

Michigan Community College Registrars  
Minutes from Friday, January 28, 2005  
Schoolcraft College  
VisTaTech Building – Room 425

In attendance: Delta, Glen Oaks, Grand Rapids, Henry Ford, Lake Michigan, Lansing, Macomb, Mid Michigan, Monroe, Montcalm, North Central, Northwestern Mich, Oakland, St. Clair Cty., Schoolcraft, Washtenaw, Wayne Cty, West Shore.

9:15 a.m. Coffee  
9:30 a.m. Welcome

1. **FERPA: how much information can be left on an answering machine for a student.** Potential violation if not handled carefully. Privacy statement suggested on Admission's form. Perhaps leave generic "please return our call" message. A courtesy call if instructors are absent, most likely ok but proceed with caution on most issues seemed to be the general consensus. Email deemed safer venue.
2. **Concurrent Enrollment agreements with universities, ease of processes, secrets?** Ron at Macomb is cutting concurrent enrollment deal with Oakland. He may be a good contact. Schoolcraft has one with Madonna. University of Detroit Mercy has an agreement with Aquinas to both transcribe the same grades. There are no "ease of operation" secrets when it comes to FA and verifications
3. **VA benefits in Records office? Are students involved?** VA benefits out of the Registrar Office about 50%. The other 50% were in financial aid. Schoolcraft housed in Counseling
4. **Student aides in the Records office.** Small staff so students are used often in registration assistance. They are an employee in the office, so we can talk about and have them agree to the privacy statements. No student does anything to own record or family in some cases. Some of the students are the best detectives, so as to prevent violations. Work study paid by the college. Full time employees taking courses are also students. Six schools allowed student workers to complete transcript requests such as mailing, but not processing. Counseling center and other offices allow limited access, but again can not modify a record. Union shops certainly could have concerns about the "tasks" students can do.
5. **Attendance without registration policy** Northwestern has procedure in student hand book that students must be registered to sit in class. Buy in w/ faculty member. Insurance issues, absence reporting twice a semester. Name change confusion. Vicki: a student all semester = retroactive. Pay after: Faculty or Student responsibility? Dual enrolled is it their fault? Last day of semester, 50% of semester, students not registered policy? NO PAY NO ATTEND....Not registered is student's responsibility. The dean will say to do it! Not in the accounts, knives, fire and emergencies...think about the liability! At grading point is different than during the term. .

6. **Document Imaging: which documents must be maintained?** CEO imaging used by Mid Michigan, so retention is not an issue. High \$50's with on site hosting. DSS corp out of Oak Park used by Wayne. They are moving to CD all of their old documents first. West Shore has investigated and provided a list of software under \$50,000. Data Impact was used by EMU and were very happy with results.
7. **Residence credits for MACRAO agreement** Same as other degree 12 to 15 to be the norm. Henry Ford required all of the classes be taken there. Northwestern required at least one course toward the MACRAO. ¼ the norm. Paul is 10, figuring 1/3 residency credits for degree so 1/3 residency credits for Stamp. All to none with variations. How is that for consistency?
8. **Blocking Directory Information** Software packages have built-in blocks. Dummy number created by LCC. Schoolcraft release date ended.
9. **New race/ethnic categories designations. How are you prepared for change?** IPEDS controlled. No progress yet on the law. We are still waiting, and waiting, and waiting...
10. **Is there a community college accounts' group?** BOA was suggested
11. **Degree requirements: last semester at your campus?** Colleges were split on last semester attended. We may have to adjust depending on Cherry Commission outcomes.
12. **Late grade submissions, who handles** Late grades? "These are your employees". Instructional problem. One suggestion course selections not given first choice if late grades. GRCC has well trained instructors LOL
13. **Non-credit/continuing ed classes** -Is anyone enforcing any registration deadlines/payment deadlines for these classes?
  - Does anyone waive the usual registration stoppers such as an outstanding financial balance to allow registration?
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  - Separate database to register non-credit/cont ed students?
  - Problem in collecting identifying information from this population? Duplicated head count with separate ids can be a problem, but is this a registrar's problem? Should be separate was a common response. More internal articulation of noncredit to credit is starting to take place. Some schools combine credit and noncredit students into same classroom experience.

14. **Handling audits; academic policies vs. financial issues.** Three require student to get written permission. Discussion about State auditors saying student may not repeat a course after three attempts, as they see them taking advantage of State dollars. Potentially could have the students go some place else and transfer it back after exceeding limit.
15. **Cherry Commission implications See report website at:**  
<http://www.cherrycommission.org/> Transfer data base or “wizard” led by MACRAO...send files to one dynamic database. AA degree no matter where they took it. Ron will go to the Registrar’s Drive-In group to get this on the agenda.
16. **How long is your withdrawal time** GRRC-70% of term, 30%, 50% at others up to 90%
17. **Web offering and CMU** Worse not better situation on Central accepting on-line classes-especially speech class-has to PROVE it was not an on-line type class
18. **D- grades count toward graduation** consensus was yes-as long as Cum GPA still 2.0
19. **Academic dishonesty grades** New grade called WX suggested, but AACRAO would likely not encourage this, as it stays with a student for life? If a student is caught cheating it was suggested the E grade remain and not allow student to drop. Personal cause of action and due process is what we need to watch for.
20. **Debit/ID card usage at Community Colleges** LCC and GRCC have “smart cards” most have picture/student ID cards
21. **Enrollment Verification/Award degrees certification-how often?** Most have one per term. Delta graduates once per month
22. **Transfer credit evaluation** Some schools by admissions office, registrars mostly-usually one key person
23. **Proof of residency-varies,** some have 6 month minimum, others use current ID, bills, tax bills with no time limits
24. **Disabled (ADA concerns) at commencement ceremony** Whatever procedures are done for non-handicaps (walking straight across stage-extra ramp needed) should be available to all.

11:45 a.m. Lunch

12:45 p.m. Tour by Amy Reid

1:15 p.m. Finish the meeting and continue with Agenda

2:30 p.m. Adjourn

**Next Meetings:** Alpena - June 24, 2005  
 Montcalm – September 30, 2005  
 Grand Rapids - January 27, 2006