

**MINUTES of the ARC FALL QUARTER MEETING**  
Held at Renton Technical College in October 2008

➤ **Wednesday, October 22, 2008**

Meeting was called to order at 1:15pm. Lynn Lawrence thanked Becky Riverman for hosting.

Robin Young lead the ice breaker.

A request was made to adjust our by-laws as follows:

ARTICLE X, Section 1, add: "9. Made available via the ARC website." Also, change Center for Information Services (CIS) to their new name, Information Technology division of the SBCTC. Concern about whether the change was an amendment. Lynn asked that everyone take the by-laws home and look over for additional changes.

Cynthia Jimenez-Torrez will look into an Illuminate meeting for winter ARC meeting.

**Professional Development** – EAP – Jan Paul – Supervising Assertively

A presentation on effectively talking with employees about their performance, and how to reinforce acceptable behavior and performance.

Laura handed out a sheet with info on the "Wonderful World of Admissions and Registration", a list of all the admission/registration groups.

➤ **Thursday, October 23, 2008**

Jon Pozega, VP for Student Service for RTC welcomed the group.

**CIS Report – Juanita Morgan** – See report handout.

No implementation date at this time for degree audit until FAM is implemented.

Occasionally a student won't be able to submit a WEB admission application. The software was written ten years ago and written in a code that no one knows. If students call and can't get through call the CIS and they can get it through. There are programmers currently re-rewriting the program.

Highline asked if the addresses can be linked to the post office so the address can be verified. Will look into that, but we can't look at enhancements until the current language re-write is done.

Much discussion concerning how many times a student can submit a WEB admission application. Juanita will check, if it's not a big change, it may be doable. We'll vote at a

later date. It was suggested that a button be added to the bottom of the application for the student to click if they wanted to fill out another app.

Archive records are only being kept for one year. Spokane was trying to find an application due to residency. Would anyone else be interested in keeping the applications for more than a year? Three years was mentioned.

SMS enhancement list was handed out. As IT has time a limited number of items can be done. They must be items that aren't going to take a lot of time to complete. Juanita identified minor enhancements (based on number of time she heard from colleges) that would be low hours and could probably be completed. Juanita wants us to prioritize the list. Juanita suggested electronically collecting our priority results.

Because I-BEST FTE can be difficult to calculate, I-BEST FTE will be calculated in the MIS job. SBCTC wants a better way to identify cohorts of students. So the SBCTC will assign certain characters that we will be used on the unusual action screen. Due to this additional request by the SBCTC the unusual action transaction log request will be given more priority. The &, +, and ! signs will be used strictly by the SBCTC.

#### **Capturing Student Intents/EPC information – Best Practices – Theresa**

**Nording/Melissa Sitzenstock** - When students register online they are asked about their program/major. This produces a report that tells staff if there is a different response than what is in the SMS side of the house. CBC built the program that Bellevue is using. The program was developed through a Title V grant. Contact Mariell Parker at CBC or Jack Cario at WVC for additional information.

#### **Passport to College Promise Presentation - Kelly Kravitz** from Centralia CC –

Thanked us for all we do. Kelly was on the front end of the development of the College Promise program. She overviewed the program and is a great resource for developing the program at our colleges. It is important to strengthen community partnerships. Order the Supporting Success Guidebook from Casey Programs. It's free and you can order on the web. Centralia also developed a binder that helps students once they turn 18. Life building resources, i.e., etc. Targeting the middle and high schools is most important. These students are the one who are eligible for funding. Older students are self-identifying but not eligible for funding. Community based contact is very important to be in touch with the students who will benefit.

**Professional Development – Millennials -Bob Kickner** from Green River Community College presented Millennials. An interesting look at the differences among various generations, specifically Millennials and how we as educators, can work more effectively with our Millennials.

**FERPA-Retention of Subpoenas-Lynn Lawrence** – According to a state AG we shouldn't address any subpoenas unless they are legally served by a processor. One school charges a fee for information requests. Also must be served to the Registrar. The commissions relayed this information. Look at your public records request or add this

information to it. Even if there is a signed release from the student, the subpoena still has to be served. The release only allows you to not notify the student. Out of state subpoenas don't have to be recognized. Many colleges refer out of state subpoenas to their AAG.

**Co-Hort Tracking Codes - Loretta Seppanen** (for Carmen Stewart) shared a sheet on data elements and codes used to identify select students. The codes should be re-set on returning students who no longer should be identified under programs for which they were previously eligible and for students who complete their degree or certificate. This should be done quarterly with the help of the staff who can verify eligibility for the specific programs.

Remember not to use the &, +, and ! when identifying any unusual action codes on your campus. IPEDS ethnicity coding rules have already been met. We changed our IPEDS ethnicity coding ten years ago. SBCTC will adjust reports, etc. to accommodate next year's IPEDS reporting.

**Common Coding Structure for Transfers-Loretta Seppanen** - In 1997 several colleges (7) piloted an idea of what majors and university the student would go to. The pilot never moved to the system. Loretta provided a handout. Students should have an opportunity to pick two transfer choices. MRP majors are now surfacing in the system. Should we or shouldn't we continue with this type of coding? One option would be to add new fields that would identify the college's full name, i.e. GRCC. What level of detail would we need concerning the major? There is a SIC code that is linked to the CIP code. Is it desirable for us to have such coding? Loretta is recommending the ability to provide three major choices. The UW was the original university that requested this information. They strongly advise that students indicate two majors. The student has to be ready for that major as well. This allows for the rejects to go back to the admissions process and go through another selection process. Another alternative would be to code by what courses the student is taking. This doesn't work until the end of their ed plan. STEM students are identified by enrollment early on in major classes. Business students may be identified the same way. So it is possible to identify by behavior. Maybe there are other unique sets of courses that only specific majors would take. Also develop a tool to help students narrow down undecided program.

**Student Services Week-** One college is running a contest for five \$100 tuition waivers. Students will put together a mini-clip or an essay on something positive in their interaction with SS. Several colleges are having open house in various student services departments.

➤ Friday, October 24, 2008

**Dr. Donald Bressler, President RTC – Welcomed ARC**

**SBCTC Report – Mike Scroggins** – Mike provided a handout.

Guidelines on voluntary declaration of race/ethnicity are in conflict between OCR and IPEDS. IPEDS doesn't want a statement on the admission application that tells the student the field is optional, OCR says we must have the statement on our admission application. More clarification will be forthcoming. Looks like OCR trumps IPEDS.

**Professional Development – Mike Magno, Clover Park Tech College**

**Campus Safety-Workplace Violence** – Excellent presentation! A great resource for training on our campuses.

**ARC Business Meeting**

**Maintenance List**-Juanita needs a decision on the number of submission for web admission applications. One at a time, cluster or what?? Several votes took place. Juanita will check to see if the program can be changed to one college, unless it is SCCC and then it would be district. Juanita is going to check to see if the program can be changed to allow one college unless it's SCCC and then it would be the district. A motion was made to wait on vote until Juanita emails everyone with possibilities. Motion passed.

Items on the shorter maintenance list are most popular, involve little time, and will have the most impact. The shorter list will get done. Juanita asked us if there were any items from the longer maintenance list that we would like to move to the smaller list. After much discussion items 3, 5, 7, 12, 15, 20, and 27 were moved to the short list. Motion to move the items to the short list passed with one opposed. Juanita will ask for prioritization later.

**Residency-Betsy Abts** – Thanks to all who attended the immigration workshop at Highline. Thanks for your input in the residency handbook. Spring meeting bring in Jim West and someone from immigration to talk about the different cards. If you want Ann Shaw at AACRAO let Laura know. Becky went to the immigration workshop. She heard two cases about sojourn. You can't look at the answer in a black and white way. Follow consistent steps to sleuth out the information. As long as you demonstrate consistency in your decision making you'll be correct. If the expiration date on the I-94 or green card is expired the student is out of compliance. There must be follow documentation if the date is expired. You can give them a quarter to get further documentation, but no longer. 1074 students can't get a GED to become eligible because there are very stringent requirements to take the GED. If you have a high school diploma you can't take the GED. Section 4.1-3 unrecognized high school or international high school diplomas that can't be verified are eligible to take the GED. Becky is happy to debate with us about any residency situation. Consistency is the key.

Minutes Spring Quarter 2008- motion second motion passed.

**Treasurer's Report-Carlos Delgadillo** \$2,433.83 in the budget when he took over. Would like to attach the treasurer's report post meeting so he can indicate who hasn't paid. Website will show the treasurer's report.

Old Business-Chris and Lynn have prepared a check list the beginning balance statement, etc. The outgoing and incoming officers will review and sign. Sent the check list to the commission and should soon be seeing it in other councils.

New Business-President Elect is Laura Westgard and Secretary is Bonnie Ellis, Carlos Delgado is Treasurer and Candy Lacher is Historian. Lynn encouraged everyone to serve, it's a great opportunity.

Liaison Reports:

ACC – Candy Lacher: No report meets next week.

ICRC-Candy Lacher- There's a group of 3-4 working on a plan to have college advisors put together a professional develop function for the high school counselors when they bring the four years to talk with the high schools. The group will work on preparing a function during the fall tour for community college advisors. EWU's online transfer guide should be updated by November. More and more international schools are trying to get us to sign an agreement to accept their students. Make sure any agreements signed are with accredited schools. CCN spreadsheets are on the SBCTC website for each college. Pat Ward will post your list. Math transition project is working on a college readiness math test. It appears once they start giving the test the expectation is if they pass it they will be placed at college level math at our colleges. High school will give the test. CC's will be giving it but the intent is to have the high school do it as early as the junior year. You place at college level or you don't and each college will determine what the score mean at their school. More info on the web site at: [transition.math.project.org](http://transition.math.project.org). Working on 2/4 year student transfer rights and responsibility and institutional responsibilities and the expectation if they come to agreement, we would be putting it in our catalog. Candy will email the link.

BAR-Judy Richardson-Planning on revising the CTC retention book. State archivist office was shocked to hear we have a state retention manual with an addendum specific to our agency. Look at the retention manual and make recommendation. Let Judy know.

Career/Employment Services- Laura-minutes are on the website.

Disabilities-Sally Waggoner- Cindy shared how the pool for the DSSC money and coding was going to work.

DLC Distance Learning-Shawn Miller

FAC-Rae Ellen Reas

WARP-Lynn Lawrence WARP's fall meeting will be held Nov 6 & 8 at Centralia College. Attendance will be down due to travel restrictions. Spring conference may be impacted due to travel problems and it has been suggested that there may have a joint meeting with the K-12 research group (WERA). Topics for the fall meeting: Student Achievement Initiative, the Washington State Quality Initiative SBCTC updates. They will also discuss the possibility of requesting commission/council status.

IC- No Report

Multicultural Services-Laura Westergard - Hosting the annual student of color conference 16th-18th. There will be a job fair in November.

Women's Programs & Student Programs-Debbie Faison

Technology Transformation Taskforce-Betsy Abts-report on SBCTC site

WaACRAO update-Laura Westergard - HCC will host April 23-24, more info to follow.

WSSC (WA State Student Services Commission)-Mary Harding-handed out a report.

A motion was made to retain web admission applications for three years by SCC. Motion passed.

Question Box and Door Prize-Laura Westergard

Cheryl Anderson won the Door Prize. Congratulations Cheryl!

QUESTION BOX:

Do you offer dual listed courses (ART 144/VCT 101)? Because the course is listed two ways, students can choose which way to take the course to satisfy degree requirements (prof/tech or transfer). Could the course appear as both on their transcript for use on either (or both) degrees? ICRC is recommending that we don't give courses dual distribution listing. These types of courses can only be used for one distribution area, even if they are working toward two degrees.

How many schools are using document imaging? What company is your vendor? What offices on your campus are using it? How much did it cost initially? How much yearly? Most colleges. Hershey, Hal File, ByRequest. Admissions, job scheduling report. at \$8-10,000 for Hal File, \$35+ for Hershey. Annual fee is 3,000 for Hershey at SCCC, SCC. We are required to register our scanning software with Washington state.

Do you print out the screens on web apps after process? If so, what do you use that for? Only non-residents. Carlos prints them all and saves for six months. Spokane prints to Hal File.

How do you inform FA when a student drops? FA has their own reports. Carlos gives a form to FA for students who completely withdraw.

Are other departments outside of registration and admissions assigning SID's? If so, which departments? International students, continuing ed, tech prep, basic skills, cashier's office, testing office and corrections. Duplicate SID's can be a problem. Use student search.

In the WEB admission tool, it would be helpful to view dates for recent action, i.e., date approved, date saved. Detail in the SMS record would be nice to view in the admissions records. It is in the database, but no one can view that information. May be available at a later date.

On what form and where on that form do you mark 1<sup>st</sup> generation? Admission application and post to unusual action, SM2001, Y in Reg Dep Ind field. Skagit asks during online registration and the info dumps into a database.

Does anyone offer a general study certificate that is less than an AA transfer degree? Yes. ATC is talking about colleges identifying lesser two-year requirement degree/certificates.

Do you allow students under the age of 18 to enroll in ABE courses? Yes, with high school release or special admission app.

How many of us have their catalog on CD. What was the cost? Denise Bennatts said it was a flop because they can get the info on the web. Several colleges say their students want the hard copy catalog on the web. Some colleges have gone with a view book.

How many colleges can close their offices for staff meetings? Some colleges open late on Friday and stay late. Several colleges close for staff meetings. Some colleges post when they are going to be closed.

What are the changes in race/ethnicity for IPEDS? Ten years ago we changed to the IPEDS recommendation. The SBCTC will only need to change some reports/queries. We don't need to do anything.

Where do you store confidential medical documentation for tuition refund exceptions? In a separate file.

Change application on the web for the first residency question, so that information for Washington residency comes before the citizenship question. This was discussed in great length in the past which resulted in the current residency question format.

Who is using the software ByRequest to download report? How are you using this software? The program generates word or excel documents and you can retrieve the reports in files. Use for all canned reports that we don't want to print. WinImage is also used.

How do you process no shows who have paid? 1<sup>st</sup> five days faculty can withdraw with a 100% refund. No refund if faculty has to drop student. No administrative withdrawal at Spokane. Student gets a f or v.

How many colleges are using email to communicate enrollment or grading information that may include a student's SID and/or grades with faculty? Many colleges.

How many colleges have inquiries from potential students who are citizens of countries other than the US who wish to take online classes while continuing to live in their country? How do you accommodate these students? Tuition rate, fees, registration and advising? No schools accommodate these types of students.

Does your college have a grade forgiveness policy? Do you make a notation on the transcript? Many schools have it, 18 months or more sign an agreement and notation on transcript.

Out data is stored and protected by CIS (or someone) for how long? College data is backed-up each day and each Saturday a tape is made and sent to Iron Mountain to be kept indefinitely.

When a student requests a duplicated certificate do you print "duplicate" anywhere on the certificate? No.

Respectfully submitted,  
Denise Anderson, Registrar & Director for Enrollment Services, YVCC for Bonnie Ellis,  
ARC Secretary 2007-2009

# ARC TREASURER'S REPORT - 02/26/09

## Running Balance, 08/08/08 - Present

| <u>Date</u>     | <u>Check</u> | <u>Explanation</u>                              | <u>#</u> | <u>@</u>  | <u>Rev/Exp</u>    |
|-----------------|--------------|-------------------------------------------------|----------|-----------|-------------------|
| 08/08/08        |              | Beginning Balance                               |          |           | \$2,828.35        |
| 08/18/08        |              | Check Printing Charge                           |          |           | (\$22.95)         |
| 09/26/08        |              | Fall 08 ARC Meeting Registrations               | 3        | \$45.00   | \$135.00          |
| 10/17/08        |              | Fall 08 ARC Meeting Registrations               | 25       | \$45.00   | \$1,125.00        |
| 10/21/08        |              | Fall 08 ARC Meeting Registrations               | 6        | \$45.00   | \$270.00          |
| 10/24/08        | 1621         | Fall 08 ARC Meeting Hospitality/Networking      |          |           | (\$73.33)         |
| 10/24/08        | 1622         | Fall 08 ARC Meeting Door Prize                  |          |           | (\$31.69)         |
| 10/24/08        | 1623         | Fall 08 ARC Meeting Hospitality/Networking      |          |           | (\$12.16)         |
| 10/24/08        | 1624         | Fall 08 ARC Meeting Hospitality/Networking/Gift |          |           | (\$84.71)         |
| 10/24/08        | 1625         | Fall 08 ARC Meeting Speaker                     |          |           | (\$200.00)        |
| 11/04/08        | 1626         | Fall 08 ARC Meeting Catering                    |          |           | (\$1,042.99)      |
| 11/04/08        |              | Fall 08 ARC Meeting Registrations               | 15       | \$45.00   | \$675.00          |
| 11/05/08        | 1627         | Refund to Clark for Fall 08 ARC Meeting No-show | 1        | (\$45.00) | (\$45.00)         |
| 12/02/08        | 1628         | Past Due Payment for Miner's & Larsen's Gifts   |          |           | (\$67.56)         |
| <b>Balance:</b> |              |                                                 |          |           | <b>\$3,452.96</b> |

## Fall 08 ARC Meeting Summary

| <u>Explanation</u>                                              | <u>#</u> | <u>@</u>     | <u>Rev/Exp</u>  |
|-----------------------------------------------------------------|----------|--------------|-----------------|
| Original Registrants                                            | 49       | \$45.00      | \$2,205.00      |
| No-Shows/Refunds (Clark College-Marshall) *                     | 1        | (\$45.00)    | (\$45.00)       |
| Hospitality/Networking Mtgs, Thank-You Gift, Door Prize         |          | (\$201.89)   | (\$201.89)      |
| Clover Park Technical College Violence in the Workplace Speaker |          | (\$200.00)   | (\$200.00)      |
| Renton Technical College Catering                               |          | (\$1,042.99) | (\$1,042.99)    |
| <b>Total:</b>                                                   |          |              | <b>\$715.12</b> |

\* Registration fee returned upon request only if ARC meeting revenues exceed expenditures