

Anschutz Medical Campus Admissions Meeting

September 27, 2019
10:00AM, Nighthorse Campbell M24-204 Conference Room

In attendance:

Heather Peterson (Office of the Registrar); Lara Medley (Office of the Registrar); Charity Moser (Office of the Registrar); Phillip Curry (University Information Services); Sandra Tapiceria (College of Nursing); Ingrid Eschholz (College of Nursing); Nathan Jamison (College of Nursing); Steven Winterbach (MS Anesthesiology); Amy Hebbert (Colorado School of Public Health); Magda Kucharski (Colorado School of Public Health); Rachel Wagmaister (Skaggs School of Pharmacy)

Next Meeting: November 13, 2019; 9:00AM-10:00AM, Nighthorse Campbell Native Health (M24) - M24-Combo-304/305

1. Introductions, overview of group purpose, frequency of future meetings

- Attendees all agree consistent meetings will be useful for the foreseeable future, especially in light of the current decentralized admissions model across campus. The current decentralized model often leads to additional questions; attendees believe this forum for ongoing interdepartmental comparisons of business practices and approaches will lead to a more streamlined admissions approach on campus. The Registrar's Office reiterates to attendees that the office is not the subject matter expert on admissions processes, but willing to research best practices and national trends within the scope of AACRAO (American Association of Collegiate Registrars and Admissions Officers).
- To determine the frequency of future meetings, a calendar to chart the admission cycles/timelines within each school/program/department will be created. This will alleviate scheduling meetings during peak volume for recruitment, as well as tailor relevant agenda/discussion items to the cycle. The Registrar's Office will devise a template for mapping the admission cycle.
- In addition to purpose and frequency, the group agreed to determine an official name at the next meeting; the Registrar's Office will build a website to support the needs of the group, similar to the one built for the Registrar Advisory Council.
- Future meetings will be conducted in-person, whereas virtual attendance can disrupt or deter from interactions/collaborations/networking.

2. New residency form and process check-in...How are things going?

- Generally, attendees remain satisfied with the new approach to residency via electronic form, and agree that the turnaround for tuition classification is vastly improved. Some lingering questions/needs:
 - Colorado School of Public Health inquires on status of OnBase WRGP form – is one in development phases? Registrar's Office explains that there is a lack of personnel in OnBase support currently, but this is expected to change, following a recent OnBase training. Updates to follow in this area.

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- Skaggs School of Pharmacy inquires about rationale behind suggested order of operations, and wonders why residency is to be configured prior to matriculation? Per UIS and Registrar's Office, residency does not have to be configured prior to matriculation, but this process has been suggested for a more streamlined, efficient approach to converting admission applicants to students.
- All attendees agree that residency automation has been useful; some are looking for additional efficiencies:
 - MS Anesthesiology indicates current practices are manual, and contingent upon someone reviewing to determine if certain actions are complete; UIS believes they can connect separately to leverage some efficiencies with technology automation for matriculation, and perhaps other processes. The aforementioned map of admissions cycles will be useful in this effort, for MS Anesthesiology and programs.

3. Phillip Curry – CU-SIS Admission Module Expert!

- Recently, UIS worked with schools and programs to develop integrated functionality between the Slate admission platform and CU-SIS. Currently, this is being used by Skaggs School of Pharmacy (Distance and Degrees Programs); in the future, this may also be utilized by the College of Nursing. Colorado School of Public Health uses Slate for their non-degree admissions; however, their students are coded as resident/non-resident via the standard OnBase process.
 - In the future, UIS will further the functionality to automatically code students specifically for coding residency for Continuing Education/Extended Studies (CEES) populations; documentation on this to follow when service becomes available.
- Open discussion/training requests
 - Phillip indicates he would like to provide documentation regarding admission/data entry standards, and is happy to provide basic data load information/generic queries, info on Constituent Staging, CODA reporting; transferring more data to a single system vs. querying separate (CAS) systems, and will provide FAQ/support documentation at a later date.
 - Some attendees ask additional questions regarding batch decisioning process to admit/matriculate students, and would like more information on this, specifically as it relates to avoiding duplicate data entry. This documentation, when available, can put these training manuals on website (to be created for this group at a later date).
- College of Nursing in search of methodology to reduce data entry for transfer credits between NursingCAS/Slate/CU-SIS, as duplicated manual entry is error-prone. In the future, OnBase may help resolve this via an integration for a push-pull of data. In addition, an XML formatted transcript via Parchment could also provide utility for this. In addition to these enhancements, College of Nursing also indicates their need for functionality with automatic calculations (vs. manual).
- Skaggs School of Pharmacy inquires as to what other schools/programs are sending a 'Welcome' email, the timing of sending, and the content. The Office of Information Technology sends an email, but does not include a student ID number. This can create



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challenges when students claim their email account/access the portal. College of Nursing indicates their use of a Newly Admitted Student website, which includes the use of Formstack data collection.

4. Transcript Disciplinary Notation

- The Registrar's Office shares that effective immediately, students may have disciplinary notations added to their transcript if they are found liable for violations of student code of conduct. This is in line with guidance from the American Association of Collegiate Registrars and Admission Officers (AACRAO).
 - Per the Registrar's Office, this discussion and practice was precipitated by students transferring institutions who had committed egregious behavior, needing methodology to communicate to other institutions of potential threats (different than academic standing). Such notations are indicative of student who has gone through institutional judicial process. In some cases, depending on the timing of an investigation in accordance with campus policies, students may obtain transcript prior to notation being added to transcript. It is recommended to identify at the outset when a notation is applied – AACRAO is still researching a best practice on this; some questions remain:
 - Can this information be collected via the application for admission?
 - How does background check come into play?
 - Findings to be presented at April AACRAO meeting – open to comment in January ahead of meeting. What does research of misconduct look like?
 - [AACRAO Transcript Disciplinary Notations documentation](#)

5. Open discussion:

- Some schools/programs express difficulty with obtaining badges for students as there is an issue on occasion with the integration between CU-SIS and Passport (the system utilized by the Security Badging Office). The College of Nursing indicates that they mail badges to online students – others interested in this.
- At a future meeting, College of Nursing would like to discuss best practices/processes surrounding the admission/matriculation of non-degree students.

