

Montana Association of Collegiate Registrars & Admissions Officers

Fall 2010 Meeting Minutes

MSU-Billings

Thursday, October 14, 2010

Association President Tony Campeau asked attendees to introduce themselves and provide updates on their campuses.

Electronic Transcripts - Bonnie Ashley & Ed Johnson lead a discussion on electronic transcripts. MSU-Bozeman has partnered with the Clearinghouse to issue transcripts. The four MSU campuses have also contracted with Form Fusion to provide encrypted email. All Bozeman transcripts will be sent electronically starting December 2010. Bonnie encouraged campuses to sign up to receive transcripts from the Clearinghouse which is a free service. She also passed around a sign-up sheet to collect email addresses for delivery of transcripts.

Single Admission File – The five year rule has been added to the transmittal form as well as the new safety & security questions. Students who have not attended a campus in the past five years may not use the form. New students must provide a new application if they decide to apply to a different campus. MMR's are not required in the BOR policy although most schools are sending this information. UM-Missoula is unable to send the immunization because they do not have access to this information. A request should be made to OCHE to eliminate the fee language from the BOR policy. It was suggested that the transmittal could be sent as a PDF with a \$15 fee. Security concerns would require the file to be encrypted.

Cheri Johannes reported that MSU-Billings has tied student photos to Banner. While it can be useful for safety & security issues, she was concerned about "closeness" if you know the student. Lisa Blunt reported that this has been used at Miles CC for faculty but with limited access.

Campuses provided enrollment numbers and most units experienced increased FTE and headcount.

CCN – Bill Macgregor provided a update on the common course numbering initiative:

- Over 7,000 courses have been reviewed and approved and 3,500 courses have been assigned new CCN #s.
- Anatomy & Physiology has been approved. The Human Anatomy & Physiology Society (HAPS) will pilot their standardized national norm list of A&P. This will provide feedback on how students perform.
- The remaining FLOCS must be completed by June 2011.
- The tribal colleges have chosen not to participate but will provide clear reporting on what is an equivalent to a CCN. Discussion has been initiated with Carroll College & University of Great Falls.
- The possibility of interstate agreements is being reviewed. This would be a regional consortium with other states – i.e., North & South Dakota, Minnesota, etc.
- Campuses should be prepared with transfer data if a report is requested by OCHE or the BOR.
- Bill expressed concern that the CCN project will not be maintained once he is no longer at OCHE.

The group gathered for dinner at The Windmill. Chuck Nelson was honored for his unwavering years of service to MACRAO.

Friday, October 15, 2010

End-of Term Reporting – Tyler Trevor reminded campuses to pay attention to completion data and reporting on a block system. Also, E-Learning wants a common code for session codes.

BOR Policies - Jan Clinard reported on her work to update and consolidate BOR policies. Policy 301 outlines general admission to the two year and four year campuses. Policy 301.1 outlines freshman admission requirements to the four year campuses. Enrollment Management language has been added which allows campuses to ask for additional information to determine a student's potential success. Appendix I now shows college prep and rigorous core requirements.

Kathy Williams from Montana Tech gave a presentation on registration wait listing using new Banner capabilities. Montana Tech implemented a pilot program for fall registration. Students were able to add themselves to a waitlist and then notified when a seat opened. The student had 72 hours to register for the course or an email was sent to the next person on the list. An online survey provided feedback and the development of FAQs. Lessons learned included: email notification must be consistent; overrides to exceed capacity should not be allowed; the Business office should be kept informed; adjust registration time for three day weekends.

Association Business Meeting

Motion to approve the minutes of the Spring 2010 meeting and Treasurer's report was approved.

Old Business

Single Admission File Task Force – The form has been updated to include the five year language. Any change to the fee will need the approval of OCHE/BOR.

Residency Policy Task Force – The group will update the examples in the old residency book.

Safety & Security Questions – Most campuses are using the new questions.

New Business

Tony Campeau asked for feedback on what MACRAO should be as an organization. Ideas included:

- How MACRAO can act as an early influence.
- Improve professional networking – develop website, listserv
- Chuck Nelson reminded the group that members are not just MUS schools - split out sessions (just MUS or all) Members can choose to attend a session or not.
- Ed Johnson suggested inviting a regional AACRAO representative to a meeting.
- Cheri Johannes suggested campuses share best practices with presentations such as Montana Tech .

Transcript Fees – Suggestion was made to raise the fee, however, MACRAO must be able to justify the increase. The BOR is on record opposing fee increases as they try to hold tuition costs.

The group voted to approve financial assistance for the President (Tony Campeau) to attend the SEM Conference.

Ronda Russell plans to have the Admissions Evaluator I position reevaluated and would like other campuses to back this proposal. The current pay structure is not relevant to the job requirements.

MACRAO Website – Developing a website would allow MACRAO to post information such as minutes, treasurer's report, job announcements, etc. The challenge is maintaining the site with current information and the possible cost factor. MPOSEOC (Amy) would be a good contact since this group has a website.

Tentative spring meetings dates were decided - April 7-8 or April 14-15. UM-Missoula agreed to host the Spring 2011 conference. Flathead Valley CC agreed to host the Fall 2011 conference.

Meeting adjourned.