### AGENDA ITEM 1
**CALL THE MEETING TO ORDER-ROLL CALL**

**PERSON RESPONSIBLE** | **INSTITUTION**
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Eric | WNCC

### AGENDA ITEM 2
**REFORMAT NSC TRANSCRIPT**

**DISCUSSION**
NSC is requesting a change to the format of their transcript.

**CONCLUSION**
NSC had connectivity problems and was not available to discuss this agenda item.

**ACTION ITEMS**
This agenda item will be tabled until next month

**PERSON RESPONSIBLE** | **INSTITUTION**
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KAREN | UNLV

### AGENDA ITEM 3
**PARM FOR DUAL STANDING (D) TO CLEARINGHOUSE JCL**

**DISCUSSION**
UNLV is requesting to add a parm to the Clearinghouse JCL to report dual standing.

**CONCLUSION**
The SCS team can add a parm to the JCL job.

**ACTION ITEMS**
Karen will provide more details so the SCS team can estimate the effort required for this change request. No priority set at this time.

**PERSON RESPONSIBLE** | **INSTITUTION**
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KAREN | UNLV

### AGENDA ITEM 4
**FONT FOR UNLV ADMIT LETTERS**

**DISCUSSION**
UNLV is requesting the font Helvetica 11 to print admit letters.

**CONCLUSION**
The SCS team can change the font for UNLV admit letters.

**ACTION ITEMS**
SCS can complete the request. No priority set due to existing high priority items for UNLV. SCS effort is low.

**PERSON RESPONSIBLE** | **INSTITUTION**
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KAREN | UNLV

### AGENDA ITEM 5
**UPDATE-INTEGRATE**

**DISCUSSION**
Susan will update the student records group on the status of INTEGRATE (ERP)

**CONCLUSION**
Within the group, there are concerns information is not passed to those who this project will have an impact on the most. UNR faculty formed a steering committee to coordinate and prepare for implementation. Staff for implementation, training, and the architecture of the system, are concerns that require a great deal of planning, coordinating, and financing for additional implementation/training staff. There are concerns this project maybe moving faster than institutions are having time to prepare for a major system conversion.

**ACTION ITEMS**
Check out the INTEGRATE website, or contact VP’s on your campus for status of this project.

**PERSON RESPONSIBLE** | **INSTITUTION**
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N/A | N/A

### AGENDA ITEM 6
**UPDATE-SIS DATA CLEANUP PROJECT**

**DISCUSSION**
Susan will update the student records group on the status of the SIS cleanup project.

**CONCLUSION**
The SCS team has sent out several reports to Student Accounts, Student Records, and Financial Aid for clean up.

**ACTION ITEMS**
SCS will continue to assist with writing reports as needed and requested. The best course of action is for institutions to stay on top of data clean up

**PERSON RESPONSIBLE** | **INSTITUTION**
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ALL | NSHE

### AGENDA ITEM 7
**DELIVERY METHODS FOR HIGH SUPPORT DISTANCE EDUCATION COURSES**

**DISCUSSION**
Discussion regarding delivery methods for identifying high support distance education courses

**CONCLUSION**
Maureen asked for contact information as to who is responsible at each institution for coding, and funding levels for high support distance education courses.

**ACTION ITEMS**
NSC, please forward name(s) to Maureen.

**PERSON RESPONSIBLE** | **INSTITUTION**
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MAUREEN | UNR

### AGENDA ITEM 8
**STUDENT RECORDS STATUS REPORT**

**DISCUSSION**
Susan updated the group as to which jobs closed since the report was sent to student records group on 3/2/2006.

**CONCLUSION**
The last day to move work requests from QA to production before registration begins will be March 17, 2006.

**ACTION ITEMS**
UNLV will contact Susan to prioritize agenda item 3, 4.

**PERSON RESPONSIBLE** | **INSTITUTION**
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SUSAN/KAREN | SCS/UNLV

### AGENDA ITEM 9
**YAHOO ADMISSIONS GROUP**

**DISCUSSION**
Explore ways to improve communication within NSHE Admissions and Records Specialists regarding non-SIS related issues. There is a Nevada registrar list serv group that SCS maintains, but it is not utilized. Ty asked if the NV list serv had the capability for a user to view past threads. Although the SISGROUP lists includes employees from NSHE Admissions and Records most shared information is technically related and rarely does one ask policy related questions. Ty’s intention was to have a place to share policy type of questions without having to email individuals separately.
**CONCLUSION**  SISGROUP is a policy-implementing group so we are all encouraged to ask questions related to policy and keep information flowing through the SISGROUP list and avoid having two separate list groups. Ty suggested specific subject headings would allow users to delete emails if they do not feel it is work related.

**ACTION ITEMS**  Ty will recommend headings for the subject line of emails so those who are not interested in the information can delete the email. Susan will research if the Nevada list serv stores past threads. For now, use the SISGROUP list to address admissions and records policies and procedures.

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<tr>
<th>PERSON RESPONSIBLE</th>
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<tbody>
<tr>
<td>TY /SUSAN</td>
<td>TMCC/SCS</td>
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