

ARC MINUTES

Spring Quarter Meeting, April 27, 2007

Green River Community College

Meeting brought to order at 8:30 am.

Online Course Adoption Revision (CAR) (Socorro Trapp, GRCC) (See handout, CAR Online Course Adoption Revision)

This form resides on GRCC intranet site at (GatorNet) and faculty use it to propose a new course offering, revise an existing course or cancel a course. System was developed in house. This goes to a review committee and meetings are held online. The reviewed courses are then recommended to Instructional Council. The CAR shortened the process from three months to a two week time frame. Employees can view forms, but only faculty and building secretaries have access to functions (within their own subject area.) Form is easy to use and individuals can copy, paste, edit, and access on or off campus. Ninety percent of the course changes are submitted using the form. An online demo was shown to the group.

Critical information included on form: identification of degree; date of last approval; outcomes; prerequisites; course description; quarter offered; effective quarter/year; approval by advisory committee; instruction format (online, classroom, telecourse); division chair and dean of instruction; title (limited to 25 characters); credit and type of credit; tuition mode; listing of divisions impacted; requirements for computers, library purchases, media resources; capacity; fee code, amount, budget acct. code; course description; learning outcomes; number of sections offered by quarter; academic transfer and degree and certificate application; core degree requirements met; grading system, action item to list in next quarter's class schedule.

Administration piece: This form is used to check with universities regarding transferability, and the universities reply to Ms. Trapp with what the course transferability would be. This is the quality check for transferability. The information is then given to faculty, and transmitted to college Catalog.

Also have a Program Approval Revision process (PAR).

Residency Handbook (Laura Westergard/Debbie Faison)

Ms. Westergard attended the WaACRAO conference, with U.S. Citizenship and Immigration Services representatives and Ms. Ann Shaw, Asst. Attorney General, State of Washington. A new edition of the handbook is planned for 2008 and may possibly be placed online. Because the handbook is difficult to use, the goal at ARC today is to enhance the usability of the handbook and give ARC suggestions to Ms. Shaw. Five groups were formed for the work session: index, other resources, table of contents and pagination, new issues, other issues (parole, national, ambiguous terminology and VISA classifications.)

Group 1-Index

- Cluster samples/case and index/cluster by topic
- Add glossary
- More consistent introduction
- Include RCW/WACs linked (online) or indexed (paper)
- Index Visa classifications and names
- Create key/legend to define symbols and codes
- Definitions (need more and organized into one area)
- If printed copy:
 - Place in 3-ring binder with indexed tabs or finger tabs
 - Add tab for users to insert new information, other related docs
 - Use two column format with bold face for titles and subtitles
 - Improve readability and bring the publication up to date for format
 - Remove underlines and use BF to improve ease of reading
 - Two-column format, left justified only.

Group 2 – Other resources

Include website addresses for the following:

- Residency list serve
- RCWs and WACs
- US CIS
- Internal Revenue Service
- Voter registration
- Department of licensing
- Governor's Office of Indian Affairs
- Alaska Permanent Fund

Group 3 – Table of Contents

- Law first, then explanations
- Definitions listed together (glossary) with page numbers
- Indexed "Memos" listed by topic by year with page numbers. Are there newer examples that can be included?
- Separate table of contents for each section/attachments
- Refine attachments with page numbers
- For orientation, provide meanings of CFRs, RCWs, WACs
- Online search by word
- Tab (shading for different sections)

Group 4 – New Topics

- Visa classifications (explanation and educational limitations attached to classifications (e.g. credit load, au pair, etc.)
- Decision making flow chart for how to determine residence (generic college)
- Related regulations (e.g. records retention)
- New legal opinions (updated in back and better organized, and old ones superseded should be removed.

- Undocumented students
- Case studies (as recommended by the college staff persons)
- Embedded reference (e.g. refer to the resources section for a website address)
- Residence questionnaire (copy included of state-approved questionnaire)
- Reference to residency list serve
- Secure web access (links to WACs, RCWs, websites, etc.), which would allow current updates.

Group 5 – Other issues

- Terminology to update (refugee, parolee, conditional entrant, prucol, public interest, parole, humanitarian parole)
- Put definitions back in
- Samples of INS documents/forms (What color is your green card?)
- Review handbook draft before publishing
- Visas and basic skills registration (where does this fit?)
- Add latest US Nationals ruling
- A, E, G, I, **K** Visas: Clean up language and clarify that they do not need P.R. card.

Discussion re residency language on web application for admission

Web application does not answer Ms. Waggoner's question/needs about residency.

Motion made and seconded:

Change the wording on the application to read: "Have you been a legal resident of Washington and lived continuously in the State of Washington for the last 12 months? (You cannot check yes to this question if you possess a valid out-of-state driver license, vehicle registration or other document that gives evidence of being a legal resident in another state. "

Question called for discussion.

Vote: Tabled to fall meeting for reference to the AAG.

SBCTC Report (Nani Jackins Park)

Introduced Erin Brown who will be the new Student Services representative for SBCTC and Tiffany Merkel Rinke,

For highlights of the legislative session see Memorandum to ARC, April 27, 2007, from Nani Jackins Park, topic: Spring 2007 State Board Report. For details, go to www.leg.wa.gov

- Still working on an initiative for disabilities funding
- Online advising tool not funded
- Technology transformation task force in progress
- State employee waiver language has changed.

Tech Prep information. Ms. Merkel-Rinke is SBCTC rep for Tech Prep and Perkins. Increased accountability requirements are now imposed for Tech Prep with information

needed on ten additional indicators. Survey will go out in May to colleges re Tech Prep information entry. Email for questions: tmerkel@Sbctc.edu, 360-704-4332.

Three different systems are under consideration for an online, state-wide registration system to decrease duplicate efforts.

Q: What groups are aware of your needs [for information]? A: Working with Workforce Council, OSPI, college officials.

Q: What degrees tracks do tech prep students achieve? A: Primarily into the transfer track at this time.

Q: Will you involve Instruction Commission? A: Yes.

Q: Do you have timeframe established for tracking, research and implementation of new system? A: Because this is a transition year, trying to set up in 2007/08.

Q: Tech Prep coordinator at WWCC recruits in Oregon. Will you contact the Oregon public schools also? A: Yes, but in process.

Special Topics: Reciprocity, K-12 issues, ARC mentors

Historian Report (Candy Lacher)

Guest speaker, Mr. Dick Barclay, who was historian for ARC in 1983, gave the historian report commenting on the first ten years of the WACRAO group.

Question Box

Q: How many colleges have faculty advisors, staff advisors, or combination of both?

A: All three models represented.

Q: We're being told that we need to use "M" intent? And how many use M intent code?

A: Seven colleges

Sincere thanks to Denise Bennatts and the GRCC staff for their work on the ARC spring meeting.

Ms. Becky Riverman was honored for her two years of service as President of ARC and was presented with a plaque for service from ARC past president, Denise Bennatts.

Door Prize: Diane Coleman, SCCC.

Adjourned: 11: 30 a.m.

Next meeting

Fall 2007

October 24-26

Lower Columbia College

Respectfully submitted, Dianna L. Larsen, ARC Secretary 2005-2007