

ARC MINUTES
Spring Quarter Meeting, April 26, 2007
Green River Community College

Meeting brought to order at 8:30 am.

Common Course Numbering (Nancy Deverse)

GHCC has completed CCN changes which will be reflected in their summer quarterly schedule. A few of the CCN changes are still on hold for further discussion. The spread sheet was emailed to the Registrar list serve, with the comparison of old and new course titles; business course alphas were not changed. GHCC informed students of the changes by: printing CCN information in schedule, directed students to EDUC& for ECED courses. In the GRCC Catalog, the current and former course numbers will be listed. The “&” has been adopted at the state level to identify common courses; assistance available on SBCTC website.

Q: Is there a mechanism for not changing specific courses to CCN? SueAnn Carlson will be working with CCN, will take the information, and speak with others about courses that are not common.

Q: Chemistry types may be problematic?

A: Three types of CHEM classes: based on number of credits, lab and non-lab, and separate labs with or without credits. Ms. Deverse recommended that college reps remember how courses transfer from school to school, and advise students to finish the complete series at one college. Students may have questions about courses not listed as CCNs and may need additional information about transferability.

Q: Should colleges share CCN lists on the list serve?

A: Chose the college that you wish to access on the SBCTC website. Juanita Morgan suggested that colleges send the lists to the universities also.

Q: What will happen with the transcripts to identify that course numbers have changed?

- A CIS staff member is working on a transcript change to allow colleges to enter text for the quarter before and after the change to CCNs, printing as a comment between those quarters; should be available in summer. Text can be added by the colleges to their parameter table.
- Colleges which plan to implement the CCN in summer 2007: Peninsula, Lower Columbia, Centralia and Grays Harbor.
- Colleges which plan to implement the CCN in fall 2007: Bates and perhaps Clover Park.
- Other college plans: The remainder of the community colleges may convert in 2008, but some colleges continue to debate the issue with final decisions made by the presidents of those colleges.

College Textbook Affordability Act of 2007, Senate Bill 945 (Nancy Deverse)

At the national level, Senator Durbin presented a textbook affordability bill to require colleges to list textbook titles, changes, ISBN, and costs in printed/online quarterly schedules. Students would then have option to buy texts elsewhere. Considerations for colleges: extra costs for staffing and printing. Information will be posted to ARC website.

Student Achievement Advisory Committee

- Principles and goals from SBCTC have been written, national research has been reviewed along with “momentum points”.
- Topics of discussion; student progress/achievement/exits/ transfer, and incentives for achievement. An example of progress/achievement is the movement of ESL and developmental students to the next level.
- A systems task force and advisory group was created to develop findings and conclusions, advise the retention research, assist with goals, and use data to improve student achievement.
- Originally scheduled to complete in June 2007, the timeline may be extended.
- This effort may become part of the college funding mechanism in the state and future funding may be awarded for improvements demonstrated.
- An informational spreadsheet will be forwarded to ARC website.
- Jan Yoshiwara leads this effort at SBCTC.
- Committee has recommended that this effort be funded from new dollars, rather than withholding current dollars.
- Ms. Deverse noted that one-on-one contact with students is the most important element of student retention and success; e.g., the Opportunity Grant.

Presentation: Overview of Executive Ethics Law(Sue Jones and Nancy Lewin, Washington State Ethics and Investigators Board) Website: <http://ethics.wa.gov>
see handout, Ethics in Public Service Act, April 26, 2007)

- Created in 1994 legislative session, the laws apply to all state employees, officers, elected officials.
- Overall principle: public or elected office may not be used for personal or financial gain, in conflict with official duties, secure special privileges, receive compensation except from the state of Washington in performing official duties,
- Penalties can be assessed.
- Agencies may have policies which are more strict than the law.

Resources:

- Use of state resources may not be used for personal use; e.g., time, phones, internet, photo copiers, personal errands, pornographic websites, personal journals, etc.
- De minimus use (def): short duration, infrequent, and at no cost to the state.
- De minimus use (example): short email/phone call to see if child arrived home.
- Cannot use for political purposes, to lobby a politician, or run an outside business even if on personal break or lunch, as it would be considered use for personal interest. There is a provision for de minimus use, but the college would have to have a policy or the de minimus use would be barred. If a class is part of individual’s personal job

development plan, approved by the supervisor, use of a computer resource would be okay.

- Confidential information cannot be shared.

Gifts:

- Cannot accept gifts if intended to influence decisions.
- Gifts may not be in excess of \$50/year.
- Exempt: items received from co-workers, tokens of appreciation, enrollment course fees or conferences related to job, discounts offered through college, academic or scientific achievement prizes.
- Cannot use college business cards for “drawings.”

Investigations:

- Often come from: whistleblower referrals, agency or co-worker referrals.
- Classification of cases: (a) computer resources, time, internet, email, (b) conflict of interest, (c) political use.

Case resolution may include: No action, dismissal (clearly unfounded, frivolous, inadvertent/minor, already solved), stipulation, brief adjudicative proceeding (\$500 or less penalty), or administrative hearing (more than \$500 penalty). A variety of sanctions/penalties can be imposed.

Refer to website for Q&A. Of interest: individuals cannot send out emails re baby showers, retirement collections, or use college facilities for baby showers, personal parties, etc. Some activities may fall within the scope of institutional approval.

Lunch and Demonstration: During the lunch break, the CIS demonstration on Report Wizard (RW) was continued from yesterday. Ms. Faber showed the group how to: set up a report and apply filters; save reports in folders (personal or public); set report names and the automatic appending of college numbers to report names; search information contained in the report; download to Excel spreadsheet; search for reports that address a particular topic (such as birth date); use the ‘design preview’; create a base report; how to have this report run once, or at a scheduled time. Data will be ‘live’ with two to three minutes delay with posting to the db.

Student Tracking and Retention Database (STAR) (Jessica Gilmore, Director of Running Start, GRCC)

STAR is a GRCC in-house program which pulls data from SMS and can be accessed by staff/faculty who have been trained in its use. Screens include: general information page, direct link to an email address, snapshots of current classes and grades, COMPAS scores, wait-list info, courses transferred in (includes name of college), unusual action codes, financial aid information, and a planning guide with courses selected by quarter for a full year. The planning guide screen lists the catalog year, current date, advisor name, classes and quarterly credits, date, and the degree and degree code. Another advisor cannot modify the original work, but can enter additional information under their advisor ID.

The Advisor Note page has room for brief statements; the General Notes page is a free form for information, exemption requests, petitions filed, etc.

Advisors can view transcripts within STAR. An IT staff person keeps the program up to date and handles technical difficulties. The information in SMS downloads nightly to STAR.

Q: Can you update assignment of advisor or major? A: No. only available through SMS.

Q: Can software be purchased by other colleges? A: Yes.

Q: Can all faculty have access and if so, what level of access, and can you see other advisors entries? A: Yes—this is all public, but no person can alter another's notes. The author can edit the notes, however.

GRCC started this program because so many students shopped around for the “right” answer, but all advisors using STAR have access to the same information. Some SMS information also supplements the use of the program.

ARC Business Meeting

Minutes (submitted by Dianna Larsen, Secretary) Minutes approved as submitted.

Treasurer's Report (presented by Debbie Faison, ARC Treasurer).

Old Business—None.

New Business

- PACRAO Nov. 4-7, 2007, Salt Lake City
- Jack Hulls, Chair for presentations and entertainment for student commission meeting in spring 2008 requests presentation submissions and speaker recommendations.
- The number of days required for ARC meetings was discussed. Several options were considered, including: meet twice a year, meet for three days in fall and 1.5 days for winter and spring, meet for 1.5 days each of fall, winter and spring quarters, and a hybrid approach of one half day that would include others such as WaAcrao.

Moved and seconded that for 2007/08 the ARC meeting structure be changed to 1.5 days, to be held on Thursday and Friday, with Thursday the full day.

Question called. Vote: motion not carried.

Moved and seconded that ARC change to 1.5 day meetings, three times per year, with an optional half-day, pre-conference workshop on Wednesday, and with the 1.5 day meetings be held with the full day on Thursday and the half day on Friday. Question called. Vote: Motion carried.

Elections

Nominations:

President Elect: Lynn Lawrence, LCCC and Bobbie Nelson, EvCC

Secretary: Bonnie Ellis, Cascadia.

Elected: Lynn Lawrence, Bonnie Ellis

Liaison Reports

- **ACC (Candy Lacher):** Topics discussed included: CCN, Student Achievement Committee, with professional development focused on returning military and services required.
- **BAR (Judy Richardson).** No report.
- **Career/Employment Services (Laura Westergard).** Notes to be sent on web.
- **Disabilities (Sally Gilmore)** Notes to be sent on web.
- **ICRC (Candy Lacher).** The ICRC meeting in Spokane was poorly attended. Discussion items: CCN, credit for prior learning and assessment, types of acceptable prior learning, examples of assessment from other states. Community colleges are helping the OAR sub-committee examine degrees to meet DTA requirements.
- **Multi-cultural (Laura Westergard).** Successful multi-cultural conference was well attended.
- **Student Programs (Debbie Faison):** Discussion focus: mapping student life, responsibilities within student programs, student unions, and identifying core functions.
- **Women's Programs (Debbie Faison):** Notes to be emailed.
- **WaACRAO (Betsy Abts):** Over 200 people attended recent meeting. Five of the 11 original steering committee positions are to be placed for nomination and election. Ms. Abts will stay on the steering committee for next year. She reported a successful past year for the group, with evaluation forms to be used for future activities and selection of meeting topics, etc. Nominees for the vacant positions from ARC include Laura Westergard and Deborah Syder Tanner (SFCC). Meeting "notes" will be posted to WaACRAO website.
- **WARP (Lynn Lawrence):** Membership fees have been suspended; a task force has been created to examine the possibility of becoming a council; group is working with a K-12 research group.
- **WSSSC (Nancy Deverse for Arlene Torgerson).** Commission met last week and holds four meetings per year. The WSSSC Conf. will be held on April 9-11, 2008. A strategic enrollment management workshop at Highline will be held Aug. 16, 2007; cost \$500, and each college can register ten employees. Presenter: Jim Black. WSSSC is requesting a quote for an online advising system. Agenda items for WSSSC should be submitted to Dr. Torgerson before the meeting dates.

Special Topics

- **ARC Mentor Program for new members.** Goals would be to share knowledge with new members, and help them feel more comfortable. Information on state structure and how all the groups relate would be important along with toolkit with information on the website, help desk, the student services manual, etc. Subcommittee will be formed to develop the mentor program: Denise Bennatts, Nancy Roe, Sally Waggoner, Carlos Delgadillo, Marla Coan, Debbie Faison, Chris Melton.

Quick Address Software (Pete Shepherd, Senior Account Manager, QAS)

QAS provides front-end address verification for colleges/universities and businesses.

Applications:

- Web tool: At first entry, information entered by student is examined for items such as capitalization, zip code, format corrections to USPS standard or formatted to individual school requirements. If an element is missing, a message goes back asking for additional information and then the address is formatted as before. The name/address is not submitted until correct to the school db. Directionals are caught similarly (NW, SW, SE, S, etc.)
- Batch tool: available which “scrubs” addresses held in each institution’s db against the USPS db for accuracy and flags for problems.
- Info on paper applications can be partially entered depending on what can be read, and will correct.
- The product resides at the school level with software sitting on a windows box, mimics key strokes, is saved through the application, and then maps to fields in the school’s systems. The QAS application runs on the individual college computers, with information mapped and then saved back to the CIS db. Discussion about applications, where the application would reside, and the RFP process followed.

Question Box

Q: IBC; how many colleges allow faculty to have access to past quarters rosters and grading?

A: Just rosters, not grading.

Q: Does “everyone” run the job that prints the grade sheets and stores them?

A: BBCC runs the SM6100R (DATA process) job a few weeks after grades are entered, on a microfiche (to avoid paper.) Instructions are on the CIS website. This job allows colleges to maintain records on previous quarters and contains rosters and grade changes.

Q: With regard to CCN notation on transcripts, is it possible to have consistent wording text for all colleges?

A: CIS representatives recommended this course of action. The date when this began could change, but the wording would be consistent. Nancy Deverse will draft a statement and send out to the list serve for consideration. This statement would be more for the evaluators than the students. The statement would print on the transcript copy between the two quarters of when CCN was implemented.

Q: Carlos D. at Spokane Falls CC asked that representatives of colleges with 5,000 or more students send an organizational chart to him by email, or by paper copy? He is interested mainly in student services organization.

A: I need a solution for the Y grade or “continuing in the course without re-enrolling”. My distance learning coordinator wants to allow students between one and three years to complete a telecourse. Our policy says open entry/exit, but length of time to completion needs to equal ten weeks to be finished in the subsequent quarter. Distance learning says that policy does not work for the telecourses. Do you have a solution?

A: most representatives disagreed with such a practice and their individual college time to completion limits were usually only one or two quarters.

Q: At Walla Walla Community College, residency issues are problematic, with students originating from Oregon, Idaho and Washington. Information on the driver license number, and registration number and the state which issued the registration would be helpful if it had prominent placement on the application. (WW's reciprocity agreement requires a payment of \$350.)

A: No place to put on current SM. No conclusion reached. Suggested this should go to CIS for an enhancement consideration.

Q: Does your campus have an information management team or group which works together to verify that data used by President's staff is accurate? If so, who participates?

A: At some college, Registrars verified data. At other colleges a separate work or data group comprised of individuals from various departments (SMS, FMS, PPMS, etc.)

Q: A general discussion was held regarding the different policies re academic progress.

Q: Do you have a strict graduation application deadline after which the application goes to the next quarter? A: Some colleges have a preferred deadline, but if degrees are printed in house, the deadlines are most flexible. At BCC students who submit a late graduation application must pay an additional fee.

Meeting adjourned 4 p.m.