

## ARC Meeting – Winter 2017

Wednesday, January 25, 2017

Called to order: 1:05 pm

- Introductions and Ice Breaker
- General Updates
- Council/Commission Liaison Reports
  - ICRC - meets in April, last meeting: PLA is large topic as they don't like how they're showing on transcripts, letter has gone to SBCTC about PLA asking it to be reviewed, accreditation is taking more of a role in PLA...so changes may be coming to PLA, continued talk about the DTAs
  - BAC - meets in Feb, last meeting: discussed business related things regarding ctLink and how we're all doing things, pilots are still challenged by security setup, general ledger and budget not quite working, notes on the BAC website
  - BAR - no report
  - ACC - no report
  - DSSC - meet next week
  - ATC - no report
  - IC - no report
  - CUSP - no report
  - WaACRAO - no report
  - FAC - updates on the several legislative items
  - MSSDC - no report
- ctLink Discussion
  - Perhaps work on business processes as a system and how to do that
  - Challenge is that we don't know what direction we're going with PS or how it works
  - Flip the switch on all 31 one of us at once...is a fear
  - Look at the QRGs and videos for the different areas
  - Use Canvas and Peoplebooks
  - Good idea to map your processes, then maybe compare to the PS processes
- SBCTC Update - Ruben Flores
  - Taking over for Scott Copeland
  - Looking for a new director to take over for Marty
  - Reverse transfer agreement is still being worked on, finalizing with WWU
  - Fall enrollment
    - State support FTE is down by 4%
    - Running Start increased by 10%
  - Bill Moore is contact for Smarter Balance
  - 6 bills on SNG
  - Residency will be changed for college bound eligibility
  - Possibility of a Veteran council in the future...a review of the council process and how to start one
  - Email him if you need
  - He's following the listserv
- WSSSC Update - Ruby Hayden
  - Spring Conference - please attend as possible
    - April 26-28 in Tacoma
  - We'd asked to some guidance about naming conventions in HP/SMS

- There is a group working on this
    - Perhaps able to add a "preferred name" field in HP/SMS
    - She'll keep us updated on this
  - Work plan is on the website, please review
- Roundtable Session I
  - Guided Pathways
  - Basic Studies
- Roundtable Session II
  - DTA
  - Veterans
- Question Box
  - For students earning both a high school diploma and associates degree. Do you use separate diploma paper for the HS diploma and the associates degree?
    - Yes for a few colleges
    - No for most
  - Are you noting on student's transcripts that the high school diploma was issued through HS21+ or HB1758? If so, what does it look like?
    - This is in the coding manual
  - What documentation do you require for a student name change?
    - Legal docs and photo ID
    - Only photo ID...several said no
    - Is this a FA issue?
    - Standardized name change across the system needed because of ctclink and its effects?
    - 1998 document that says legal docs are needed
    - WSSSC also planning on working on this after preferred name processes is in place
    - It's thought that preferred name in ctclink shows in the roster...Jill will double check.
  - Our transcript evaluation team has been noticing an increase in paper transcripts being sent to us from other CTCs. Which schools are sending paper transcripts instead of sending through the HP and what are the reasons why?
    - Clover Park - because clock hours doesn't show correctly on electronic one
    - Once in a while they're sent for special reasons
  - SBCTC now has the field guide on their website

Thursday, January 26, 2017

- Introductions and College Updates
- Welcome from Grays Harbor College
- Enrollment Policy Update/International Students/Coding - Autumn Yoke
  - Effective fall quarter 2016
  - Chapters 4 and 5 are updated now
  - Need to have international contract to be able to use the 2-35 coding
    - If you're on the int'l student list with 0, then you likely don't have a contract and are using 2-02
    - The contract is because you have an outside sponsor
  - We can check the SBCTC Allocation Monitoring Reports to see how many were counted and what your limit was
  - You don't want to be FPS code flipping students back and forth each quarter, perhaps consider doing it yearly

- When the draft is finished, she'll send it out to the listserv
- Coding Update - Lou Sager
  - Reminder: only doing 10th day for fall (not for winter/spring)
  - DOC
    - Now going into external system ID
  - Workfirst
    - Will have one code that says they're Workfirst and Worker Retraining
  - Vet Benefits
    - Two new (M/N) have been added, E/F have been edited
  - High school diplomas
    - The diploma is in statute and should just read "High School Diploma" no matter if it's HSC or HS21+
      - Confusing in the exit degree coding
- ctcLink Update - Scott Copeland
  - Have had structural changes
  - Governance structure changes
    - WACTC is looking at this now
    - ctc Steering Committee is still there
  - Currently in remediation phase
    - Working on getting things fixed
    - Marty Brown announced his retirement
      - Has taken the executive leadership of the project
    - March should have some decisions/options coming out
  - Upgrades and releases coming that are being added to the system (PS) also, so working on those as they come out
  - January or October are the possible go live months for the future
  - There is a group looking at best practices and common business processes
  - Pilots are functional for the stuff they could do in HP/SMS, but not using many of the add'l tools that PS has available (eg. 3Cs, upload docs, auto confer, etc.)
  - Training is really important for PS use
  - Communication is key! We affect each other in PS!
  - Help each other
  - ARC Exec Board needs to work with Ruby to follow up on what decisions or not have been made for access to HP transcripts when it ultimately "goes away" and the need to make changes to incorrect HP transcripts
    - Also, the issue of outstanding fees in HP and if/how to pay in PS
  - All items need to be taken care of at pilots before we move forward
    - Stabilization needs to be there before any other waves go
  - Things colleges could be doing now:
    - Map business processes
    - Merge duplicate SIDs
    - Be cleaning error report items
  - CIP code changes coming out in 2020
  - Meta major is working on a solution at this time
- Clearinghouse Update - Danette Sullivan
  - NSSCR Report
    - Up until January, NSLDS created and we didn't have to correct the NSLDS errors

- The rule now changed and we now have to fix the NSLDS errors also, which is what the new report is
    - For help go to: [clearinghouseacademy.org](http://clearinghouseacademy.org) for webinars and/or send an email to [gloria@studentclearinghouse.org](mailto:gloria@studentclearinghouse.org) with a copy to Danette
  - Check out the brand new design at [clearinghouseacademy.org](http://clearinghouseacademy.org)
  - Annual Audit
    - NSC has an audit resource center
    - Audit guide to print for the auditor when they visit
      - It explains how we report and how it works
  - Contact list
    - Look at and update the contact list in your NSC login
    - This is who they contact based on this list
  - Degree Verify for HR/Other Uses
    - HR department can use this to verify degrees for free
  - Degree Verify surcharge
    - This is added to the top (ctc range is \$0.50 - \$10.00) degree verify cost (on top of the base \$9.95)
    - The companies pay this, not students
  - Student Self-Service
    - The ability for students to print their own enrollment verification certificate
  - Advanced Registration
    - May want to do a advanced registration if you're not
    - Can run every few weeks
    - Needs to be labeled correctly
    - Can be run even though previous quarter hasn't ended yet
    - No error reports
  - Still working with the VA on how they can work together for at least degree information
- SBCTC IT Update/Gainful Employment Changes/Admissions Application - Patrick Brown
  - Juanita would like to know if there is an issue with adding add'l information to the usual file that is uploaded by the DataX
    - Items added: race, ethnicity, middle initial, SID
      - Note: won't be added for PS
    - No objections to adding these
  - Juanita would like someone to work with that's been using Accuplacer NextGen
    - Anne White and Cindy Mowry has someone that would be willing
  - Gainful Employment
    - Maybe attach to web registration
    - If email, maybe have a link they click to confirm receipt
    - Block if electronic, then make come in and fill out paper form
  - Admissions Application Online - re-wording a few questions - Ruby Hayden
    - Ruby took notes and will send them to Patrick to share with the group and she will take it back to Joe Holiday
- Roundtable Session III
  - Transcript Services
    - Note: PS is only configured for NSC
  - Systemic Barriers
- Business Meeting
  - Minutes approval
    - Spring 2016 and Fall 2016

- Pauline moved, Chris M seconded
  - All approved
- Fee Structure: Annual or per meeting/Rate Change
  - Determined to not move forward on this based on feedback received
- Treasure report
  - After costs for winter meeting: \$5015.66
- Accommodation monetary need
  - WSSSC suggest we set aside about \$7000
- Host Colleges
  - We've setup some host college expectations
    - Will be put on the website and email it to the future host colleges
  - Spring 2017: WSSSC Conference, Tacoma - April 26-28
  - Fall 2017: Bellingham Technical College - October 25-27
  - Winter 2018: Peninsula College - January 24-26
  - Spring 2018: Edmonds Community College - April 25-27
- Elections/Open Executive Board Position Elections
  - Will be voted on at the spring meeting, contact Cindy Mowry if you're interested
    - President Elect
    - Secretary
- Question Box
  - How do you train your college on FERPA and how often? (in-person, online, etc.) Who does the FERPA training?
    - Registrar in person, once a month...sometimes one on one, developing online
    - Managed by HR and online
    - About 1.5 years at one school
    - Only 2 are using lawroom
    - Rotating schedule every 2/3 years
  - For colleges that "flip" their international students from 2-35 to 2-02 Y-100 update, do you also change admissions SM2001 to 2-02 and then flip back after MIS finals?
    - If you change SM7001 is changed and stays, then you should change SM2001 to match
  - Who has a Welcome Center on your campus and is it run by your office? What all does it include?
    - Four colleges have welcome center
    - All student services pretty much done in welcome center at Grays
    - A few have switchboard at info desk
    - One has ID cards and campus tours
  - How many business days do instructors have to enter grades after the end of the quarter? Is this part of the faculty CBA?
    - 2 days
    - 2-3 days
    - A week
    - A few is part of the contract and a few are not
  - What do you consider late enrollment? And do you charge a fee?
    - From the first day and forward is late enrollment...after the first week \$144/class
    - After 2 days...then \$35/class
    - After 10th day...then \$15/transaction
    - After 10th day...then \$40/class

- After 10th day...then \$10.50/credit
- New SBCTC policy...need to be a guarantee of payment by the census date
- Do you require faculty signature after the first day of the quarter?
  - About 5 schools
  - A few are at the 3 day
- Who keeps the waitlist running until the first day?
  - A few are first day, some Friday before, some until the 3rd day
- Do any colleges purge their waitlist day or leave it?
  - Most of them said they leave it
  - A few purge it
- Who does not require students to show their permanent resident card? (no copying, etc.)
  - Walla Walla and Gray's Harbor
- Question about student's who say they're residents/not residents, can/are we required to go back and collect/refund?
  - Patrick will follow up with Justin and Ruben and send to the listserv
  - WAC 250-18-055
    - "shall" = means we have to recover/refund
- How many of your VA offices have been audited by a WSAC auditor?
  - One school
- What intent codes are colleges using for the following:
  - NAC classes: suggested F
  - EMT classes: suggested F
  - Students who are taking prereqs. at your college but not wanting degree: suggested L
- How many of you have Running Start student apply online using the common app? Of those how do you avoid the residency question?
  - 3 schools are
  - Scott clarified in the last few years that you can ask this question now, as you must ask this for any classes the student has to pay for
- Would anyone please share their experience using digital signature for their forms? What vendor do you use?
  - Echo sign and Quilex document imaging
  - Forms Stack and Onbase document imaging
- Who is doing auto award for degrees and certificates and how much staff time does it take? Is there an "automated" way of knowing which students are eligible?
  - Only doing for STC, list from IR, hours of time going through them
  - Completion coaches do this
  - Workforce advisor reviews these
  - Pull a list of who hasn't registered the next quarter to see if they completed and awards

Friday, January 27, 2017

- Professional Development - Exploring Bias for Selective Admission Programs in WA - Caprice Hollins
- Thank you to the hosts, Jerad and Gayle!

Adjourned at 12:02 pm

Janet Garza, ARC Secretary



**ARC TREASURER'S REPORT  
Winter 2017**

Date	Check	Description	#	@	Rev/Exp
			<b>Starting Balance 1/23/17</b>		<b>7069.19</b>
1/23/2017		Winter Registrations/Late Fall Registrations	22	45	990
1/27/2017	2135	Cultures Connecting-Winter Meeting Professional Development Speaker			-2500
1/27/2017	2136	Host/Raffle Gift (Anne White)			-43.81
3/7/2017		EventBrite Registrations (Winter registrations/Late fall)			1665
3/7/2017		Winter Registrations	5	45	225
			<b>Ending Balance 3/7/17</b>		<b>7405.38</b>

*Pending-catering invoice from GHC*

Respectfully submitted,

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

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