

Montana Association of Collegiate Registrars & Admissions Officers
Spring 2009 Meeting Minutes
UM-Helena COT

Thursday, April 2, 2009

Association President Cheri Johannes began the meetings with introductions of those present. She proceeded to ask the group to comment on any issued/questions they have encountered at their respective units. Breakout groups were formed for open discussion and several issues were identified:

- Acceptance of credit from non-accredited institutions – petition/maximum number that can be accepted
- Common course numbering
- Continuing Ed extension students who move from self-support to FTE
- Two year issue – graduation, degree audit, non-accredited transcripts
- Four year issues – Continuing Ed, non-accredited transcripts, technical credit posting
- Campus emergency plans – sirens or locking of doors?
- In-house development for processing electronic transcripts.

Sylvia Moore provided an update from OCHE:

- OCHE has been very busy during the current legislative session.
- Policy Cleanup – working on the cleanup of BOR policies and is currently reviewing the single admission file policy. Several issues were brought up: cost of mailing can be more than \$8; use of Banner screen shot as a student's shot record; files not kept after five years at some institutions. Sylvia requested feedback be sent to her before the Regent's meeting in May or September.
- There is a push for electronic or "one stop shopping" admission process. Pressure is coming from the legislature/consumer for a state-wide system because they feel everyone is basically recruiting the same student.
- Montana University System Writing Assessment (MUSWA) – Over 9,300 students are scheduled to take the exam this spring.
- The budget appears to look OK but OCHE will be evaluating their processes for possible cost savings.

Mary Moe (OCHE) reported on two-year education:

- The U.S. is no longer the leader (8th in world ranking). The national average for enrollment at two year institutions is 46%; Montana's average is 21%. Montana is last in the region and 46th in the nation for enrollment of non-traditional students. We are also last in the region and 45th in the nation for dual credit high school programs.
- A Quickfacts document on two-year education is now available on the OCHE website.
- Making Opportunity Available Initiative (Lumina Foundation). Several action plans have been developed:
 - Student Flow Model-analysis of enrollments, persistence, workforce, degree completion.

- Policy audits of state statute and BOR policies and their impact on two-year education.
- Survey of high school counselors on how best to deploy the message.
- Scale best practices – high school to college transition
- Tech Prep – Moved to new model (Big Sky Pathways) which clarifies the pathway for students by degree rather than course-by-course. FVCC is responsible for issuing the transcripts for all tech prep students.
- Dislocated workers – Governor’s Office surveyed two year campuses for available services – i.e., computers, counseling, etc. He is also asking the four years for similar information.

Bill Macgregor gave an update on common course numbering. The goal of common course numbering is transparency and predictability with the assurance that departments and faculty have continued ownership of their curriculum. New courses proposed through the campus curriculum review process should be checked against current CNN arrays. Also, cross listed courses should be handled by the individual campuses. Bill asked for feedback from the group as we move through the next set of disciplines. He is working with tribal colleges to adopt the same CCN based on their curriculum outcomes. OCHE would like minimal involvement if courses changes over time. If the outcomes no longer match a CNN course, a new course number and title would be appropriate.

Friday, April 3, 2009

Cathy Swift (OCHE) provided legal updates:

- Undocumented students – Montana Law states the MUS system open to all students subject to BOR requirements. Unfortunately, the policy is not as clear as it could be and the Dream Act is still stalled in Congress.
- Residency for WICHE/WAMI students – students must establish residency on their own right (cannot be based on parents’ residency).
- Tuition Waiver Policies – the senior citizen waiver is no long a BOR policy but it discretionary to the individual campuses.
- FERPA – Cathy asked is the group would be interested in a annual FERPA workshop. She also reviewed new changes to FERPA. Notable items are:
 - Disclosure of SSN’s is prohibited.
 - Peer grading – new exception which clarifies that peer-grading is not a violation.
 - Disclosure to parents – the decision to release student information to parents is a choice. Montana law is conservative and requires student consent.
 - Sex offenders – allows colleges to disclose without consent information that has been received from a state about a student who is required to register as a sex offender.

Dannette Sullivan provided an update from the National Student Clearinghouse. There is a pilot program between Utah and Kentucky for electronic transcript exchange. Currently there is no charge for institutions to receive transcripts, however, there is a charge to send transcripts if a school is not a member. Dannette reminded the group that Student Tracker is available to the MUS schools and is paid for by SAF. Jed Liston at UM-Missoula is using Student Tracker for the high schools.

Association Business Meeting

Association President Cheri Johannes opened the MACRAO business meeting.

Motion to approve the minutes of the Fall 2008 meeting and Treasurer's report was approved.

Old Business

- Bonnie Ashley reported that PACRAO was a good conference with excellent presenters. Meeting presentations can be accessed on the website.
- A change to the By-Laws was presented which clarified payment of conference fees for the president. Motion to accept that change was approved.

New Business

- Transmittals – suggestion and comments regarding the process were discussed by the group:
 - Copies of transcripts should include both front and back
 - Provide copy of screen shot for immunization records or let the students know if needed
 - Reminder to use the new transmittal form with the MACRAO stamp on the form
 - Check quality of copies particularly if being faxed
- Wording of AA (“of” or “in”) AACRAO and Regents policy says “of”.
- AACRAO – Members attending are encouraged to bring back any pertinent information.
- Fall Meeting with MPSECOC & MASFAA – continued discussion on the possibility of a joint meetings with these groups, possibly at the spring meeting.

Election of Officers:

President – Tony Campeau
Four Year Vice President - Cathy Day
Two Year Vice President – Bev Zygmund
Treasurer/Secretary – Lou Laakso

Fall 2009 meeting dates were approved: October 15-16 (tentatively). MSU-Bozeman agreed to host the conference.

Meeting adjourned.

Spring Meeting, March 25 and 26, Butte