

Montana Association of Collegiate Registrars & Admissions Officers

Spring 2011 Meeting Minutes

UM-Missoula

Thursday, Apr 20, 2011

Association President Tony Campeau led introductions of the attendees including LeRoy Rooker, Senior Fellow and Consultant from AACRAO.

LeRoy was invited by MACRAO to provide a FERPA compliance training. Topics included the definition of an education record, annual notification to students, inspection, review and disclosure of records and directory information.

Alien Students – Cathy Swift (OCHE) would like to develop residency guidelines for alien students. Documented aliens are those students who have a visa or green card or are here on an immigrant or refugee status. Undocumented students are here without papers. Currently, a bill has been introduced in the state which will make it illegal to admit students who are not eligible to receive services. OCHE looks at the type of visa and job, actions such as taxes, license, etc. when determining residency. Aliens on work visas can be here in the country long term. Employment is a better justification for residency rather than actions. Jason Karch suggested an amendment to the residency policy to address the different visa types/groups. Tony Campeau recommended the MACRAO residency group work with OCHE to develop guidelines first before changing policy. Cathy will contact the task force and share findings at the fall meeting.

MACRAO Website – Jason Karch suggested working with Amy Leary of MPSEOC to develop a website or use a neutral university site which could have private and public access.

The group gathered for dinner at Scotty's Table.

Friday, Apr 21, 2011

Common Course Numbering – Bill Macgregor provided an update on the common course numbering initiative:

- Over 8,500 courses have been reviewed
- Disciplines listed with a completion code of 2 are currently under review; codes 3-5 still need review.
- The course equivalency matrix on the OCHE website now includes learning outcomes and the single point of contact for each campus.
- New links include scoping statements (why a course is where it is) and a member list.
- Newest resource for students is the transfer web portal.
- Sharepoint is not working as planned and will be revamped for greater ease.
- New course additions or changes must be available sooner so campuses can implement changes prior to February and March registration. Jason suggested a deadline of January or the course is not implemented until the next year.
- Bill is leaning towards staying on at OCHE.
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Association Business Meeting

Motion to approve the minutes of the Fall 2010 meeting and Treasurer's report was approved.

Old Business

Single Admission File– The fee language had been removed from BOR policy (still \$8.00). Campuses are using the new transmittal form but copies are sometimes hard to read.

Residency Policy Task Force – The group will work with Cathy Swift on alien issues.

Safety & Security Questions – No changes are necessary

New Business

MACRAO Website – Dena Wagner-Fossen has contacts who could assist with the development of a website. A new working group was established to explore options and will report findings at the fall meeting. Members are Ed Johnson, Jason Karch, Dena Wagner-Fossen and Kathy Williams. Kathy suggested setting up a Moodle class that everyone can sign in to.

Department of Education – Financial Aid regulations allow one repeat of a course. A student is ineligible for aid if a course is repeated three times and a grade is received. Effective July 1, 2011, students in pre-programs are allowed one year of aid which is a lifetime award.

Veterans – Rules continue to change including Post 911 Yellow Ribbon. There is a large potential loss of funding. Ed Johnson recommended a joint meeting once the new regulations are determined – possibly at the certifying official meeting in June.

Evaluator Position – Ronda Russell reported that the MUS evaluator position will not be reviewed for grade increase. Montana Tech has changed their classification to Admin Associate although it is still not the correct level of pay. Cheri Johannes commented that the required skill set has changed over the years and should warrant a review.

Catalog/Applications – Tony surveyed the group on what vendors units are using for catalog and applications. UM uses CMS for the catalog and is no longer printing copies. UM is changing to Hobsons for their online application. Billings produces their catalog in-house. MSU-Bozeman continues to print their catalog with in-house linking in Banner for descriptions. They are looking at a Banner tool for their application.

By-Laws – Tony will work on the by-laws for the fall meeting. There was a discussion to extend the President's position to a two year term and redefine the role of the immediate past-president to allow greater continuity.

Elections:

- President – Dena Wagner-Fossen
- Vice President 4 Year – Janet Jones
- Vice President 2 Year – Lisa Blunt
- Secretary/Treasurer – Lou Laakso

Fall meeting dates were decided - Oct 13-14, 2011. Flathead Valley Community College agreed to host the Fall 2011 conference.

Meeting adjourned.