

**Montana Association of Collegiate Registrars & Admissions Officers**  
**Fall 2009 Meeting Minutes**  
**MSU-Bozeman**

**Thursday, October 8, 2009**

Association President Tony Campeau began the meeting with introductions of those present and asked members provide a summary of their Fall 2009 enrollment. The majority of campuses reported an increase in enrollment and FTE.

Cory Chenoweth from Montana Gear Up and Kelly Chapman from the Student Assistance Foundation gave a presentation on the Montana College Access Network Program (MCAN):

- The shared goal is to help Montana students in their pursuit of postsecondary education by increasing awareness of options after high school
- A public relations campaign is in progress which includes a career exploration workshop to be held in Feb 2010 and a "Know How to Go to College" campaign.
- There are currently 186 members. MACRAO members are encouraged to join as an individual or an institution. Monthly phone meetings are held the fourth Tuesday of each month from 3:30-4:30 pm. There is no cost to become a member.

Ed Johnson facilitated a discussion on the transmittal process. Campuses were polled on how transmittals are handled for files more than 5 years old, out-of-state schools and students who did not matriculate at a campus. It was agreed that the transmittal form is for students who have applied and have actually enrolled at a unit. The policy does not apply to students who are new to the Montana University System, and who apply for admission to several different campuses. Cleaner language is needed on the form to state students must be fully admitted and have attended a campus and to clarify that students must request a final transcript for their in-progress work. It was also proposed to increase the fee from \$8.00 to \$15.00 to cover the cost of mailing.

Ed also reported on a pilot project that UM-Missoula participated in for the sharing of high school transcripts. Five high schools were part of the project and UM was able to pull PDF transcripts for their students. A report is being drafted with recommendations for the November Board of Regents meeting. There are several challenges with the program: the K-12 schools are using different vendors, there is no way to track performance and there are funding issues.

An update was provided by Dr. Russell Walker on the common course numbering initiative. New disciplines are currently being evaluated: Early Childhood, Anthropology, Biology (split into 5 rubrics), Business, Communication, Computer Science, Fine Arts, Native American Studies, Philosophy and Physics. Education has been approved and it was decided the methods courses will not transfer as common courses. The following will probably be launched Fall 2011: Agriculture, Biochemistry, Engineering and Natural Resources. OCHE would like rubrics for completed work as soon as possible and as a reminder, campuses will be responsible for cross listed courses. Also, there will be a point of contact at each campus to coordinate review of new courses in each discipline.

Cheri Johannes reported that the Western Association now has two associations (four year and two year colleges). It was suggested that BOR language be reviewed for possible updating.

The group gathered for dinner at Santa Fe Reds.

**Friday, April 3, 2009**

Brenda York (Director of Veterans' Services, MSU Bozeman) presented information on Veterans' Affairs and the Yellow Ribbon Program. The Yellow Ribbon Program was established in 2008 and campuses can choose to voluntarily participate. The institution can contribute up to 50% of tuition expenses and VA will match the same amount as the institution. The greatest problem has been the payment to schools and veterans. An emergency fund is available for veterans thru Fort Harrison. OCHE has asked units to work with students whose payments have been delayed. Montana residents are eligible for a tuition waiver for those who have served in Iraq, Afghanistan or the Global War E.

### **Association Business Meeting**

Motion to approve the minutes of the Spring 2009 meeting and Treasurer's report was approved. Tentative spring meetings dates were discussed – March 25-26 or April 15-16. Montana Tech agreed to host the Spring 2010 conference.

### **Old Business**

Campuses reported no new issues regarding the use of the MACRAO stamp for transmittals.

### **New Business**

Tony Campeau led a discussion on suspended students who apply to another MUS school. Most units reported that they honor the suspension policy of the other campus and require the student to be reinstated. Also, campuses generally ask for documentation of a payment plan if a student owes money to a unit.

### **OCHE Updates**

Rene DuBay, Talent Search Director at OCHE discussed several initiatives to increase student success. The MUS system is participating in the Access to Success initiative which is a project of the National Association of System Heads (NASH). The goal is to increase access for low income and minority students. A report will soon be available on the OCHE website. A school counseling reform committee has been formed to determine how to better share information between counselors and campuses. A workgroup has been established to look at the feasibility of a clearinghouse for information sharing.

Tom Gibson, Director of ELearning reported on the growth of online delivery of classes. There was a 25% increase since last year with 30 programs now offered. A Reform & Reinvention Committee has been established to refine practices and to further “tear down the walls” between campuses.

The Regents wants the units to function as a system including more consistency with the data warehouse. Dawson CC is implementing Banner and hopefully Miles CC at a future date. Expect to hear future discussions on the mission of each campus as well as higher admission standards.

Bill Macgregor provided an update on common course numbering. Variable content courses such as independent study, internships, etc., have not been a problem, however, there was concern regarding teaching methods courses. Interdisciplinary programs have been a challenge – program-to-program issues, academic recognition issues and funding. Also, course prefixes need to make sense to students as more disciplines are added.

Finally, BOR policy 301.11, paragraph B invites campuses to develop outcomes-based programs as alternatives to the awarding of undergraduate degrees based upon the earning of credit hours. Campuses are also encouraged to develop more online programs. This is being driven by the Governor's Office.

Meeting adjourned.