

**Montana Association of Collegiate Registrars & Admissions Officers**  
**Fall 2005 Meeting Minutes**  
**Rocky Mountain College**

Thursday, October 27, 2005

Janet Alberson, Association President, opened the meeting with a welcome and introductions of those present.

Campuses provided updates for Fall 2005 enrollment and FTE figures.

A gift was purchased to recognize Karen Everett (MSU-Billings) for her years of service to the organization.

Members broke out into groups to discuss the newly implemented BOR policies and best practices. Policies & issues discussed:

- Four Year Campuses
  - Deadline to complete transfer evaluation - compliance
  - MUS core versus institution's core
  - Single Admission File
  - Acceptance of two year degrees from tribal colleges (not in BOR policies)
  - +/- grading and D grades
- Two Year Campuses
  - Evaluation of transfer credits-compliance deadlines.
  - Single Admission File – requested transmittal form be sent out to the listserve.
- Tribal Colleges
  - AIMS & IPEDS reporting requirements
  - Transcript charge for students

Janet Alberson led a discussion of various topics:

- Late registration and loss of FTE – can an addendum report be requested?
- Criteria for admission of young students - district, high school & parent approval; test scores, permission in writing from instructor of the course.
- FERPA – discussion on how campuses handle parent release forms; posting of student papers on faculty doors; when is a police officer allowed to enter a classroom.
- On-line signature process – faxed copy allowed if student pin # on file.
- Disciplinary Dismissal – should not be reflected on the transcript.

The group gathered for dinner at Enzo's.

FRIDAY, October 28, 2005

Ed Johnson gave an update on the AACRAO Conference being held in San Diego in April 2006.

Volunteers are always needed to serve as facilitators or presenters. The 2007 conference will be held in Boston.

Suggestions for possible speakers for the Spring meeting – Cathy Swift, Melanie Bell and the State Auditor (diploma/transcript fraud).

Other issues:

- Custodial Fee associated with Pine Hills – compliance with state code.
- Honors Scholarship – waiver issues exist regarding tuition and registration fees. Clearer letter needed for high school counselors regarding the scholarship.
- E-Signature – Banner is not secure/is there new technology out there?
- MACRAO Scholarship – form to be sent to listserve.
- SPEEDE

MACRAO Business Meeting

The Treasurer's report (minutes of Spring 2005 and the finance report) was reviewed and approved by the membership.

MSU-Bozeman was selected as the site for the Spring 2006 meeting to be held March 23 and 24, 2006.

Members thanked Rocky Mountain College for hosting the Fall 2005 meeting.

Meeting adjourned.

Submitted by: Lou Laakso, Treasurer