

Montana Association of Collegiate Registrars & Admissions Officers

Fall 2012 Meeting Minutes

Helena College & Carroll College

Thursday, October 11, 2012 – Helena College

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

A discussion on the status of campus name changes followed. Helena College has changed their transcripts; Great Falls College and UM-Missoula have not. Jody Ogata will update the transmittal form with name changes and forward to Lou and OCHE for updating their website. Carroll College is exploring the possibility of using the transmittal form.

Motion to approve the minutes of the Spring 2012 meeting and Treasurer's report was approved. The bylaws will be reviewed again at the Spring 2013 meeting. The list serve will continue to be served by Great Falls College. The group agreed to decline OCHE's request to post information on their site. Kathy Williams expressed interest in setting up a website rather than using MPSEOC's website. It can be a landing site for information including minutes, officer listings, etc.

Tyler Trevor from OCHE reported on several projects:

1. Electronic High School Transcripts
 - OCHE & OPE applied for a grant to link high school records to higher ed (three year timeline).
 - Course level information will be added to the database. Will begin with 9-12 grade transcripts.
 - A state-wide group is working on a standardized transcript that is produced centrally and moved electronically to the colleges. It will also be stored in OCHE's data warehouse.
 - The OPI ID and the NCS Code will be reflected on the transcripts. Colleges can access transcripts from OPI.
2. MUS Integrated Information System Initiative
 - MUS is evolving to act more like a system – i.e., implementation of CCN
 - The new Commissioner has a business attitude and is interested in moving forward – student ability to apply to multiple campuses; one instance of Banner in the MUS system; system-wide ID for students.
 - Funding from the Legislature would assist in developing a centralized system.

Trevor also reminded the campuses to use the student type H code for dual enrollment students.

Interim Deputy Commissioner Neil Moisey introduced himself to the group.

- Currently involved in a P-20 collaboration to track students from high school to college.
- Reported that UM-Missoula may begin using the rigorous core instead of the college prep core for admissions.
- SMARTER Balance is a new federal assessment program for math and language arts. Each state can determine cut points for scores that can be used for placement/remediation purposes. All 11th grade students will take the test and the results will be compared with ACT scores.

Jessica Brubaker (OCHE) provided updates on the following:

- Consistent policy on residency for non-US citizens. Campuses reported the visa guideline information provided by OCHE has been helpful.
- The BOR has the legal authority to set regulations regarding undocumented students. There is no basis in state law, therefore, admission cannot be denied if a student is not a US citizen. However, students may not be able to meet residency requirement.
- The language and forms in the Student Guide to Residency Policy need updating. Any suggestions should be sent to Jessica by December 1st.
- For this school year only, students are allowed to enroll in seven credits while establishing residency. This is the number of credits required for our current student health insurance policy.
- Affidavit of Intent to Establish Residency – are campuses using this?
- Status of distance education – All states are required to have a compliant process. This is posted on the OCHE website.

Jody Ogata gave a presentation on MSU-Bozeman's PDF transcript project:

- Uses the Clearinghouse as the server; campuses were required to sign up.
- Going live with emailed electronic PDFs. Students are encouraged to use the Clearinghouse and select the electronic option. It will upload to their secure site.
- Clearinghouse offers digital signature at no cost. Students will be notified if email bounced back.

The group gathered for dinner at the Mediterranean Grill.

Friday, October 12, 2012 – Carroll College

Tony Campeau shared MSU-Bozeman's experience with its implementation of DegreeWorks. He polled the group on where campuses are with degree audit – not all campuses have a system in place. During its soft roll-out, several glitches were discovered – i.e., authentication not working, two people need to be trained in Scribe. Faculty and staff will use the program for spring advising. It does not remove the role of an advisor but allows for more of a mentorship role.

Brandy Kelly discussed the Veteran Services provided by Carroll College. This includes a counseling center, disability/testing accommodations, veteran specific courses, advising and full-time VA Coordinator. The Center's first priority is faculty/staff training to address PTSD challenges, VA red tape for processing benefits and acclimating students to academia.

Leslie Dickerson reported on Montana Tech's retention strategies. There is an intervention at the 20th & 40th instructional day for all freshman and Highland students. An unsatisfactory grade list is generated for advisors to contact students, however, not all faculty are on board.

New Business

- Dena Wagner-Fossen willing to coordinate a group that includes nursing faculty to address issues in the nursing curriculum.
- An executive officer should be present at the next MPSEOC meeting regarding their website.
- Tyler Trevor recommended that campuses complete the name change process.
- Recommendations to the residency policy should be sent to Jessica Brubaker by Dec 1st.
- Dena is attending a DreamWorks conference and will present information as part of her stipend.

Association Business Meeting

Spring meeting dates were decided - April 4-5, 2013. MSU-Northern agreed to host the Spring 13 conference.

Dena would like suggestions for future meetings – possible topics, use of speakers, changing structure of the meetings – one day focused on admissions, the other day on Registrar.

Meeting adjourned.