

ARC Meeting – Fall 2016

Wednesday, October 5, 2016

Meeting called to order at 1:00 pm

- Updates - Nursing DTA and High School Crosswalks
 - HS Crosswalks
 - Canvas shell and they're working on having this setup so that we can use it to add their placement grids
 - For placement equivalencies
 - There are some local agreements happening
 - Nursing DTA Meeting
 - There are some graduates coming up
 - Are they using that DTA to go into the BSN?
 - Effectiveness of the pre-nursing DTA?
 - Is the nursing DTA going to take over for the pre-nursing DTA? What is the most effective pathway?
 - Will start pulling data and tracking things to see what is occurring
 - Could affect schools who only have the pre-nursing
 - Potential that the RN DTA replaces the Nursing DTA?
 - BIs are concerned the nursing DTAs are not difficult enough to get into, but they were assured they are special admissions only
 - PLA
 - ICRC and ATC have continued discussions about the PLA policy because they feel it might be in conflict with ICRC guidelines/agreements
 - They don't really like that they can't tell if it's PLA or not
- Work Plan Update
 - ctLink
 - Placement options
 - Best practices and how to do things
 - Professional development
 - Increased academic achievement by removing barriers
- Roundtables Session I
 - Placement Testing
 - Reciprocity
 - Fees and costs
 - How long they're good for
 - What do they count for what
 - Standard cut scores
 - Multiple measures
 - Accuplacer
 - SBA
 - ACT/SAT
 - ALEKS
 - HS transcripts
 - Crosswalks
 - Home grown

- Five star consortium - between colleges that are near each other
 - Apprenticeships
- Roundtables Session II
 - Running Start
 - Curriculum Change Processes
- Roundtables Session III
 - BAS Processes and General Discussion
 - Auto Awarding
- Question Box
 - How does your institution manage course substitutions? Do the deans sign for their programs or does the expert area decide? Eg: substitute course x for English rqmt in Tech degree?
 - Program coordinator or dean of dept and dean of instr signs off
 - Program faculty
 - VPI approval
 - When do you cut off online registration? ie: Before start? One day after start?
 - First day of quarter - 1
 - One day before - 8
 - Second day - 5
 - Third day - 3
 - Fifth day - 5
 - What is your credit limit for students per quarter?
 - 18, 20, 22, 23, no limit (5), P/T 25-28, CHS 30+
 - Are secure electronic transcript notices going to an individual or a dedicated email account? (like those received from Parchment)
 - Department - 8 yes
 - Designated person - 3 yes
 - Who is waiving the non-resident tuition differential for all non-resident US citizens? (FPS 29?)
 - 9 schools
 - 3 are not using it at all
 - How many schools have an international high school completion program? How is it going? How do students apply? Is it the same international application for admission?
 - 4 schools have it
 - Perhaps difficult on the students due to young age and being away from home
 - How much do students pay for parking at your college? Example: At one school student pays \$91 for 2 day/week permit, \$121 for a 3 day/week permit, \$160 for a 7 day/week permit
 - 9 charge an identifiable fee
 - 9 cr or less it's \$35 and 10 cr + it's \$45 per quarter
 - \$3/day, \$50/quarter for day and \$25/quarter for night
 - \$20-\$25
 - What is your policy to waive requirements for BAS students who have a prior BA/BS?
 - Look at gen eds and do a course by course evaluation
 - Yes, if you complete a BA then we'll waive the BAS gen eds

Thursday, October 6, 2016

- Enrollment Counting - Autumn Yoke, SBCTC (ayoke@sbctc.edu)
 - Address how enrollments are generated through multiple modes of instruction
 - Produce verifiable enrollments that are reported to SBCTC and monitored for accuracy
 - Recommendations
 - Eliminate special rules for Basic Skills
 - Update policy manual, ch 4/5 (updated by October)
 - Provide training and annual trainings in subsequent years
 - Adopted as system policy June 2016, effective summer quarter 2017
 - Class vs Course
 - Class is a specific section or modality offering of a course that is listed and described in the course catalog. Students enroll in classes and enrollments are reported on a per class basis
 - Credit hour
 - 1 hour of class/faculty instruction and a min of 2 hours of out-of-class student work each week
 - Theory (formerly Lecture): 1 credit/week contact hour of instruction
 - Guided Practice (formerly Lab): 1 credit/2 week contact hours of instruction
 - Field-Based Experience (formerly Worksite/Other): 1 credit/minimum 3 weekly contact hours
 - Scott will work on getting the PS labels changed to match the new ones
 - Instructional Modalities
 - Face-to-Face classes
 - Online classes
 - Hybrid classes
 - Flipped classes
 - Delivers content online and spend class time to discuss content (opposite of a hybrid)
 - Competency-Based Education
 - Allows students to advance based on proven mastery of subject rather than classroom time
 - State-Funding Classes and Students
 - Enrollment can be counted as state-funded ONLY if they are in state-funded classes
 - Tuition must be charged on all enrollments recorded as state FTEs
 - Some students in state-funded classes may be contract enrollments
 - Effective July 2017: state-funded classes must have syllabi on file by the census date of the class
 - This responsibility is designated in records retention as the instruction office to keep this on file
 - Special rules for Basic Skills enrollments have been eliminated
 - Basic Skills enrollments are treated like transfer/workforce education enrollments and are integrated into overall enrollment policies
 - Enrollments in BEdA classes funded with WIOA funds should be recorded as state-funded
 - When Do Students Count?
 - Students who register for a state-funded class prior to the census date and do not subsequently drop prior to the census date count for enrollment reporting

- Students registered for a state-funded classes by registrar's office official after the census date under the following special provisions will count
 - Extenuating circumstances, logistical/programmatic circumstances, administrative circumstances
- When Do Student NOT Count?
 - Students who have not paid, have waived, don't have a payment plan established, or don't have a guarantee from a 3rd party payer (L&I, DVR, VA, state/federal aid, etc) for tuition and /or fees by the census date
 - Enrollments in self-support (contract) classes (including leisure/hobby classes)
 - Some students in state-funded classes may not be reported as state FTEs, including:
 - Running Start students (may be exception on the credits over EV form allotment)
 - Students in high school reengagement programs
 - Students using these waivers:
 - Long-term unemployed/underemployed
 - Residents 60 years of age or older
 - State/Educational employees
 - International Contract students
 - International non-resident students in state-funded classes may be coded as state-funded or International Contract
- Enrollment Rules
 - Funding based on 3 year average or actual enrollments
 - Safe Harbor programs
 - Priority enrollments receive funding at a rate of 30% greater than unweighted enrollments, including:
 - Basic Education for Adults
 - BAS enrollments (UD Sections only)
 - STEM courses identified by the system workgroup and approved by VP Instruction
 - Workforce programs as identified in "A Skilled and Educated Workforce"
- Enrollment Reporting Discrepancies
 - Corrective action plan:
 - Written notification with plan for ongoing review until compliance is verified
 - If compliance is not achieved, the Executive Director may take any/all of the following actions:
 - Continued in-depth examination of reporting practices
 - Appoint a team to assist a district with compliance
 - Retroactive adjustment to improperly reported enrollments and funding (could affect up to 3 years of funding)
 - Permanent or temporary reduction or redistribution of FTEs
- What's Next?
 - Trainings...Coming Soon!
 - Feedback requested
 - Repeat Course Rule Review (policy memo drafted)
 - Common courses with different credit values reported among colleges

- IC/ATC to review and recommend policy to WACTC/SBCTC by spring 2018
 - Significant variations among high credit associate degrees with high credit requirements
 - IC/Workforce Ed to examine trends and report on findings
- Placement Testing - Best Practice Workgroup - Patrick Brown
 - Would we like to put a workgroup together for this?
 - Sounds like other groups/councils may already be working on this, perhaps people from each group could work on this
 - We'd like to be part of the "larger" group
 - Ruby will take it to WSSSC for discussion there next week
 - Interested in being in core group to work on this with the larger group: Shawn, Steve, Chris R, Kathy
 - How is placement reciprocity tracked
 - Financial costs/fees
- SBCTC IT Update - Juanita Morgan/Marla Coan
 - 1098T
 - New checkbox on 2016
 - Checked if colleges have solicited students in writing to get their SSN/ITIN
 - We need to add a UA code that we solicited the student - code will be created by SBCTC and sent at a later date
 - Juanita will send out the notes on this
 - Marla will send out the UA code purge job information
- Legacy Transcripts - Scott Copeland
 - Scott has asked about how to handle legacy transcripts
 - How to change wrong info
 - Who has access to them
- Coding Updates - Carmen McKenzie (absent)
- Repeat Policy Update - Cindy, Mike, Anne
 - ctLink will allow us to enforce this policy
 - Recommended:
 - Transfer courses should not count
 - Would count course withdraw if it's on the transcript
 - Using Course Topics in PS would cause issues with this repeat policy as it would see this course taken 3x as a "repeat"
 - If a student retakes a class, eg. PE/Fitness, it will block them and not count the FTE after 3x so colleges need to review how this will work
 - The policy takes effect when your college goes live, was the original plan, not wait until all the waves have gone
 - If a student takes the class over 3x, you don't get to count the FTE
 - Repeating classes effects the student's GPA and funding
- SBCTC Update - Joe Holliday
 - Scott Copeland has moved over to ctLink
 - Working on hiring a new policy associate to replace Scott Copeland
 - Brooke Allinder is leaving for another opportunity and they'll be looking for her replacement
 - Guided Pathway initiative
 - College Spark
 - Reverse Transfer

- Already had agreements with EWU/WSU; however, there is an update that by 2017 all of the colleges need to have agreements
- Committee Accessible Technology Oversight (CATO)
 - There is work going on with making sure college have their technology that is accessible
- WSAC putting an adult reengagement initiative together to meet the 70% goal
- State operating budget request
- McCleary Decision impact is unclear
- ITT Closure (<http://www.sbctc.edu/becoming-a-student/itt-to-ctc.aspx>)
 - SBCTC has a contact for students with questions
 - An UA is coming out to track ITT students for use of redirected Opportunity Grant monies
- Some version of free community college is likely coming
- Campus bias bill may be coming
- Trigger warning, micro aggressions, safe zone bills coming
- Suicide prevention bill coming
- New community college coming possibly in Gram, WA
- WSSSC Update - Ruby Hayden
 - Updates
 - April 26-26 - WSSSC conference in Tacoma at Hotel Murano
 - Been requested to discuss Canvas cross listing and merging classroom, our thoughts:
 - FERPA issue with students in a different class being able to see their name listed
 - What about students in f2f classes that are in different classes
 - If a student registers for an auto-reg class, they know they're mixed so there should be no issue
 - Maybe add a footnote so the class is called out to the student
 - What about the sexual offender issue
 - Can we contact Canvas as a group to ask for an adjustment
 - Students can see the item number attached to a student and go look up the class info
 - ctLink
 - Finalizing their work plan
- Question Box
 - Would you give a student a 75 fee pay waiver if their tuition assistance (Go Army) refused to pay due to the student missing a deadline?
 - Only give partial 75 per the DoD policy, they must be using the TA option
 - If they have it, but missed the deadline, they're eligible to use the waiver
 - How many colleges include personal email and student email addresses in directory information?
 - A few include either or both email addresses
 - About 8 don't include email as directory info
 - Who, at your college processes Continuing Education registration? If not registrar's office, do you give SMS access to Continuing Ed staff?
 - Yes, we give access to the Continuing Ed dept
 - Two schools have it in the admissions dept that do the registration
 - For other colleges who offer BAS degrees, how are you transcribing transferred in Associate's degrees? Block of credits? Just listing the transferred degree?
 - Transcript it as transfer credit unless it's their own degree

- For PS you'll want to have the courses transferred in so that the AAR can see the requirement is met or use a milestone perhaps
- FA offices may need proof for the first two years being completed, which may use a acceptance letter to BAS as approval
- A few colleges put a transcript comment screen of the credit amount
- To determine if a student is DACA, do you require the 797 paperwork or just a card?
 - The card or the paper that shows they applied
- Preferred names for LGBTQ students, international students, students with safety concerns.. My VP would like me to make name changes in SMS without official documentation. How are other colleges handling preferred names? How many colleges change names in SMS without official documentation? How many colleges make the preferred name changes in Canvas only through the instructor?
 - Change name in SMS without docs: 5-6
 - Asked Ruby to ask WSSSC for guidance on the name change issue due to the global setting in PS
 - Perhaps have the PS preferred name on the roster? And you can set up the transcript name by college
 - Title 9 issue
- What office processes veteran grades in My CAA and GoArmy websites? Veterans Services or Enrollment Services?
 - 15 VA services
 - 8 enrollment services
 - 1 business office
- Do the same rules and restrictions apply to Parent Ed classes as they do regular classes with regard to visa status? For example, a student with a J2 visa would not be allow to enroll?
 - S/J are not eligible to take ESL/ABE
 - There are restrictions, if it's FTE then the residency rules apply
 - Document online says J can study, but they have to follow the visa requirements, but can't get into a degree program and stay to complete it
(<https://www.ice.gov/doclib/sevis/pdf/Nonimmigrant%20Class%20Who%20Can%20Study.pdf>)
 - Can't ask for residency info
- If you use the Comments screen in HP a lot, but the comments screen is not going to transfer over. So what does that mean?
 - Use another system to keep notes
 - Load your notes from ODS so you can view them somewhere else after
- Scott Copeland
 - They're looking at the issues surrounding the upper level certificates
 - Running Start taking BAS doesn't pay tuition, so may need to discuss how this works
 - May be an age restriction depending on degree
 - Bellevue has a special 4 year degree, not a 2+2, but a straight 4 year
 - Dental Hygiene may have complications with the transition of the 2 year to a 4 year equivalent...nursing may have the same issue in the future
 - New BAS council under IC that is working out some details about these programs
 - ARC would like to request that FAC/ARC reps be on this council via Ruby through WSSSC

Friday, October 7, 2016

- Council/Commission Liaison Reports
 - ICRC - meeting next week, no update
 - OAR - no update
 - FAC - meeting end of Oct, springs update: looking at fin statements, general ledgers, trainings, ctLink prep, tuition waivers and making sure using them correctly, cleanup for ctLink
 - ACC - no update
 - DSSC - meet in 2 weeks, no update
 - ATC - meeting right now
 - IC - meeting next week, no update
 - CUSP - haven't met yet
 - BAC - no update
 - WaACRAO - haven't met yet, will be the first Thursday of August and working with residency people to plan residency the day after, need presenters, need more of us to volunteer to help
- ctLink Updates - Scott Copeland
 - HP history
 - There are 8 CS folks on the team with Scott
 - The pillars have been moved out of IT and the entire support team is being restructured and reporting lines have changed
 - Decisions are not made in a bubble
 - They are not doing institutional requests as they're not part of the global plan, so Scott gets to say "no"
 - If they feel it effects the entire system, they do review it and move to put it in place
 - Finance is still having issues
 - Wave 1 - Pierce, CBC, LCC, Clark, Peninsula, SBCTC
 - SBCTC Bellevue building has been sold
 - Be willing and know your business processes are going to likely change
 - Be friends with other offices because in PS everything works together
 - Perhaps consider the roles of your frontline people, they need good technical and analytical skills...and troubleshooting skills
 - New degree/certificates go through SBCTC for approval and addition to PS
 - Review business processes
 - They'll work to send out the Canvas links for the training classrooms
 - Review the QRG (Quick Reference Guide)
- Question Box
 - For those of you with a one-stop mode, do you include cashiering? Testing?
 - Cashiering, testing, FA, registration, admissions, advising appointments/checkin, disability services
 - 4 have them
 - Do we have anywhere posted a list of clean ups required?
 - No
- Business Meeting
 - Winter meeting: January 25 - 27 at Gray's Harbor College
 - Spring meeting: WSSSC in April
 - Future meeting sites

- Fall 2017: Bellingham - Possibility
- Winter 2018: Available
- Spring 2018: Edmonds
- Minutes from spring 2016 will be sent out on the listserv
- Treasure Update
 - \$7083.53 current balance
 - Please pay if you haven't already
- Fee Structure: Annual or Per Meeting
 - Effective fall 2017 - Yearly payment: ARC membership \$ [how much] or Individual Meeting Registration for each meeting \$ [how much]
 - Motioned by Chris, seconded by Karl - motion withdrawn
 - Executive Board will do a written suggestion to vote at winter meeting
 - Will also review if and why there is a need for a rate increase
 - Need to review bylaws and how they may be effected by this change
- Rate Change
 - Ruby recommends we'd need to keep about \$2000 for disability accommodation needs
- Payment Methods
 - Yes, we'd like to have the ability to pay online

Meeting adjourned at 10:48 am

Janet Garza, ARC Secretary



**ARC TREASURER'S REPORT
Fall 2016**

Date	Check	Description	#	@	Rev/Exp
			Starting Balance 8/1/2016		6138.54
10/4/2016		Deposit Fall Reg Fees	21	45	945
10/7/2016	2133	Host/Raffle Gift (Anne White)			-64
10/31/2016	2134	South Seattle College Catering Expense for Fall Meeting			-1210.35
10/31/2016		Deposit Fall Reg Fees	28	45	1260
			Ending Balance 1/22/2016		7069.19

At the time we opened up the winter meeting registration on eventbrite, we were still missing some fall meeting fees, so I gave those people the option to buy 2 tickets on eventbrite, which many did. Those will be reflected in the winter meeting treasurer's report, as I haven't received the check from eventbrite yet. The cost of the fall meeting was 1,274.35. I'm still waiting on South Seattle to pay 2 of their reg fees.

Respectfully submitted,

A handwritten signature in blue ink that reads "Kyla O'Connor".

Kyla O'Connor
Wenatchee Valley College
ARC Treasurer 2016-2018