(Admissions) Xtender Team
Agenda
Wednesday, July 25, 2007
10:00 – 11:30 am   CSC 201 Y

Present: Charlotte Tetsworth, Lori Henderson, James Lindsey, Sam Fattore, Michele Brown, Mallory Straley, Denise Grinnell, Steven Stellard

Issues items in Michele's 7/18/07 e-mail to Charlotte:
1.   **Scanning** – Jim will reload the driver and have Michele and Mallory test.
2.   **Indexing** –
    a. **SSN & Birthdate** – Jo Gerst approved that users could see this information.
    b. **Faculty log-in to view Extender in Self-Serve** – Lori, Jo, and Charlotte will meet to determine who all and how to accomplish this with the appropriate paperwork for tracking access.
    c. **Add an item to the checklist for college transcripts (if not listed on original checklist) –** Charlotte will work to modify procedures
    d. **CLT1 comes up as BSX –** Sam will enter a UDC ticket
    e. **No SAAADMS record –** Add a *tilda* ~ before the name to keep it in the holding file; do not (cannot) connect it to a Banner ID. Michele will test.
    f. **Permissions for CRIM files –** Lori and Steven will work on setting up this document-level security.
    g. **Updating HS or College transcripts –** Sam will enter a UDC ticket to ask if there is a simpler way than copy/pasting out of a full batch. Scanning procedures may need to be changed.
    h. **Admissions application document type error message –** Sam cannot reproduce the problem. Michele, Mallory needs to re-create the error message and tell Sam how they are getting it.
    i. **Checklist for more than one application –** Sam is testing a solution to this
    j. **More than 1 transcript for a student –** *See #g above*

3.   **Migration Plan** – Sam
    a. Sam will test how long it takes to **migrate** 1,000 records and Michele and Mallory will test to see what that does to using Docushare.
    b. **Results**: 15-20 minutes for total migration of 1,000 records.

4.   **Moving Forward**
    a. We need a **new Champion** chosen to replace Craig Westman. Charlotte will talk to Craig to suggest a replacement.
    b. Need to meet with the new Champion to talk through Data Migration and **Go Live timetable.**