

Michigan Community College Registrars Summer Meeting  
Bay de Noc Community College, Escanaba, MI  
June 28 and 29, 2007

Present: Tammy Grossbauer, Lansing; Duff Zube, Delta College; Troy Boquette, Mott, Chris Engle, Mott; Kay Keck, Kellogg; Denise Newman, Kellogg; Howard Shanken, GRCC; Denise Edwards, Montcalm; Tom Hoiles, Lake Michigan College; Maurice McCall, Oakland CC; Luann Beilfuss, Kirtland; Carol Taberski, Northwestern Michigan College, Mary Leisner, Bay de Noc, Pete Lacey, St. Clair County Community College

Howard opened the meeting with an update on the MACRAO fall conference. It's scheduled for November 7, 8, and 9 at the Amway Grand Plaza in Grand Rapids. Wednesday evening events will begin with dinner at the Amway Grand and then on the Ford Museum. The grand opening session will cover the Michigan Transfer Network. Other sessions include electronic discovery laws - an attorney from GR will lead this discussion; and some session for front line staff. Thursday evening will be spent by folks exploring Grand Rapids. The registration fee will remain at \$185.00.

Questions arose regarding high school articulation credits, posting, agreements, and marketing. SC4 has very few students. Delta and Lansing post credits when students apply. Delta has a staff person at the ISD every Tuesday during the school year. NMC's agreements expire every 3 years but faculty at ISD don't promote. SC4 is doing a math/science academy - 20 students - best and brightest from area high schools. Mott Middle College discussion ensued about the challenges of having high school students on campus and the behavioral issues that arise from them.

How is service learning posted on transcript? Academic service learning is part of a course. Does anyone do this? Delta will be doing this. They have an academic and non-academic service learning. They will also have a student life transcript. Mott has a non-academic transcript. Student Life Office tracks this. Transcript has same look and feel of a transcript but it comes from Registrar's Office. Grand Rapids is transcribing it. It is a record-keeping issue. Lincoln Land College in Illinois has a model for this. Datatel has capability to record this. Lansing will be doing a co-curricular transcript. Info will come from Office of Student Life. Transcript paper will be different than academic paper.

Cut-off date for guest applications - GR is at capacity for enrollment. Back up for another millage vote. Does anyone cutoff dates? No.

Faxing and emailing transcripts - Howard asked: Will you take an email transcript? They are password protected. Many say yes. Howard will put the transcript in Adobe. Dorian Chalom from GR will follow up with each school with an agreement to receive transcripts from GRCC. GRCC will be making this offer to the four-year schools - they're already doing this with Grand Valley and MSU. GR does not charge transcripts but they may charge alumni. Current students pay a records fee but some alumni may not have paid this fee.

Old technical courses for transfer - Had a situation where many students coming back from the 70's and 80's - DP 110 is no CMIS 115. Student's saying this is not the same course so should they get credit for both? Student was encouraged to take the newer course because the content is updated.

At NMC if course number changes, means the content changes. SC4 would work with faculty on content of course to understand how to transcript it. SC4 would not count course twice.

Articulated credits, early college/direct credits - Lake Michigan has between 600 and 800 high school students who are taking advantage of this. It's being led by the Cherry Commission and the State Department of Education to encourage high school students to earn college credit while in high school. The college hires high school instructors to teach college courses to high school students in the high school. It's a record-keeping challenge because of the difference in the school years (semesters vs. 9 week terms). Delta is also doing this.

Military credit evaluations - do you bring in all ACE or only those that apply to the student's program of study? SC4 picks and chooses how to transfer credits. NMC will bring in up to 32 gen ed credits; Delta will bring in up to 38 and they transcript by discipline; Mott bring in 30 gen ed elective credits; LMC will transcript as gen ed credits but advises student on transferability. Montcalm charges \$5.00/credit hour to transcript military credits.

Catalog - printed vs. Online vs. Future catalog - SC4 has theirs in a PDF format. They will be doing a future catalog that will capture new programs or changes. Montcalm as an online catalog (PDF) and all changes are at another location on the website.

MTN - transfer network update - Delta has 11,000 records out there. Their IT person uploaded it to MTN. Rich Mince from Delta will work with any school. Server is housed at MSU; MACRAO is paying \$1,000/month for this for the next 3 years. If GRCC has other community college courses in their database, they could send them to any other school in an excel spreadsheet to consider reverse transfer. Let Howard know. NMC courses are out there but not the credits. Several schools are waiting on their IT departments to make this happen.

Fall enrollment - what are others seeing as far as numbers - SC4 - spring and summer numbers are strong. Fall enrollment is up 50%. SC4 is doing phone calling and they're starting a Student Ambassador program. Delta is way up. GRCC is talking about closing admissions. Kellogg is down a little but payment is different so they'll wait and see. Lansing is down a bit.

Reporting - what tools are used, who's in charge - Anyone using a reporting tool (to pull data and make fancy graphs)? Mott uses Cognos, Impromptu – it's windows based, point and click - 2 people in Student Services can modify reports. Mott employees can't use query builder through Datatel. Lansing uses Discoverer with Banner. IT builds bulk

of report - end user can modify - it is user friendly. Bay uses Sequel. LMC running crystal reports from data warehouse.

Graduation applications - when can they apply and do you charge a fee? GRCC - when student has 40 credits they should apply for graduation. Montcalm has a separate graduation application each year - \$15.00. LMC charges \$50; LCC charges \$25, OCC charges \$25; GRCC has a records fee (charged by number of contact hours - up to 6 = \$10.00 per semester; 12 or more contact hours each semester = \$30.00) They also have a technology fee. Mott - can't apply until half way through last semester.

Printing schedules - Kellogg prints fewer and mails to homes; Delta prints schedules but no longer mails them to students - they send a postcard. Montcalm limits printing - send students a post card; Kirtland prints less; LCC surveyed students - 77% wanted a paper version. GRCC reduced schedule printing - they print in house on demand for catalogs and schedules.

Sign language interpreters - Kirtland provides one for commencement - does everyone provide one automatically or only if someone asks for one? Most schools automatically have an interpreter - NMC does not offer it automatically - Montcalm offers it if they know someone needs it.

Procurement procedures - records retention policy - most use AACRAO standards. NMC subscribes to Council on Law in Higher Education - much less expensive than AACRAO fee.

Catalogs - Kirtland doesn't print catalogs. Do transfer evaluators need a printed catalog? SC4, Kellogg, OCC, MOTT, and Delta use College Source (\$700-\$800/yr). LMC will print a limited amount of catalogs. Tom orders them through LMC print center and his budget is charged for it.

Refunding residency appeals retroactively - How many do not retroactively refund based on residency? Mott and Bay do not. Mott has a form students sign when they schedule their courses and form includes residency policies. OCC does not have a policy. NMC and LMC and MOTT put the info on their schedule/statements to students. LCC and Montcalm give a rebate if live outside of district but own property in district. Mott uses financial aid to verify dependent status. Mott also uses ISIR info to change address.

Some schools use QAS (Quick Address Solutions). They will be at MACRAO and may help with legitimate addresses or misspellings; could reduce/eliminate post card mailings for residency. Many schools have an AO@ residency policy.

ACEWARE - who uses it for non-credit registration? LCC uses it for non credit and was using ORACLE. Some discussions about non-credit on Banner since they moved to this this summer. LMC uses Banner for non-credit but it's problematic. SC4 uses Datatel but it's problematic. Delta has a device (Office Max) at the student counter

where a student can put in their social security number so they don't have to say it. NMC uses Banner; OCC prints a credit and non-credit transcript.

Graduation ceremony - do certificate recipients walk with degree recipients? Most schools say yes. Mott has certificate people walk last in their ceremony - they have a ceremony with Ferris so master's degrees go first, bachelor's degrees go second, etc.

Graduating students from a program not listed on the student's record - do schools mandate this? Most schools do record each program in computer especially for state/federal reporting.

Minimum requirements for putting a recruit into the system - LCC - name, address, ss# (preferred) or at least a date of birth. Noel Levitz recommends only name and address - is anyone else doing this? LCC is losing 2000 inquiries a year because they're not capturing them. Microsoft has a new product that will allow you to use recruitment files and works with Banner.

Transcripts - most schools only print last 4 digits of SS# on transcript and/or month and day of birth (not year). MI Social Security Act will get us into trouble otherwise.

Diploma size - Is there a standard? Montcalm, Delta, Mott - 8 1/2" x 11", SC4 and NMC 6" x 8"; GRCC hears complaints that their diploma was smaller than the high school diploma.

Reported by: Mary Leisner  
Bay de Noc