

## Michigan Community College Registrars Minutes June 24, 2005 – Alpena Community College

In attendance: Alpena, Max Lindsey, Lori Dziesinski; Bay de Noc, Mary Leisner, Meth Noreus; Delta, Duff Zube; Grand Rapids, Howard Shanken; Jackson, Rose Klee; Kellogg, Kay Keck, Denise Newman; Kirtland, Penny Lund; Lake Michigan, Ann Liska; Lansing, Tammy Grossbauer; Macomb, Ron Hughes; Mid Michigan, Steve Eaton; Montcalm, Denise Edwards; Northwestern, Carol Taberski; Oakland, Maurice McCall; St. Clair County, Pete Lacey; Schoolcraft, Sherrine Matusik.

Guest: Mike Wahl

8:15 Coffee

8:30 Meeting began

**Welcome:** Dr. Olin Joynton, ACC President, joined the group early in the meeting to welcome the members to the ACC campus. He talked briefly and passed out materials regarding current issues such as the Cherry Commission, Transfer Wizard and the Michigan Milestone Compact. He expressed his value of the registrar's work toward these areas.

1. **Printing in-house diplomas.** Macomb uses Scriptsafe thru Datatel. An interface was created off the database that dumps into Word. Name variations was a concern in using this process. Some institutions limit name variations.
2. **No-Show grades.** Six of the attending institutions allow faculty to withdraw students. Northwestern issues a "FA" grade – failed to attend. Kirtland drops an individual who receives a failing grade in all courses. Bay de Noc drops students during the first 2 weeks. Mid Michigan administers an institutional drop if the student is a no-show. Jackson withdraws no-shows after the enrollment period, pays the government back and holds the student responsible (web page has policy). During the add/drop period they completely remove the student from enrollment. This topic led to the early discussion of agenda #9.
9. **Refund rates for short courses.** Most institutions give prorated refunds on shorter courses. St. Clair has varied refund periods. Jackson gives percentages. Mid Michigan gives 100% and 50%. Kirtland's new system includes weekends in figuring the allowed refund periods. This is used due to on-line drops (can occur any day). Jackson makes them CRY!

Kirtland had a related question regarding refunds beyond the refund period for reasons such as medical issues, emergencies, etc. St. Clair and Alpena issue a "W" and refunds whatever percentage is approved. Some institutions give a credit voucher with an expiration date.

Howard Shanken expressed concern regarding the removal of information from an academic record. He stressed to never remove anything from a record. Document the situation and maintain that documentation.

3. **Electronic certification.** Howard Shanken brought the idea of electronic certification from database to database to the group. Asked for show of interest in the possibility. The use of

GeoTrust or Adobe (in-house) was discussed. It was recommended that conversations continue in this area at our November meeting. A number of institutions were interested in high school involvement.

4. **Transfer Wizard./5. Cherry Commission implications.** Mike Wahl joined the group at this time to discuss the topics. He feels that an assumption was made by the legislature that transfer equivalencies were out there, just not available electronically. The idea behind this is to improve the transferability of courses and increase degrees issued. Some concerns were brought up in these areas. What institution would be responsible for issuing the degree when multiple institutions are attended? Another concern is the data entry, maintenance and funding of the project.

Mike indicated that currently there is no mandate from the State or MCCA. Mike's key message to the group was to be responsive. Begin to build a link to the transfer information within the MACRAO Mall. Begin small. Work with your regional schools (example: Bay, Gogebic, Alpena, Kirtland) by building general education equivalencies. No timeline was imposed but it was suggested to show a response by the time the legislators begin in the fall. Mike Wahl stressed that our community colleges have good transfer practices with each other and we need to make our presidents aware of this.

Northwestern, Schoolcraft and Delta demonstrated their links and equivalencies information available online.

6. **Do you accept PONSI testing for credit?** Schoolcraft accepts everything but nursing. Howard talked about ACE evaluations. He feels this is a great review process.
7. **Residency credits for VLC students.** This has not been an issue at a number of the colleges. It was recommended that it should be left up to the student to declare or request the VLC credits be used for residency. Make advisors aware that this credit can count toward residency. Schoolcraft has a flag for VLC course involvement.
8. **SSNs not on transcripts/Student Privacy.** Some institutions still print the full social security number on academic transcripts. Other have started to use only the last 4 digits. The complete elimination of social security numbers does make identifying the student a problem. It is important to have another identifier on the record – such as the birthdate (at least month/day).

This led to a discussion on releasing social security numbers to alumni search companies. It is important to check with your college attorney prior to this release.

The topic of using the last 4 digits of the social security number as a PIN number was brought up. It was recommended by the group not to use the last 4 digits.

10. **Tennessee Parent Information Bill.** This bill pertains to releasing information to parents. Some schools offer website view for parents.
11. **FERPA training for faculty/staff.** Some colleges include FERPA fact sheets in materials presented to full-time and adjunct faculty. Ron Hughes will e-mail information regarding his FERPA training to members.

12. **Release of info to dependent student's parents.** All attending colleges require the written release of information from the student or the parent must have proof of dependency.
13. **Noncredit enrollment tips and suggestions.** Most colleges maintain separate transcripts for credit/noncredit courses. Bay uses PeoplePro for noncredit enrollments.
14. **CLEP composition, grading of essay.** Does your English department grade the essay portion of the test or do you use the CLEP grading? The response was that most college use the CLEP grading.
15. **Admission Fee.** Bay is adding an admission fee and asked what colleges do if an application is received without the fee. A suggestion given was enter the application and add the fee to the student's billing when enrolled.
16. **International summer enrollment.** International enrollments for summer are low at most colleges due to the fact that international students are required to be full time.
17. **National Articulation in Transfer Network.** Comprehensive information on evaluations. May check this out at the AACRAO site.
18. **Multiple summer sessions.** It was recommended that the financial aid office be consulted when creating multiple sessions. It can affect awarding and specific benefits such as Veterans.
19. **Directory Information – Opt Out.** How long does this remain on the student record? Remains until the student rescinds the request.
20. **How do other institutions deal with fraudulent documents?** Go thru student disciplinary process.

11:45 a.m.      Tour by Mike Kollien of ACC's Utilities Technology Facilities and World  
Center for Concrete Technology

12:15 p.m.      Lunch

12:45 p.m.      Continue with Agenda

2:30 p.m.        Adjourned

**Next Meetings:**      Montcalm – September 30, 2005  
Grand Rapids – January 27, 2006  
Delta – June 30, 2006  
Jackson – September 29, 2006  
Lansing – January 26, 2007

