

**SIP-C Meeting**  
**Student Information Processes Committee**  
**Mears Meeting Room (Beloit)/Student Success Coordinator Office (Hays)**  
**November 15, 2019**

---

**ROLE CALL:** Those in attendance were Eric, Leah, Shane, Brianne, Robert, Judy, Jeri, Debbie and Brandi on the Beloit campus, Jackie, Jayme and Logan on the Hays campus, and Tricia on the phone.

**ENROLLMENT DAYS:** Jayme let everyone know that orientation will now be known as Enrollment Days. These dates have been set for this summer and were shared with the staff (Beloit Campus – May 29, June 18, June 19 and Hays Campus – May 28, June 11, June 12). Jayme reviewed what the days schedule has been in the past, the purpose of the days and a few areas she would like to work on. Students check in, get what they need, take their picture for their ID card, go to a workshop that covers an introduction, welcome, agenda review, why we have the process, the importance of Gen Eds, Tech Connect, their program and their advisor. From here, the students can go to breakout sessions (dependent on the campus), advisor enrollment, financial aid, billing, tool vendors and uniform booths. Lunch is served on both campuses. There were roughly 15-20 students per advisor per day. Jennifer and Jackie assist with advising. A few areas that Jayme wants us to discuss further are possible TEAS testing in the afternoon in the BOC at Hays since we now have Keri to help with enrolling Nursing and Pre-Nursing students, TechKNOW training - do we need it as in depth, or could we create a video for this training? We also discussed what all students should come to enrollment days and decided Pre-Nursing and Program students should come, undeclared students are on more of an individual basis and we need to look at an enrollment day focused specifically on SB 155 students. As we are looking at setting some of these dates, we need to start the process of reviewing the student flowchart again to see how soon we can have billing information and catalog changes ready for students to enroll. Tool vendors struggle with coming for three days in a row, so breaking the days up will hopefully help and we will push tool days as the dates in June. We also discussed accommodating those students who can't make it to the dates we have set. Tricia's team and Ashley will help cover when others can't make it. Robert said the spreadsheet with student data was invaluable to prepare for enrollment. Billing staff agreed. Jayme and Jackie will continue with this, it was discussed that the data in the spreadsheet needs to pull from CAMS to be accurate.

**CLASSIFICATION OF PRE-NURSING STUDENTS:** The process of assigning students as either Undeclared or Tech Studies/Pre-Nursing was discussed. Currently, if a student lists Nursing/Pre-Nursing on their application they are entered as Pre-Nursing, but Undeclared if they have not taken the TEAS test and Tech Studies if they have taken the TEAS test. To receive financial aid, they have to have taken the TEAS test and be listed as a Tech

Studies/Pre-Nursing rather than an Undeclared/Pre-Nursing student. Currently, it doesn't matter if the student is Undeclared or Tech Studies, if they have Pre-Nursing down, they are given Michele or Melissa as their advisor. There is a letter that goes out to these students outlining the process for getting into the Nursing program. Discussion was had to move all students to Undeclared, not Pre-Nursing, until they take the TEAS test, then they move to Tech Studies/Pre-Nursing and are assigned Michele or Melissa as their advisor at that time. This needs to be discussed with Michele, Melissa and Jennifer. Judy will work to schedule a meeting with this group to discuss further and create a plan for consistency.

**APPLICATION FEE – PROSPECT TO STUDENT TRANSFER:** After Michelle's last on-campus training, it was decided to start moving prospects to students once an application is received rather than waiting for the application fee. The student will still be listed as pending until the application fee and test scores are received. This has created some issues with our current process of having the system automatically create the bill for the \$50. We will now discontinue that practice and manually apply the bill for the application fee when the payment is received. Jeri will stop checking the box for automatic billing immediately. Jeri will send Brianne a list of students to check and see if we need to remove the bill until the fee is paid. Brianne will teach Sandra over the phone how to apply the bill manually when she is receipting in the payments.

#### **UPDATES FROM TEAMS:**

**APPLICATION TEAM:** After a few meetings and a lot of discussion, Brandi and Tricia met with Michelle and Lucas from 3D to discuss the application. After discussing what we want from the application, it was Lucas's recommendation to look at the application provided by CAMS. We can customize it to be what we want, and 3D can make it mobile friendly. Jerry with eMobile has turned the link for this application back on Tricia and Brandi can review it with the application team. Judy will see if she has any of her notes from the first time we looked at customizing this for Tricia to reference.

**CONCURRENT TEAM:** Logan shared that the application is complete for concurrent. Our staff has visited with Hays High School to share the change in our enrollment process from the fall semester. There is a letter to go to the parents and one document for the student, including all required forms (application, FERPA, parent financial responsibility, concurrent and online). If we get an abundance at once, Logan can help input, or can we have someone help answer phones so Jeri can sit in a private office to complete the input. Packets won't be accepted unless they are complete, the document completed, along with payment and test scores (if needed). Receipts for students was discussed and Brianne found a solution with the paypal device. She will set it up today and give to Tricia to take back to Hays.

#### **NEW TEAMS TO CREATE & MEET:**

**ONLINE PROCESS:** It was discussed that we need to set up a team to discuss online process. The team will consist of Janet, Jennifer, Brianne, Judy and Tricia. One item they will need to address is the current timeline. The current schedule has online enrollment

opening the Monday of Spring Break for Summer 2020 and Fall 2020. There won't be anyone on campus to take phone calls or emails to answer questions or take payments. If we push this back a week, would that cause any issues? The team will meet soon to start these discussions, along with a review of the current process.

**OTHER ITEMS:** Brianne let everyone know the current application isn't working. Tricia and Brianne have been working with 502 to get this fixed ASAP. A reminder was shared to try to write down all processes, with a timeline and responsible party, so people know what is going on and what is expected of them. Discussion was also had on the importance of pulling data out of CAMS for accuracy and not keeping separate spreadsheets. We moved to CAMS to remove silos of data that didn't match and that not everyone has access to. If we can't make it work in CAMS the way it is, let's evaluate our process, or how we can use CAMS different/customize to make it work.