

# Montana Association of Collegiate Registrars & Admissions Officers

## Spring 2010 Meeting Minutes

### Montana Tech

#### **Thursday, April 1, 2010**

Association President Tony Campeau began the meeting with introductions of those present.

Cathy Swift, Laurie Tobol and David Aronofsky provided an update and led a discussion on residency:

- Students applying for WICHE or WAMI must establish residency on their own. They are no longer allowed to use their parents to gain residency.
- Holders of H1 visas are eligible to obtain permanent residence. If they are employed in a permanent position, they are allowed to gain residency – for example, it would be reasonable to consider a UM employee a resident.
- TN1 visas (Canadian) must be renewed every year.
- Dependents can be emancipated at sixteen.
- Students who have driver's license issues in another state must take the steps to resolve their situation so they can obtain a Montana driver's license. The only exemption is if the license has been suspended or revoked.
- As a reminder, students have the right to appeal their residency.

A discussion followed regarding the safety and security questions on the admission application. Cathy Swift requested that the group consider asking the following language: Have you ever been required to register as a sexual or violent offender? Language will be developed and submitted to the OCHE legal counsel by Tony Campeau. Montana Tech shared their process for students who answer yes to any of the S&S questions. They are required to complete a disclosure questionnaire which is then reviewed and "scored" by the S&S Coordinator. A committee meets and reviews the matrix to determine the next step – student interview, cleared for admission, rejected, etc.

Deputy Commissioner of Two-Year Education, Mary Moe Ed gave a report on the College!Now initiative which is being funded by the Lumina Foundation. The goal is to increase educational attainment rates-Montana's goal is 39%. It focuses on two year colleges with a shared commitment by K-12 and the MUS system. Two year schools in Montana have been underutilized-25% compared to 50% in most Western states. We are also last in the west for dual enrollment and adult students. The following strategies are being developed:

- Improving access to adult basic education and developmental education at the two year schools.
- Using two years as regional hubs for access within their region for dual enrollment, adult ed and responsiveness to local businesses and industry
- Coordinate curriculum and technology to expand access ("virtual community college")
- Develop performance based funding strategies that focus on completion of courses.
- Implement a communication strategy that improves perception of two year education.

Sarah Elkins (OCHE) provided an update on the MUS common course numbering initiative. Over 6,655 courses have been addressed to date. Disciplines currently under review should be approved for Fall 2011. Policies are being established to maintain the process as new courses are introduced. There will be a point of contact at each campus (SPOC) to facilitate the process and required responsibilities. In addition, succession planning is needed to maintain consistency as FLOC leaders change. New courses must be reviewed for a potential equivalent. Unique courses will require a prefix and number recommendation as well as learning outcomes. Chuck Nelson suggested a course approval form be developed with a common check-off.

The group gathered for dinner at Casagrada's.

## **Friday, April 1, 2010**

Tony Campeau led a discussion on several Board policies:

- Single Admission File Policy – Language should be changed to add a five year limitation to accommodate retention practices across the units. It was recommended to increase the fee to \$15. Sylvia Moore suggested the dollar amount be included on the form. She also recommended that the official BOR policy language be included on the transmittal.
- \$3 transcript fee – Sylvia Moore would like to see this amount taken out of the BOR policy and have the fees set every two years.
- Electronic transcripts – The MSU schools are ready to participate and need a contact email for each receiving campus.

Kathy Williams demonstrated the Montana Tech online FERPA information delivery and test. Faculty and staff are required to complete and pass the test before gaining access to Banner. A discussion followed on FERPA issues that campuses are facing. UM Missoula & COT-Great Falls are working on an annual training planning. Tony Campeau raised the issue of when is it allowable to notify a parent for their student's poor behavior. Cheri Johannes shared MSU-Billings' experience of a simulated lock down of campus. This has generated new discussion on how to best help those students with aftercare or emotional issues.

Dannette Sullivan from the National Student Clearinghouse provided an update on new services being offered. A PDF delivery option is now available where students can provide a delivery email address at the time of ordering. Also new is the ability to sign transcripts digitally and to apply document controls to manage transcript access and usage after delivery (rights management).

### **Association Business Meeting**

Motion to approve the minutes of the Fall 2009 meeting and Treasurer's report was approved.

### **Old Business**

Single Admission File Task Force – Marlene Stoltz, Jody Ogata, Jami Burk and Lou Laakso volunteered.

Residency Policy Task Force – Bonnie Ashley, Bev Zygmund, Dana Freshly and Ed Johnsons' office volunteered.

Safety & Security Questions – The group suggested language that can be presented to the OCHE legal counsel.

### **New Business**

After a discussion, it was decided that the term held by officers should be increased to two years. Elections were held as follows:

- President – Tony Campeau
- VP-4 Year – Janet Jones
- VP-2 Year – Jami Burk
- Secretary/Treasurer – Lou Laakso

A suggestion was made to develop a web page for the organization.

Tentative fall meetings dates were decided - October 7-8 or October 14-15. MSU-Billings agreed to host the Fall 2010 conference. The possibility of a summer conference was discussed with potential dates of June 9-10 or June 16-17. The Hotel Calvert in Lewistown was suggested as a conference site.

Meeting adjourned.