Banner Operations Committee  
November 3, 2015  
2:00 PM

Present: Teresa Suit, Jerrie Smith, Crystal Creekmore, Lisa Payne, Cathy Brett, Necedah Henderson, Mary Chambliss, Kim Braden (recording).

Absent: Tina Hicks, Jerrie Smith, Penny Pitts, Carolyn Carthen, Renee Stanford

1. **Fees not accessing for Spring**—
   a. Wrong year entered (2016), now corrected

2. **Not updating No shows for last 2 semesters:**
   a. will run report to update  
   b. add to inactive list to prevent manual work

3. **Graduate Program:**
   a. Copy of admissions app—online app, pushed to system, not sure what COB is requesting  
   b. 32 apps  
   c. Only 5 complete/sent to COB for review (4 Athens State grads)  
   d. No more applications accepted but will accept portfolios/GMAT on existing apps (COB will contact students missing info). All 32 have been notified.

4. **How did you hear about Athens State:**
   a. Fall 2013-Fall 2015 (605 responses)  
      i. #1 word of mouth  
      ii. #2 community college transfers  
      iii. #3 internet  
      iv. #4 billboards, ads, newspaper—75% of our marketing  
      v. #5 Alumni  
      vi. #6 Local  
      vii. #7 other

5. **DOE response for grad loans:**
   a. Requesting more information. Should have answer in 2 weeks.

Respectfully submitted by: Kim Braden