

Montana Association of Collegiate Registrars & Admissions Officers

Spring 2012 Meeting Minutes

Miles Community College

Thursday, April 12, 2012

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

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

Tony Campeau led a discussion on suggested changes to the MACRAO By-Laws

- The term of service for all officers should be three years to allow Board consistency.
- The President is responsible for all general activities; the Vice President coordinates the meeting agendas; Past President serves as an advisor to the President
- The President and past President should be sent to national conferences that is fully paid by MACRAO with the expectation that information will be presented & shared with the group.
- Final review and vote on Friday.

Dena Wagner-Fossen reported on the MACRAO listserv which consists of three lists: MACRAO, MACRAO Admission and MACRAO Registrar. The private and tribal schools are also on the listserv. The Moodle class is set up as a place to store documents but a discussion is needed on how we're using it. Dena agreed to continue maintaining the listserv. Bonnie Ashley mentioned that we do not participate in PACRAO. A way to become involved is to host a meeting which is held in November. PACRAO is a good choice for campuses with budget constraints. The next meeting is in San Diego. Dena asked how many campuses subscribe to the AACRAO listserv as it is relevant to what we do on a daily basis. Also, there is no information about Montana on the website. A motion was made and approved to have just one MACRAO listserv. Dena will revise the contract for next June.

Kathy Williams (Montana Tech) gave a presentation on records security. It was discovered grades and credits earned had been altered on transcripts for some students. The individual was a trusted employee and was eventually terminated for giving away transcripts. It was very difficult to find proof since there was no user profile or date. It also took a significant amount of time to correct the transcripts which included revoking some degrees. Tech is purchasing Docu-Sign where instructors will be required to sign-in and send an electronic signature for grade changes. Dawson reported that only one person is responsible for recordkeeping at their campus. Dena is reviewing Banner access on their campus and Helena College suggested access be given based upon job descriptions.

A review of the MUS Dual Enrollment the Montana Digital Academy followed. Campuses should be using the coding established by OCHE and post information on their websites – it is not on OCHE's website. The Digital Academy provides students the ability to take online classes. The classes run as close to the MUS schedule as possible. Schools are required to submit their class listings for posting. Flathead Valley Community College reported there is a link on their website for the Digital Academy including courses being offered.

Tom Gibson from OCHE gave an update on common course numbering:

- Reporting dates/deadline is October 15 for spring offerings; April 15 for summer/fall
- The CCN page on the OCHE website has new forms to add/delete classes

Best Practices Discussion – AP Transferability, Wait Lists, Pre-Requisite Checking..

- No consistency for AP/CLEP/DANTES. Minimum scores and number of credits differs across the campuses. Discussion needed with OCHE to treat as CCNs.
- Campuses have adopted waitlists but do not have written policies. Montana Tech no longer emails the student; the Registrar's Office enrolls the student. MSU-Northern experienced the same problem with students not checking the campus email.
- UM-Missoula ran a pilot program for pre-requisite checking this past fall. MSU-Bozeman tested approximately ten courses. Montana Tech reported there were problems with students who failed the pre-requisite.

The group gathered for dinner at the Rib & Chop House.

Friday, April 13, 2012

Dena Wagner-Fossen gave a presentation on Strategic Enrollment Management (SEM). Enrollment management has evolved from focusing on the traditional student, expanding to include other populations and now includes a strategic planning component. SEM is necessary because of increased competition in an uncertain economy. Challenges include budget issues, increased enrollment and appropriate use of data.

Discussion of Best Practices continued:

- The College Now initiative is driven by funding
- Campuses have different policies for immunization requirement
- Montana NACADA Conference is soliciting proposals on current issues in advising for their Sept 2012 conference.

Old Business

MACRAO Bylaws: A motion to send the President and Vice-President next year to a national conference with a \$2,500 cap on fees was approved. A motion to accept the rewritten constitution and by-laws as amended was approved.

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New Business

- Suggestion was made to have campuses post their AP policy to the listserv
- MACRAO Board to explore PACRAO/AACRAO website
- Follow up needed with Amy Leary regarding their website – public and secure areas.
- Recommendation was made to have our own website

Elections

- President – Dena Wagner-Fossen agreed to a second term provided the VP plans the conference
- Vice-President – Kathy Williams
- Treasurer – Lou Laakso
- Past President – Tony Campeau

Association Business Meeting

Fall meeting dates were decided - October 11-12, 2012. Helena College and Carroll College agreed to host the Fall 2012 conference.

Salish Kootenai College is holding a student services conference on July 30-31, 2012 which includes tribal schools from Montana and Wyoming. Jackie Swain is the contact person if a campus is interested in presenting.

A suggestion was made to hold an honorary event for Jason Karch during the Fall 2012 meeting.

Meeting adjourned.