5/18/15 – Grad Programs Radius Conversation

**What do we need to know?**

1. Does it make sense to implement Radius this year until all of the pieces are in place? Should we wait and learn from the mistakes of the undergrad and spread out the testing over the ac year
2. Do we have time to go through Radius training in the Fall given our recruitment season?
3. What is the GPAC job description?
4. Did we sign a contract for CN for Fa16 apps and if not, can we use Radius?
5. What happens when someone moves from inquiry to applicant?
6. How often will Radius be updated with CollegeNet info?
7. When will Radius talk to Banner? Will it be the go live date for grad programs?
8. Will GPAC need to enter info into Banner from Radius or will Radius talk directly to Banner?
9. Will grad programs have an applicant form/screen by the ‘go live’ date?
   1. Will we get to influence the fields in that form?
      1. If we do get to influence the fields, when can we give them to Jo and when will they be implemented? Is this part of the testing phase?
   2. Do the grad programs have to share the same form?
10. In the inq/app spreadsheet from Jo, why are these the fields that were chosen? Where did they come from? Banner? Which forms in Banner? SAADMS? SPAIDEN? Or from undergrad needs applied to grad through guessing by Jo/Amy?
11. How long is the testing phase for inquiry/applicant forms?
12. Which items related to Radius can we do via email vs. in a meeting?
13. Is there another grad school we can talk to who uses Radius, especially regarding a comm plan?
14. Whose best practices does Jo always talk about? Are these related to undergrad? We have all created our own best practices, especially as it relates to the personal touch that we give.
15. How far back do we go for the inquiries that will be uploaded into Radius before we go live? Should it be Fall 2012? 2011? Before that?
16. When we download applicants from CollegeNet and upload into Radius, how will Radius catch the applicants that are already in Radius as an inquiry? CN applicants don’t have an A#, and sometimes the emails can be different and even the names can be different. Will there be “suspect people” for whom it’s not clear if they are the same person or not (i.e. Ann and Annie)?
17. When is a person considered an applicant in Radius (is it when they start their app or when they submit)?
18. At what point does the data get loaded from CN? When the person starts an app or when they submit an app?
    1. How will GPAC know that we’ve captured all the unsub apps given the fact that CN does not make it easy to catch unsubs who started in a previous year?
    2. If GPAC uploads CSV from CN, do we need to make sure the fields match the fields in Radius? How will this happen? Through the CN fields or will GPAC need to manually change fields?
    3. If a person is a stealth applicant, will GPAC have to manually enter?
19. If we do have the applicant screen, how will ADs know when Radius is updated from CollegeNet so we know that we are pulling accurate data? Will this be daily? A certain time?
20. Can we setup CN to notify us when a person has started an app for Fall 16 (for those who started it earlier)? – this is a question for CN, of course.
21. If we don’t use CN for Fall 16 apps, how much more work is it to have Radius ready to go for this year for applications? What amount of work does it require? What will you need from us?
    1. If we use CN again this upcoming year, we have to train GPAC how to use it PLUS Radius instead of just Radius or just CN/Banner
22. If someone is admitted in Radius, does it update Banner? How does someone get turned into an admit? What does the admit screen look like in Radius?
23. For AD purposes, will we ever have to look/use Banner? Is the vision that we *never* have to look at Banner? That people from inquiry to enrolled are all found in Radius?
24. Will we have an admit screen? At what point do we have to start looking at Banner? When students are registered? When they are admitted?
25. If we do have an applicant screen or admit screen, when would we have this complete? If we do have it for this year, ADs need it ready at the go live date. We cannot have this switch during the academic year. If we only have the inquiry screen, we foresee a lot of systematic problems with admissions.
26. If we don’t have the applicant/admit screen, how will Radius think about an unsub applicant and a submit applicant? If there is no screen for applicants, how will this work?
27. In the inquiry/applicant spreadsheet, what do the following mean (or what are the choices)?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Application Type | LEVEL\_CODE | CAMP\_CODE | PROG\_CODE | SITE\_CODE | MAJOR\_CODE | Concentration\_CODE |
| MIT | GR | OLY | MIT |  | GR | Tribal |

|  |
| --- |
| Source Code |
| Fair |

**AD Workload for summer 2015:**

1. GPAC:
   1. -GPAC job description – 2 weeks (needs to start the week after graduation so we can post job description beginning of July)
   2. -GPAC recruitment -2 weeks
   3. -GPAC candidate selection-1 week
   4. -GPAC interviews-2 weeks
   5. -GPAC hiring/develop training -2 weeks
   6. -GPAC start
   7. -GPAC training (week of Sept 7 & Sept 14 is the LATEST), 1-2 weeks
      1. -what does this include? Banner & Radius? Understanding grad programs?
2. Radius training

**AD Workload/Systems for Fall 2015 (assuming limited Radius functionality and limited GPAC support based on capability of hire):**

1. -CN – checking on who the nonsubmits are and communicating with them as well as checking on transcript drawer to see if any of their stuff is submitted (transcripts, GRE, etc); also running report of the nonsubmits who have not chosen a program yet
2. -transcript drawer – people who have submitted materials but HAVEN’T started an app in CN
3. -Banner – SAADMS plus AdminWeb to check on progress for applicants AND doublechecking that it matches CN
4. -Emma – create spreadsheet then upload into Emma (MES only)
5. -Outlook – mail merge from newly created spreadsheet and put into Word to email (MPA) OR copy/paste into BCC from filemaker report (MiT)
6. -Filemaker – MiT only
7. Datamart – easier to use for some reports than adminweb reports
8. -Multiple spreadsheets based on program needs
   1. -Randee rates nonsubs based on likelihood to apply
   2. -Google spreadsheet for ambassadors to make phone calls (MES) – info pulled from Excel spreadsheets
9. Need to submit changes to CN by late July/early Aug

**Other Concerns:**

1. We will have a new person in GPAC and we don’t have a job description for this person. And, if the person is incompetent, that could be a problem on top of an undetermined workload.
2. For future Radius decisions, we think it would be useful if we are asked how we currently do things – we have not been asked what our current process is for certain things and we think this is part of why there is a lot of pushback around this process. Are we being asked to fit into the UG process without any thought to the GR process? Or, is the GR process being considered, but just not with any of our feedback?

**Ideal world, in light of all of these questions, is the following. What will it take to get us here?**

1. Everything (inquiry screen, applicant screen, admit screen, enroll screen-if it exists, and application) is in Radius for GR at go live date
2. Radius talks to Banner by go live date
3. GPAC is hired by go live and trained before 9/15

**If we can’t get to this goal, then…**

1. What are the ADs willing to deal with as it relates to Radius?
   1. -To answer this question, we need to know what will be ready by go live date so we know what to expect; this will also help us answer what the GPAC job description will be
   2. -If we are expected to make changes to Radius for Fall 16 during Fall 16 recruitment, this is too difficult (ex: being asked to decide what applicant screen needs to have when we have live applicants in CN). Making changes for the Fall 17 recruitment season will be much easier during the 15/16 academic year.

**MES concerns (added 5/19)**

Student employees will be answering phones for MES – they will need access to Radius if everything is in Radius, but if we aren’t using Radius for everything, then they need access to CN, Banner, Radius, especially if someone is calling and is an applicant. Will they have to doublecheck against banner?

**5/19/15 notes  
Answers:**

1. For sure, we will have an inquiry form and inquiry screen to access and we will be able to update the inquiry database with .csv or through data entry.
2. At this point, our application will be CN unless there is a miracle
3. Application will be available for grad programs for Fall 17 recruit year
4. They’ll be able to see status of app, whether they’ve paid, what has been rc’d
5. Our applicant/admit data will transfer from Banner into Radius
   1. Application information will be entered into Banner and then it will show up in Radius
   2. There will be 2x or 3x a day where this information will be transferred between the 2 systems
6. We do have access to applicant module and admit module (not clear if we get to influence the fields that are in the applicant/admit module)
7. We have access to a ‘contact’ screen that pulls info from inquiry, applicant, admit, and ‘registration’ (or application) module
8. This year is going to be harder for GPAC because they will have to do a lot of manual entry
9. UG app has a ton of fields that won’t live in Banner – she can get us the fields we want by the go live as well as we give her enough time to update.
10. Anytime we need a field, we can ask Jo to enter it, and she can add it within a day.
11. We need 2 pieces of info from CN – the physical app AND the .csv files
    1. If we can get .csv files from CN, they can be uploaded into Radius
12. We are going to have to check on each inquiry to make sure their A# doesn’t already exist in Banner
    1. 80% of A#s will be created at the time of inquiry
13. Around go live, UG will stop putting inquiries into Banner
14. Applicant/Admit screen are shared? b/w grad programs