrero (Child Health Associate/Physician Assistant program); Karina Goodwin (School of Medicine); Lamar Cherry (School of Medicine); Rachel Wagmeister (Skaggs School of Pharmacy); Melissa Ishida (Physical Therapy); Lauren Hugunin (Physical Therapy); Teresa Bauer-Sogi (Graduate School)

Next Meeting: January 31, 2020

1. Introductions, announcement of group name

- Registrar's Office presented the name of the group as the Admissions Working Group, as it is representative of Admissions professionals conducting inter-school collaborations, shared processes and initiatives, with the Office of the Registrar coordinating meetings to support this effort.

2. Review admissions cycle spreadsheet

- At previous meeting, attendees identified the need to map out the admissions cycle on a calendar, including key events/deadlines; the Registrar's Office presented a template to collect this information via Excel spreadsheet. Based on feedback from admissions personnel, the template will be edited to include a Second Look/Preview day, which takes place after acceptance notifications, and prior to intention to matriculate; the template will be sent out to all schools/programs for completion, so as to build timely agenda topics, and avoid peak volume recruitment periods, etc.

3. Website presentation

- Registrar's Office presented a preview of a website for the group, and reiterated the overarching goal for the group to work together as Admission professionals on streamlining business processes to become more effective and efficient best practices. Further discussion on goals and objectives of group will follow at a later meeting; ahead of the next meeting the Registrar's Office will facilitate the creation of a listserv for the group with the support of OIT.

4. Discussion

- **Student ID#:** At previous meeting, questions were raised regarding methodology for providing student ID numbers to incoming students, and the security of providing this FERPA-protected information. Currently, the School of Medicine, Graduate School, non-traditional Pharmacy, and Colorado School of Public Health provide the student ID via their admission application platform, whereas Physical Therapy and Traditional Pharmacy provide the student ID via email merge. The OTR will reach out to other schools/programs to collect how they are communicating student ID#'s and report back on best practices.



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- **Tuition Waiver Benefit:** Colorado School of Public Health and Graduate School expressed desire to discuss non-degree processes at a future meeting. There are some administrative challenges to the non-degree process, many relevant to the utilization of employee tuition waiver benefit. Specifically, there can be budgetary attrition for schools and programs when a non-degree student changes enrollment from one program to another. In addition to this, there appears to be a disparity in tuition waiver policy that requires students to register prior to the Add/Drop deadline on the first day of classes (and not before); in some instances, eligible courses may start after the campus Add/Drop deadline, consequently causing the tuition waiver to be denied by Employee Services. The Registrar's Office will contact Employee Services for more information on a more effective approach for these situations.
- **Admissions Best Practices:** UIS briefly presented a document on admission application and data entry best practices; a more formal training will follow, and group members will receive the training document electronically. In addition to best practices for data entry, it was also shared that all applications should be entered/uploaded into CU-SIS for proper record keeping, especially in the likely event that the external application system becomes a legacy/archived system. Having all applications (including those that are denied) within CU-SIS provides more accurate records, and will help various reporting entities in accessing better data. Further discussion on this to be held at a future meeting to ensure agreement in best practice going forward.
 - School of Medicine posed an inquiry to the group to determine if creating a denied applicant database may have utility to other programs. For example, a student who is denied admission to the School of Medicine may instead be interested in pursuing a Public Health or Graduate School degree. Having all applications in CU-SIS would facilitate the creation of such a database, and all students would need to opt-in for their information to be shared with other schools/programs at CU Anschutz. Schools and Colleges interested in developing this type of admission service are encouraged to collaborate among one another. Please reach out to Lamar Cherry in the School of Medicine.
- **Query Training:** Several members expressed interest in Query training (specifically building their own queries); while group members are grateful for Registrar support on their reporting needs, some wonder if there would be additional efficiencies realized if members could write their own reports. Query training is currently offered to members of app user groups within UIS (specifically Student Records, Student Financials, etc.), and is offered at a substantial cost to the respective department, per trained employee. Until a different training option is developed, the Registrar's Office will continue to provide this support, and collect a list of common queries/data sets requested to serve schools/programs more globally.