

Michigan Community College Registrar's Meeting

Meeting Minutes
June 26 & 27, 2008

Opening:

The regular meeting of the MCCR was called to order at 1:00 pm on June 26 and 9:00 am on June 27 by Carol Taberski.

Present: Carol Taberski, Registrar, Northwestern Michigan; Luann Beilfuss, Registrar, Kirtland; Kathy Peterson, Director of Records/Registration, Southwestern; Beverly Andrews, Director of Admissions/Registration, Glen Oaks; Carol Lee, Assistant Registrar, Southwestern; Howard Shanken, Registrar, Grand Rapids; Renee DeYoung, Registrar, North Central; Tammy Headworth, Enrollment Information Coordinator, Montcalm; Pete Lacey, Registrar, St Clair County; Rose Klee, Registrar, Jackson; Denise Edwards, Director of Enrollment Services, Montcalm; Julie Bruns, Registrar, Lake Michigan; Sara Skinner, Assistant Registrar, Lake Michigan; Hiroko Tezuka, Associate Registrar, Lake Michigan; Colleen Wright, Manager of Registration and Records, Kellogg; Duff Zube, Registrar and Veterans Services, Delta; Maurice McCall, Registrar, Oakland; Chris Engle, Associate Registrar, Mott

A. New Business

1. Are you a 15 or 16 week semester school? (Macomb)

Comments: Four colleges are on a 16 week semester: St Clair County, North Central, Montcalm and Jackson. All others have a 15 week semester.

2. Does anyone start fall after Labor Day? (Macomb)

Comments: There is about a 50/50 split of those who begin classes before Labor Day and those who begin after.

3. Datatel schools-would you be willing to work collaboratively on setting up R-18 to receive and to send an electronic transcript using the MSU pdf model? -----SKIP-
4. What is the latest on SSNs? (NMC)

Comments: If required, it may be used, but should be very restricted; you can have it, you can view it, but don't send it out. Even the use of the last 4 digits on transcripts is becoming less common. The state wants to start using UIC codes, to be discussed in item 12. All schools with an online application, except for Glen Oaks, ask for the SSN, but it is not required. The Clearinghouse uses SSN as identifier. MCCVLC no longer uses SSN. Those who use scanning may have issues with SSN on paperwork.

5. Converting credit to non credit. (NMC)

Comments: There are various ways to convert non credit courses or programs to credit: GRCC involves faculty in the decision; Delta treats it as transfer credit (no grade) and it is only used internally (there is no charge); St Clair County uses articulation credit; Jackson uses departmental exams with documented outcomes and if the outcome is passing, students are charged 50% of in-district tuition and credit is granted with no grade (no pass, no charge, no grade); Kellogg uses PLA at \$20 per credit hour with portfolio through the appropriate department chair; Northwestern grants competency credits at \$35 per credit which is paid up front and it is up to the instructor to assess the student

6. Express registrations/overrides/repeats. (Muskegon)

--SKIP-

7. MACRAO 2008 conference update. (GRCC)

Comments: Next conference is November 12-14 for the tri-state (IN, OH, and MI) to be held in Dearborn, MI. Big topic: Community College Bachelor degree, mainly BSN. All community college will support the idea, even if they do not participate.

8. Describe your Academic Standing Appeals process, are you involved? (GRCC)

Comments: Northwestern and Mott-registrars handle the appeal process directly. All others are through the Dean while Registrar's Office enforces the policy and keeps record of all paperwork. Various policies: LMC -students go through advising for probation, but Dean handles suspension; Mott-student must write "what has changed..." letter; Northwestern-student must sit out one semester and write letter; Glen Oaks-student gets a hold, must go through advising and write letter; SMC-student gets 2 semesters of probation before dismissal and can still register. Most schools note the suspension on the transcript. ACRAO advises against posting probation to transcript but is fine either way on suspension.

9. Community college Baccalaureate degrees (Glen Oaks)

Comments: Expect issues with financial aid, upper level coursework and accreditation, etc. 13 states are currently issuing Bachelor degrees at the community college level.

10. Scandal prevention (GRCC)

Comments: When do you give an honorary degree? Decisions must be fair and maintain the integrity and ethics of the institution. Try as hard as you can to do the right thing.

11. Amnesty (LMC)

Comments: All schools would grant transfer credit to a student with amnesty on an incoming transcript, as long as the grade for the "amnestisized" (thanks for the term, Maurice☺) course is a "C" or better and is still counted in the GPA. Others had different views on *granting* amnesty: Oakland-most recent 16 credits must be a "C" or better; Jackson-no amnesty if the course is repeatable; SMC-courses must be at least 5 years old and student must have at least 12 credits

with 2.0 or better; Mott and SMC-pick a semester and everything before that is removed; Kirtland-amnesty is used with a program switch and cannot be used for granting honors

12. Universal Identification Code (UIC) # from MI high schools (LMC)

Comments: Use of UIC has not been decided yet. Expected issues include international students, online students, adult students, etc. Concerns with student privacy.

13. ConnectEdu (NMC)

Comments: Henry Ford is the only school using ConnectEdu and received one transcript for the first few months. Jackson purchased it but has not implemented it at this time. Cost is \$12,000 per year and the system is used only with high schools (there is no charge to the high school). Students must log in and give the college permission to recruit them. The college can get final transcripts electronically.

Drawbacks: High schools do not like the system; a very small number of transcripts are received by the colleges; creates lost revenue for the colleges.

Keep in mind: the only information used from the high school transcript is the GPA (only KCC enters courses that may be used as prerequisites)...large cost for a little information

14. Graduating students who apply after deadline (Montcalm)

Comments: St Clair County does not publish corrections; Kellogg charges a \$75 late fee after the deadline.

Northwestern holds a December graduation reception with food, speakers and faculty; students may still participate in the graduation ceremony. Delta issues diplomas once a month but keeps stats by semester.

No one is willing to automatically issue a degree for various reasons including financial aid issues, military, health insurance, student may be working toward honors, FERPA violation?, etc.

Does any college award certificate for general education? – Few colleges do. If so, are they awarded automatically? – No.

Is there a residency requirement for certificate programs? – Yes: SMC – 13 cr; GRCC – 15 cr; Delta – 24 cr; Jackson – 12 cr; and LMC – 15 cr.

15. Military members tuition (Montcalm)

It was shared that at Western, the University gives a free tuition for the first semester (12 credit hours) to those who returned from their tours.

16. How do you define continuously enrolled? (Montcalm)

Jackson and Northwestern count enrollment as continuous as long as a student takes at least one course per academic year.

17. Do you require HS diplomas? – (Montcalm)

Many schools require high school transcript for students under 21. As for college transfer credit, Northwestern and Delta have a five-year-rule for some health science programs and LMC 10-year rule for time limit. It was also commented that Montcalm and LMC require high school transcript for those who want to apply for financial aid. It was stressed that whenever a rule is changed, it is imperative that we retain the change in writing by the initiator.

18. SSN on MCCVLC, 1098Ts – (Montcalm) - SKIP

19. Do you use Degree Verify – (Montcalm)

Yes: GRCC, St. Clair, Delta, Northwestern, SMC, Oakland, and LMC. Refer those inquiring to the Clearinghouse as some do not want to pay the fees and will continue to ask directly as long as you give them the info they want. It was stressed that we refer requesters to Clearinghouse for verifications because sometimes they conduct “mystery shopper” activity to make sure that we are utilizing their services.

20. Transfer credit evaluations, do you add all credits: Would you remove credits?

Answers to the questions varied by college. Some lump all elective credits together and “de-lump” as necessary; some don’t accept any elective credits at all unless asked; and some have limit to the total credit hours accepted and some have no limits. Majority of the colleges revisit evaluations to cater to the needs of the student.

21. Michigan Works! and requests from case managers; how do you deal with them? – (Montcalm)

Comments: LMC sends pre-grad audits for candidates to the agency at the end of every semester. It was shared by Luann Beilfuss from Kirtland who used to be a case manager at Michigan Works! that she believed it was the students’ responsibility to follow up with the school they attended and go through the process themselves.

22. Diplomas, original or printed signatures? – (Montcalm)

They are signed personally one by one: Glen Oaks and Montcalm. Majority of the colleges have signatures pre-printed.

23. Priority registration for athletes, honor students, etc.? – (Delta)

Yes: SMC for nursing students; Oakland for athletes; GRCC for athletes (and friends of athletes), nursing students, honor students, occupational students, student workers...just about ½ the student body. It was commented that it is not a good practice when it loses its purpose.

24. MCCVLC transfer equivalencies – (Montcalm)

It was shared that it is in the works that MCCVLC be linked to MTN. No one should have to be maintaining two separate databases, which is a waste of time.

25. M20 Program – (Montcalm)

It is a Macomb to Oakland Transfer Program.

26. AACRAO's listserv for community colleges <http://lists.aacrao.org/cgi-bin/mailman/listinfo/communitycolleges>

Comments: Once you are on the listserv, you will receive a large number of emails on the daily basis. You may elect to receive email in a batch process. It was suggested that MCCR become a listserv so users may add themselves to the group mailings. There are no limits to the number of staff members to put on the listserv – registrars are encouraged to sign up.

27. Electronic Transcripts – HFCC

Comments: MSU has the best example of electronic transcript. GRCC explained that it creates PDF files for schools with agreement with this document management system. This system allows reduction in maintaining paper documents.

Docufy and ConnectEdu were again mentioned and discussed. It may not be the best use of funds as it is little used and expensive to maintain. We already have processes in place which are working. Until further defining and applicability, it does not seem worthwhile at this time.

28. State Reporting – NCMC

Tuition/Fee report was discussed. The Articulation Committee has been working on CLEP/AP equivalencies for MTN. There has been concern with the speed in accessing data, possibly due to the amount of dated/bad data still housed within the database.

Who makes refund decision?

- Response:
- 1). between Registrar and Dean of Instruction;
 - 2). between Dean of Student Services and VP;
 - 3). between Registrar and VP;
 - 4). between Registrar and Dean;
 - 5). Dean;
 - 6). Northwestern has a form that needs to be completed for consideration;
 - 7). LMC has a committee to determine refund decision;
 - 8). Mid Michigan may have some good information that colleges could utilize.

29. Internet Course Enrollment Cap

Majority of the colleges have the cap of between 20 and 22.

30. Internet Courses

It was shared that LMC charges the same tuition per contact hour as the course offered through MCCVLC with no additional fees. Other colleges charge the regular tuition with additional fee for the Internet course.

Additional Agenda:

1. Paper Files

Renee from North Central asked to see if anyone has a written policy on record retention. Some colleges have imaging system, and some follow AACRAO guidelines (7-year rule). Please email your written policy to Renee at North Central at rdeyoung@ncmich.edu.

2. Illegal Aliens

How does each college verify illegal aliens' status (residency) while the state does not issue drivers' licenses to those people? Rose from Jackson or Denise from Montcalm stated that those students who could not show a proof of residency are charged out of state tuition. Delta takes the signature of the student as certification of true information.

3. High school diplomas with different levels

It was mentioned that we may start seeing more of high school diplomas with different levels.

4. Clery Amendment

Bev from Glen Oaks asked about Clery Amendment as to how it would affect us as registrars. It was explained that it involves crime statistics, and everyone was asked to refer to the brochure that was given to him/her.

5. Final Grade Changes – What's the time limit?

Responses: Northwestern and GRCC – one year; North Central and LMC – one semester; and someone mentioned 6 months.

6. Separate transcript for community services?

Responses: Delta and Northwood have separate transcripts for academic coursework and community services.

7. CLHE – Council on Law in Higher Education

This organization is well organized and offers timely legal information at a lower cost than AACRAO. Annual fee is \$250.00, and there's no limit to the number of staff members at each institution to join.

8. How to deal with students who keep dropping courses from re-registering

Response: After dropping courses two times consecutively, St. Clair requires the student to come in personally to re-register.

Next meetings: Washtenaw Community College- September 26, 2008
Mid-Michigan Community College- January 30, 2009
Northwestern Michigan College- June 25 & 26, 2009
Wayne County Community College- September 25, 2009
Kalamazoo Valley Community College- January 29, 2010
St. Clair County Community College – June 24 & 25, 2010 (golf and cruise)
Southwestern Michigan College – September 24, 2010

Adjournment:

Meeting was adjourned at 4:05 pm on June 26 and 11:20 am on June 27 by Carol Taberski.

Minutes submitted by: Sara Skinner and Hiroko Tezuka

Approved by: