

Here are the minutes from our Friday meeting. (Many items could be copied from our last meeting. Are we not making progress?) Let me know any corrections, questions, or suggestions.

Michigan Community College Registrars, September 27, 2002, Mott Community College

Present: Everlast Chigoba, Bob Durkee, Lori Dziesinski, Denise Edwards, Stephen Eaton, Tammy Grossbauer, Tammy Headworth, Kay Keck, Rose Klee, Pete Lacey, Max Lindsay, Kassie Lindsey, Michael Masters, Sherrine Matusik, Maurice McCall, Mike McCall, Vicki Oddo, Paul Schmidt, Howard Shanken, Carol Taberski, Chris Ward, and Bettye Wilson

1. MCCR Constitution - A beginning draft of a constitution for the Michigan Community College Registrars was distributed. The group felt officers should be elected and dues included. Sherrine Matusik, Paul Schmidt, and Mike McCall agreed to evaluate other constitutions and provide a document to be reviewed at the Fall MACRAO conference, November 6 from 3-4 in the Pearl Room at the Amway Grand.
2. MCCVLC – MCCVLC requests registrars include grades for students who take VLC classes to show on the student's home school transcript and to include those classes for residency. Some four-year institutions in the state were contacted and comments were made they would not support the practice of including grades on both the home and provider schools' transcripts. We will survey registrars at four-year institutions to document concerns. It is felt transcripting is not a good service to the students, integrity is lost, it violates AACRAO, and faculty may have problems with another schools' grades included in others' transcripts. Transferring in 1.0 grades could doubly affect students who transfer to some four-year schools. Accepted transcript policies recommends no method of delivery should be noted on the transcript; therefore, we should not identify classes as on-line or VLC. Registrars should talk with community college presidents to make sure they understand the ramifications. There have been changes in the community college presidents' membership since the Memo of Understanding was drawn up. Policies and practices which have taken place since the start of the VLC may change the intent of the Memo of Understanding.
3. Credit for High School Classes – Baker College in Flint is granting college credit for high school classes taken at North Branch as long as the student pays the tuition fee for the Baker class.
4. Charging for Catalogs – None of the community colleges present charge for catalogs. KVCC has an on-line catalog, only, but does include course descriptions in their Schedule of Classes. They provide no printed catalogs.

5. Students working the system – What do you do about students who sign up for class, are dropped, sign up again, are dropped again, etc. Discussion about not allowing students to sit in class without being registered and the liability the school faces. A few schools allow students to do registration when the student works in the registration office. Monroe felt you treat student aides like any other employee and train them in FERPA and remind them of security. Students help other students do web registration. KVCC students do 50 percent of registrations over web, LCC has 78 percent.
6. Dissemination of required disclosures – print in the catalog and in the Schedule of Classes and you may eliminate individual mailings.
7. FERPA and Dual-enrolled students – Dual enrolled students sign release and know grades will be released to the high school. No FERPA concerns involved. If high school wants enrollment verification, make the student responsible.
8. Electronic imaging – Mid Michigan will be imaging documents soon. Montcalm contracts it out.
9. Waiver vs. substitution – Waivers are for program requirements, not degree requirements.
10. Mailing Grades – Schoolcraft will not mail grades for fall. North Central does not mail grades any longer.
11. Electronic transcript requests – Most institutions will not accept email requests to send transcripts but will accept requests through the web with a secure PIN. Fax is accepted for transcript requests.
12. CEUs – Schoolcraft provides a CEU transcript which is separate from the academic transcript. CEUs need to be identified independently from academic classes.
13. National Student Clearinghouse – Mott and Schoolcraft use NSC for degree verify. Alpena uses the transfer verify service.

Next meeting will be November 6, 2003, at the MACRAO Fall Conference at 3-4 in the Pearl Room. Next year: January 31, 2003, at Muskegon Community College