

Montana Association of Collegiate Registrars & Admissions Officers

Fall 2011 Meeting Minutes

Flathead Valley Community College

Thursday, Oct 13, 2011

Association President Dena Wagner-Fossen led introductions of the attendees .

Bill Macgregor, from OCHE gave an update on the transfer initiative:

- Primary purpose is a transparent means of knowing which courses are equivalent in the MUS system.
- Targeted completion date is June 15, 2012.
- FLOCS (Faculty Learning Outcomes Council) are responsible for course review to determine equivalent or unique courses, developing learning outcome statements and identifying course coordinators.
- TICC (Transfer Initiative Coordinating Council) has the final oversight and approval of FLOC recommendations.
- SPOC (Campus Single Point of Contact) ensures compliance and monitors the add/change process of courses.
- The Share Point website developed for guidelines & FAQ still has problems.
- Reminder to let OCHE know when courses are deleted.

Bill also reminded the group that the next legislative session convenes in 2013. Dialogue should start now for anything that would benefit MACRAO.

Jessica Brubaker, OCHE Staff Attorney presented draft language to the residency policy regarding non-US Citizens. Individuals with certain visa types are presumed to have the ability to obtain in-state residency. Steps to begin the twelve month period cannot begin until the visa is in place. It was recommended to change the language (4th paragraph) from “granted” to “applied”. Jessica asked that any additional feedback be submitted by the end of November 2011.

A review of the transmittal application followed. The safety & security questions on the OCHE website do not match the forms used by the campuses. It was agreed this should be consistent. Janet Jones asked if high school graduation/GED date can be added-Financial Aid needs this information. Dena Wagner-Fossen suggested policy language be added to the form. Dena will follow up with the private schools (Carroll, UGF, RMC) to ask if they would like to participate.

Bonnie Ashley led a discussion on online students enrolled in multiple states who are trying to establish residency. An example is a student with a FAO consortium agreement but who is considered in-state at their other school. It was agreed this is difficult to track. Jason Karch asked if the policy allows us to investigate these students. Jessica stated you can as long as you do not single out a certain group.

Cheri Johannes reported on new Dept of Ed regulations for institutions offering online courses:

- Institutions must be authorized by the home state.
- Courses offered in other states must also meet that state’s regulations.
- Each state must have a compliance process. Cheri is currently working on the Montana process (July 1, 2011 deadline)
- Deadline to register in other states is 2014. Campuses should weight the cost of registering versus the number of students enrolled.

Bonnie Ashley announced the Tony Campeau is the new Associate Registrar at MSU-Bozeman (big applause).

Tony Campeau asked if there is an issue with students who are dually enrolled at multiple campuses – i.e., which campus claims FTE/tuition. It was decided that the scope of the issue should be identified. The next step is to ask Tyler Trevor to track the number of students in the MUS system so the problem can be assessed.

The group gathered for dinner at ScottiBelli’s Ristorante.

Friday, Oct 14, 2011

Tyler Trevor and Tom Gibson provided information on Banner coding for Early College Students.

- Student type field is H (Early College Student). Fees are assessed by the student type code.
- Students will be assessed ½ of the COT tuition rate and is effective Spring 2012.
- Questions were raised on the eligibility of homeschooled and GED students. Tyler requested these concerns be sent to him.
- It is possible to track the number of dually enrolled students to determine trends – an increase/decrease in enrollment.

Tyler also mentioned that OCHE is moving to use the end of term instead of an addendum for FTE reporting.

The group discussed the best ways to communicate with members. A Moodle class was piloted through Montana Tech which can be used to post agendas, minutes, etc. Kathy Williams verified that maintenance of the site is simple. MSU-Great Falls is willing to host a listserv for \$120 annual fee. Three listserves could be created-Registrar, Admissions and General MACRAO Group.

Amy Leary suggested MACRAO partner with MPSEOC since both groups are having similar conversations and it would be a team effort to help students. The cost of the website would not change if MACRAO decided to join. Bill Macgregor suggested a petition to OCHE to host a website. It was decided to use Moodle (archived information) and a listserv for conversations for now.

Old Business

Tony Campeau agreed to work on updating the constitution and by-laws and prepare a draft for the next meeting.

New Business

The group discussed the organizational structure of MACRAO and the role/duties of the officers. It was agreed that elected officers should serve longer than one year. For example, the MPSEOC board has a succession plan for its officers. A three cycle is a better solution for elected MACRAO officers. The immediate past president would be responsible for setting the agenda.

Potential ideas for future meetings were suggested:

- More time allotted for tribal and private colleges
- Presentations from campuses on best practices
- Information sharing from members who attend other conferences – i.e., AACRAO, PACRAO, etc.

Association Business Meeting

Motion to approve the minutes of the Spring 2011 meeting and Treasurer's report was approved.

Spring meeting dates were decided - April 12-13, 2012. Miles Community College agreed to host the Fall 2011 conference.

Meeting adjourned.