

MCCR  
September 26, 2008  
Washtenaw Community College

9:30 Begin Agenda

Welcome to WCC by Linda Blakey, VP of Student Services

1. Transcript and Data Collection – GRCC

Howard provided an update on questions at the state level. Due to the success of the MTN, other questions have arisen on a state wide electronic transcript process and increased data collection. Howard detailed many of the related issues on both topics.

Howard also gave a brief update on the upcoming MACRAO Annual Conference in November.

Also, tentative details of a planned legal conference in Grand Rapids next July (2009) were provided. Watch for updates.

2. How much do you charge for competency assessments – NMC

Discussion on exactly what testing was specified in the question. It was determined the discussion was on what most schools referred to as 'credit by exam'.

Varying methods of assessing the charge for the tests were given:

- The full tuition
- One half of the in-district tuition
- Rates of \$25/\$35/\$70 /\$75 per credit hour
- Flat fee of \$50
- Charge per credit hour plus a testing fee

3. One-stop shopping centers, what's new? – NMC

Some used primarily part time staff and some used full time.  
Some incorporated cashiering and receptionist into the duties.  
Some used referral slips when sending students to a different area.  
Some escorted the student to the area being referred to.

4. Number of sessions. – NMC

Primarily a Banner school problem. LCC reduced sessions going from Banner to ORACLE but they have returned to Banner. WCC has increased theirs. Some are trying to manage with Banner's OLR.

5. Classes going from non-credit to credit – NMC

Discussion on how this situation could work. Those performing it generally used some type of assessment or likened it to accepting military

credit. Transferability for these seemed doubtful however a few examples of situations where other institutions accepted it were provided.

GRCC, using an assessment of outcomes, will post as transfer credit.

Posting implicates “C” or better.

SC4 offers credit and non-credit versions of the same class such as fire science.

6. Verifications asking for ‘good standing’. GRCC  
No one indicated they would report a student on academic probation/caution/warning/suspension as “In Good Standing”.
7. Removing students for academic standing with little or no transition time between semesters. – GRCC  
A number of schools indicated they dropped students that were already registered for the next semester but were suspended due to the results of the semester just finishing. (Montcalm, Schoolcraft, Washtenaw, OCC, Monroe) Macomb does not suspend. Mott waits until the next semester.
8. MSU ceasing evaluating new courses until students transfer there – W Shore  
It was explained for those that have not encountered it yet; MSU will not accept a course for transfer if it has not been evaluated by them in 10 years. If you encounter this situation - Pete suggests that you contact MSU to help expedite the review. It took about 48 hours to resolve when he has contacted them.
9. MACRAO not being accepted, courses with less than a C, yet counting – W Shore  
Two schools indicated they were only posting MACRAO if all courses completed with C or better. The remaining schools indicated they would post MACRAO with some grades less than C.
10. Priority registration – Mott  
Washtenaw uses priority.  
Schoolcraft will be trying it next semester.  
Monroe uses priority.
11. Waitlisting – Mott  
Five schools use waitlists. Mixed use of how students notified, some use email and some expect student to see the change on the web.
12. Will you implement Datatel Active Campus Portal – Macomb  
No Datatel school indicated they were implementing.
13. Electronic transcripts – Monroe  
Paul discussed the Student Clearinghouse information that was passed out with regards to electronic transcripts. In general, comments reflected the

need for an electronic transcript solution. If the solution is with a third party, to work with a third party that was reputable and had the resources to offer the electronic transcript services that all the community colleges required.

Howard commented that he thought MSU was on the right track and could very well be the answer.

There was some discussion of the schools that exchanged pdf files with prior agreement between them to do so.

14. Creating class schedules – HFCC

Who is responsible for putting the course information into them?

Most indicated the academic dean's area was responsible although the registrar's office was responsible in two situations.

15. Staffing survey again – Lake Michigan

It was suggested to use existing MACRAO and AACRAO surveys.

16. Graduation requirements changing between catalogs – Lake Michigan

The SC4 process where changes made in the catalog after the current year's catalog is incorporated into a 'future' catalog that is posted on the web. At some point, the future catalog, with the changes already a part of it – becomes the current catalog and the process repeats.

17. Do you charge for special letters from the Registrar? – Washtenaw

No one was charging for creating specially worded letters from the Registrar. Howard suggested having the student bring in the written request from the third party in order to review what was being requested. He indicated that few students returned with the document thus eliminating most requests.

Lunch

Campus Tour

18. Do you charge to process an apostille? – Washtenaw

Many had not received a request for an apostille. None of the schools that had processed one were considering a charge.

19. Has anyone taken legal action against a student for using a fraudulent transcript or diploma with your institution's name on it? – Washtenaw

None had taken legal action. The strongest response offered was a letter sent from GRCC's legal counsel.

20. Timeframe for grade changes – SC4

Responses varied but primarily were:

By the end of the next semester.  
Six months.  
One year.  
No time limit.

21. Repeat policy – inclusion of “W” grades – SC4  
It was discussed that the question was on retake policies. At least two schools did not have a retake policy. Six schools include “W” as part of their retake policy.
22. Student ID cards, photo, uses, and which companies – SC4  
GRCC photo ID used on large scale and can have \$ added to it. LCC’s is not mandatory, student’s can add \$. NMC can add \$, uses at library. Washtenaw, not mandatory, no \$ attached.
23. Institutional research, IPEDS, reporting, level of Registrar involvement – SC4  
Three schools have the Registrar involved in reporting, the rest do not.
24. Housing, considering? – SC4  
JCC reported they were building their second dorm.  
SC4 is looking at their downtown rentals/lofts being re-developed for student housing.
25. Contracts on campus, negotiations ongoing? – SC4  
SC4 discussed issues with contract negotiations occurring currently on their campus.
26. Do you have a retention plan? – Delta  
Jackson is in their first year of a retention plan. No one else reported having a retention plan.
27. College issued third party email addresses – Monroe  
Paul expressed concerns over free Microsoft email that would distinguish between student and former students, requiring the school to report who was and was not a student.

Adjourn

Next Meeting: Mid-Michigan Community College – January 30, 2009