

Fall 2017 Minutes

Bellingham Technical College

Settlemyer Hall, Campus Center (CC) building

3028 Lindbergh Ave., Bellingham, WA

Wednesday, October 25, 2017

12:00 Brown Bag lunch and informal orientation for new members

1:00 Housekeeping
Introductions and ice breaker

1:15 Residency

Notes: Overview – Powerpoint

WSAC Residency Updates

Updates March 2017

Fed Choice Act chgs

- GI Bill Active duty – in-state (resident) tuition
- 3 yr limit after death of service member removed
- service member doesn't have to live in WA
- (2 72) – not eligible for state need grant

Res 101 webinar for new employees on wiki

Dependent/Independent Workgroup – in discussion

-Need feedback from ARC

-Define living expenses so that it is the same at all schools – same as Cost of Attendance?

\$ amount on students who might have lower living expenses; student could show with individual circumstances; need something to base it on something; what documentation will be required/accepted?; professional judgement & documentation to support decision; form letter for student to sign declaring under penalty of perjury, etc.; too many hoops for students? (homeless students) Idea is to set a standard. WAC is vague. Parents want to know, need to have rules/consistency for challenges and audits. COA number may not be equitable across state.

-Redefine “significant financial assistance”: what is more than half?

-Align independent/dependent definitions with FAFSA definition? Would this make more students ineligible for in-state? (Yes) Only need to review if there's a discrepancy with FA; generally accept their answers on admissions. Not supported by ARC.

-Residency portability. DACA issues – expired? Residency coding is institution specific for ctclink. Absence of new documentation residency stays the same. Can we trust the other school and just accept their determination, unless evidence to the contrary. Which is worse – granting residency to the wrong person, or denying it to the right person. 2 year voice vs 4 yr voice in state decisions. OFM audits – lean heavily on residency.

-DACA

Currently enrolled continue to pay in-state, eligible for State Need Grant and College Bound

Future – depends on residency at time

Need to check with new college

-HB 1079 – trying to make HB 1079 students eligible for College Bound but didn't pass. Will be reintroduced to legislators. Do not keep HB 1079 affidavits or tallies.

Contact: Gail Wootan, gailw@wsac.wa.gov

Powerpoint will be attached.

2:00 Break

2:15 ARC 2017/18 Work plan

Notes:

1. Research New academic placement solutions **Keep for this year, Add Placement 360 (includes many measures, tests), make sure we have input, best practice guide, ARC not sole responsibility, need timeline for Placement 360 to roll out to other campuses, 12-13 campuses now, press for inclusion in PI 360**
 - Smarter Balance
 - Directed Self placement
 - Multiple Measures
2. Support and provide input through the established governance process for ctcLink **Participate in courses and Common Processes Workshops**
 - Ongoing
3. Present timely and relevant prof dev sessions at commission and council meetings **Keep; suggestions for topics?**
 - Have 2 sessions plus NSC
 - Natl Student Clearinghouse/VA Certification
4. Increasing students' acad achievement and attainment by removing barriers and improving campus learning environments and campus climate **Keep – is part of EDI; suggestions for this year to achieve this goal: accessibility/websites/forms, plainspeak, different identities and inclusion, preferred name best practices, Patrick has list of last year's workshops, topics, roundtables submitted to WSSSC**
 - a. Systemic Admissions Barriers
 - b. Access and Inclusion
 - Multiple Languages
 - Identifying barriers
 - Race/Ethnicity
 - Bilingual Staff
5. Access **Different from #4; is about our meetings; exec board issue; some of this accomplished but is ongoing**
 - Allocation for Disability Svcs
 - Add accommodations request to registration
 - Increase/restructure meeting reg costs
 - Eventbrite/PayPal
 - Access and efficiency
 - Reduction in paper
6. Additional Goals? **Guided Pathways, involvement, ARC - coding for GP and major-ready pathways, skill set for coding EPC and who does it; coding workgroup is being created (EPC – degree, UA code – pathway) – best practices? Panel – first link + pathways in general? (Possible prof dev?) [PS can't support 200 diff pathways, portability, ASK RUBEN]**

3:00 Roundtable Session

- Pathways – impact to processes with admissions/enrollment

Notes: Learning Communities and how they link to pathways, challenge in PS, cohort sort of, solution from Scott is extremely labor intensive; faculty as advisors, agree to pathways, naming, etc.; how to get them into a pathway if they don't know what they want to study; maps are beneficial; 'no-harm' classes for undecideds so they can get FA; pathways vs meta-majors & advising students; changes to codes; issue is to be working with all areas since chg affects each different 'silo'; why do we need to code students in a pathway in addition to the EPC? Prof-tech vs transfer areas that cross metas – need to be coded fewer times bec of FA; Data tracking for grants re:meta-majors; pathways can affect course scheduling needs; first qtr experience for a pathway using CRM in legacy, milestones in ctcLink; FA needs them tied to a CIP, ie., transfer; Pierce changing processes on front end to get them on a pathway and not mess up funding sources; if pathway/EPC changes, funders must be

notified – keep EPC changes in small group to avoid problems for student; cross-campus work is required, can't be isolated anymore.

- Coding (High school diploma titles, coding manual, etc.)

Notes: Last ARC meeting decided that they should all say "HS Diploma"; coding should be correct but titles should all be the same

Add'l: Must use correct, approved titles for all degrees; being cleaned up in PS now; see ICRC Handbook (DTAs, MRPs, etc.); also check catalogs to make sure they are listed correctly; Juanita can make global changes to EPC code+titles – contact her if you have a lot to fix

***Send out code lists to listserv**

- Awarding transfer credit, posting certificates and degrees
 - Processes for efficiency

Notes: evaluate at entry vs at grad; mandatory advising for transfer students, credits looked at but not entered; entry services one-stop; bring in any credits rather than just applicable to a specific degree – FA will only look at those that apply, exception is BAS and Nursing bec they are locked in; NSC brings in all credits and puts note in re: pursued degree which is what FA looks at

- Auto awarding

Walla Walla, RTC, Cascadia (short term), Clover Park, Shoreline (Both less than 45 crs), PS is auto if you have your AAR set up correctly; GR has students sign at reg that they may be auto-awarded; Pierce has statement in catalog; FA impact depends; if you award and a student still gets State Need Grant can impact the college; UW policy re: credits after award posted – find out? UW Int Alg pre-req – txfr credit (Stats) not accepted if int alg not on transcript?

- AP, other test credits, military credits

New chart for cross-walk of these

4:00 Question Box

Notes:

1. If you have IBEST, do you offer a companion basic skills class. (It is required.) Causing FA problem. Manual override is the solution. \$25 fee for basic skills, not transcribed, waive \$25 fee. Non graded, non-credit, suppressed. Shows as enrolled credits, FA just needs to ignore. Manual process.
2. Copies of official transcripts? – answered on listserv, can inspect but not necessarily take a copy.
3. Add/Drop deadlines? When is instructor permission required? Scanning emails, emails directly from instructors, some take from student, reg emails account, attached to reg form; full class requires instr signature; some will overload with instr permission while waitlist is still running, but waitlist students must be taken too
4. How do you code undoc students that are not WA residents? ZZ 3 33 (undetermined). Some use 202 which is equiv to international rate.
5. Microfiche – can we destroy the aperture card after the transcript is scanned and indexed? State archives has copies of microfiche for Bellevue; form from state archive affirming that image is legible, then destroy/store.
6. Non pay drops – when do you stop dropping and invoice them? Clover – 4th week, ShCC 5th week. Enrollment counting – how do you code them to avoid having them in counts. Need to account for non-pays in enrollment counting – shouldn't be part of allocation. Backdating for partial payment drops, last course added and not paid for; Hold code from FA before FA is confirmed - problem – not guaranteed source of payment; FA appeals are the same; students should be paying out of pocket until FA is determined; census date (10th day); RCW says that the student must be paid by 10th day; Fee Pay Code (34?) – put this on them, then if they pay switch their fpc back *Talk with Ruby at exec committee

4:30 Depart for hotel check-in

5:00 Networking dinner

Thursday, October 26, 2017

8:00 Continental Breakfast provided by ARC

8:30 ARC member introductions and college updates

9:00 Welcome from Bellingham

Notes: Dr. Kim Perry, President of BTC

9:15 Professional Development

Greg Brazzell, Director of Engagement, Learning
Employee Learning and Development
Pierce College

Strategies for Developing Growth Mindset As An Employee in Higher Ed (Powerpoint)

The power of believing you can improve and taking action to improve in an environment that supports improvement.

Adverse Childhood Experiences (See below)

YouTube on Growth Mindset –definitions and explanation of beliefs and focus

Brain Game

Discussion re: connections to our roles with students and staff

Relationships, Connection

A Story that Emerged

ACES, Trauma, and Resilience in Higher Ed

Paper Tigers on Netflix

See powerpoint for videos.

10:30 Break

10:45 Continue Professional Development

11:45 Question Box

1. Non-disclosure forms: specific period of time on form, renew every year, forever – how do we contact? Use email given, or campus email if they don't want contact
2. Document Imaging? ctcLink schools using Onbase, Hal-file. Upcoming wave – add or replace imaging? Shouldn't need to – PS doesn't communicate with doc imaging, but can. How is it funded? No answer. If it will be a global do imaging to communicate with PS, it will all have to be the same or can't be supported. ~\$10K at one school.
3. Outreach & recruitment – can they have access to FA to determine completion of FA file? Most yes, read only, training required, should be cautious about giving answers because students will remember – FA should give final answers.
4. Anyone using Namecoach? Student records name pronunciation, preferred pronouns. Useable at commencement, in meetings, etc. Send link on listserv.
5. Anticipated grad date as part of Directory Info? Does anyone put a real anticipated grad date anywhere? Not really answered
6. Medical Withdrawal Refund. Where did criteria come from? Everyone has their own.

7. How do you code students in a pre-reqs for a selective admissions program? G or M in pre-reqs, F once they are in program. G has FA ramifications (pre-reqs vs part of program). If students pursuing mult programs, can be other than G. M can be coded with BAS program code. Ongoing topic.

12:00 Lunch provided by ARC

1:00 Making Enrollments Count

Michael Singletary

Notes: Powerpoint

Funds from legislature

Contract

Student Funded (Self-support)

State-support enrollments is declining

Funding Allocation

Approved by WACTC and SBCTC in 2016

Based on state-supported, weighted priority enrollments, SAI performance

Includes funding for Safe Harbor enrollments

Adjusts to account for annual over or under enrollments

How do we make sure we get credit for each enrollment?

1. Which classes are eligible to report state-supported enrollments?
2. Are all eligible classes coded correctly?
3. Which students count as state-support and which don't and why?
4. Are the student coded correctly?

State-funded Classes: SBCTC Policy Manual Ch. 5.40

Funded completely or in part with state funds

College must abide by

Coding by SBCTC

Follow SBCTC rules

Abide by SBCTC rules re: budget, accounting, auditing, etc.

Is this class eligible? Ch. 5.30.10

Yes, if...

Direct and Indirect costs are pd in whole or part with state funds

Meets all 5 board-approved criteria

No, if...

Pd through grants or third-party

Intramural, sports, etc.

Class Criteria – see powerpoint.

State funded coding – see powerpt

Which students are eligible?

Non-reportable FTEs

Student Coding

What happens to the enrollment collected on each campus

Next Steps – personnel, review 4 steps, etc.

Links – see handout

2:00 SBCTC Update

Ruben Flores

Notes:

Exec Dir Jan Yoshiwara – meeting with presidents, etc.

Leg News –

1. 5100 Fin. Literacy – all new incoming students
2. 5022 Loan Transparency Act
3. Disability Transfer Student Workgroup re-convened to create a document for release of information re: disability documentation to other institutions; still some HIPAA vs FERPA issues but should be useable in most circumstances
4. DACA – for those students who would lose DACA status who've not yet been residents, may be able to use HB 1079. HB 1079 is being updated to account for these issues.
5. CHS Review Process.
6. GP – 5-6 more schools
7. RS Issues
8. HS Diploma Issues
9. AP credit – more legislation prompted by College Board to mandate a score of 3 receiving major credit
10. Academic credit for PL – workshop with ACE regarding how the recs are determined
11. Tech Prep is now CTE Dual Credit – automatic or requested transcribing? May be changed to expand dual credits, more completions and certificates, lots of questions, issues, confusion

**Have Cathy Gable come to next ARC meeting re:CTE*

2:30 Break

2:45 SBCTC IT Update

Juanita Morgan

Notes: Web admissions changes have been accomplished and are live; citizenship page corrections have been made; better accessibility; Web admissions is automated and centralized, fall quarter applicants are closed at end of sept. Can be changed to end of Oct? middle of Oct? middle is more difficult – do we want to change this to end of October to accommodate late-start classes? Group – NO CHANGE

Natl Student Clearinghouse – SM9705, grad date change from first of grad quarter to last of grad qtr; add to job when scheduling - may be able to assign EPCs to students with no program – students will be marked as 'not seeking a degree' which will keep it from rejecting

Test score upload – Windows application to id student and test score data, fixed or flexible, and can be loaded into the Test Scores (Grays Harbor will test next week)

Preferred Name – new programmer assigned and is working on it; will be on class rosters, student can change in address field; another screen/field for staff to identify preferred name; Need statement on website to ask student to notify Registration/Registrar when updating preferred name so it can be included in other areas (ie, Canvas)

CIP – SM5006 goes only to Clearinghouse; local CIPs may not be accepted by NSC (only Federal CIPs); should always enter federal CIP if it doesn't auto populate

Reminder – 1098Ts approaching. Must assign an S+ to students we've contacted to get SSNs so IRS reporting will be correct.

Fresche – Alex may contact if job fails. Contract



YRQTR Codes – have been set up; Need to be added to system at each campus

Juanita is creating a doc with all SMS screens, definition of each, and where data is stored. Will be finalized soon. Will add permission levels and send second version.

Jobs for birthdays not exact because of millennium change. May have to be done manually.

3:00 WSSSC Update Ruby Hayden

Notes:

Fall Meeting - Work plan, Jerad is now attending

Subgroups: How do we strengthen state and local economies?

EDI

Innovation and Technology

Student Support Issues

Prof Dev

Other: Free speech, Title IX compliance changes, disability support and accessibility

Common Process Scheduling conflicts – Council liaisons will take council concerns to schedulers; new schedule may be available as early as tomorrow

3:15 Academic Credit for Prior Learning Scott Copeland

Notes: Changes to coding and title in effect now

Academic Credit for Prior Learning document – in newly updated Coding Manual

Directives of WACTC and Instruction Commission, has been thoroughly vetted

Both PS and Legacy codes

Make sure you are on the Data Alert group for WAC, coding, etc.

3:30 ctLink update Scott Copeland

Notes – Ciber gone, issues left over are being worked on, Christine Campbell is new director – vast knowledge of PS PS needs to track courses that do not require textbooks; Legacy will have to do it within 1 month of going live.

Timelines – 2015 3 colleges went live; Jan/Feb 2019 – SBCTC + 1 college; First link will be moved to version 9.2 and PeopleTools; Jan/Feb 2020 – 6 colleges; Oct 2020 – 8 colleges; Jan/Feb 21 – 8 colleges; Oct 21 – final 8 colleges; Original waves are gone; Will Tech colleges be moved together or added into groups with comprehensives?

OAA accessibility issues may require a 3rd party contract if they aren't resolved soon.

OCECI – Cont Ed module of PS has problems. May get a 3rd party contract for this. Each college will have to pay. Expensive. 2 vendors being looked at.

Finance pillar issues still not completely solved at FirstLink but are nearing completion

Version 9.2 has cosmetic changes and some mobile functionality changes; forms, etc., will need to be updated; LGBTQIA+ will be part of self-service, not part of the admissions process

Data Cleanup files – will we start getting them again? Probably not until the schedule is finalized. Will hear more about Dec 1, 2017.

Common Process Workshops

report out from attendees

Notes – Need to have FirstLink schools at the table; buy-in from all campuses; can we streamline based on the FirstLink schools processes?; important for groups/pillars that haven't been working on it as long as we (ARC) have need more

time to learn, more info; Ruby will take request to include more staff

from each campus to the workshops; need to be sure that our concerns and voices are heard; Do we want to be able to set our own Entry Code cutoff dates on each campus (beyond the open enrollment date)? Yes – Scott’s team will work on this outside of Common Process Workshops.

Common Process Workshop Schedule

Notes – schedule should be available soon (tomorrow?)

ctcLink Admissions

Sindie Howland – tabled till Friday

4:30 Question box – tabled till Friday

5:00 Networking Dinner

Friday, October 27, 2017

8:00 Continental breakfast provided by ARC

8:30 Council/Commission Liaison Reports
(ICRC, FAC, BAR, ACC, DSSC, ATC, IC, WaACRAO, etc.)

--ICRC – Cheney

Handbook being revamped

Students using VA benefits of parents get residency

Incarcerated students can now earn degrees, computer access is an issue

Business DTA – 5 crs of non-biz electives questioned

Tech DTA being phased out

WASAC – outcomes of students who transfer from two –year rather than start at 4 yr

WA #1 in transfer, participated in Transfer Institute

Julie Garver – reciprocity sem vs cr in distribution – how is the missing .5 made up? In distr or anywhere

CLEP – more discussion

& courses – prof-tech – Bis concerned

Western would like all 2 yrs to send all catalog updates to all 4 yrs

--ATC – Dual credit and Smarter Balance (10th grade SBA=placement, is this OK) Tech Ed increasing Funding model for RS students questioned, PREN and CS DTAs being revamped or removed?

--FAC – WAFA conference

WSSSC asking all councils to meet on college campuses

Legacy report – FAM update to accom year round PELL reporting avail early to mid Dec

PELL processing starts in Jan

SB5100 – each college got a little \$ for financial literacy

ctcLink timeline – holdup on Finance side

DACA & residency – 1079 doesn’t cover everyone, can be portable, not the same at every campus – talk to FA folks on your campus; Ready Set Grad – not being updated; financial literacy – reasonable steps; new legislation re loans and borrowers coming

--DSSC – Policy 188 in effect Dec 2016 – tech accessibility; web admissions not accessible for vision impaired and need screen readers, paper/pencil may not be accessible either; move from accommodation to accessibility; put jaws (screen reader) on common computers; tty phone in lobby with signage in sign language; applies to students, staff, faculty; HR needs to make everything accessible as well as instructors (math lab, for ex); Natl Federation for the Blind is currently checking college websites and filing lawsuits; Vendors are not liable if products are not accessible, the college is; WSSSC tech plan is involved with Policy 188 and working on it: what are the systems we have (Maxient, CRM, etc.), connecting with the vendors to get compliance info, if not compliance get their plan; create teams on campus including fac, use tools to check docs and webpages; accommodation (problematizing the student) vs accessibility; CHS – accommodation provided by hs (idea), college is under ADA – hs may be changing outcomes for SSD students – should have oversight to make sure students are being ‘over accommodated’ and still given college credit

--WAACRAO needs board members; monthly meetings via phone, meeting first Thursd in August (proposed)

9:00 Discussion on DACA FAQ

Notes: Letter from WASAC Becky Thompson, no FAQ currently, covers reciprocity of residency, WASAC website also has info; ARC doesn't need to put out additional info since it exists

9:30 ctcLink Admissions & ATC report (re-scheduled from Thursday)

Notes:

OAA Issues – Formalizing a position from ARC in collaboration with DSSC: Creating account - Edit address when they haven't entered one; if admit not completed first try, will not allow to use email address again; 'Academic Career', Academic Program levels, Admit type, Programs; color coded indicators can't be read by screen readers – accessibility issue; save vs submit is an issue – no instructions; list from state board of uncompleted/unsubmitted admissions apps to contact students to completed; Program is operating as designed (not broken) but design needs to be improved. Focus on navigation pieces for letter with support of DSSC for formal position, need data, this is a chemle – most other colleges use third party admission apps; Individuals at Clark and Spokane Colleges working on issue; finance plan due in December –this should be included; Send letter from ARC and DSSC, pass it by FAC if they want to join, send it to WSSSC, who will pass it on to President's Council

10:00 Break

10:15 Business meeting

Treasury Report: Account balance was \$5,365.53, after this meeting \$3100. After reg fees, will be back up to about \$5300. Is there a need to raise reg fees; catering fees keep increasing, may need accommodations in the future so should have a cushion; Eventbrite working well, makes refunds& receipts easy

Discuss at Winter Meeting – increasing fees to cover potential accommodations

-Chris Melton, Carlos second – Motion to create a letter drafted by exec board in conjunction with DSSC to ask for revisions to OAA re accessibility and navigable and functional; Cindy recs that exec board do letter, not put out to membership, sent to membership after it goes to WSSSC, Passed.

-Ruby recommends separating the issues of OAA issues and Citizenship and ability to bypass questions – unintended consequences; should not include anything other than citizenship (Ruby); Carlos moves that we write the letter, seconded Denise Bennett, exec board to write letter, passed.

-Talk to VPs and Pres about these issues to prepare for discussions

Adj 10:27

11:15 Question Box

1. How are you addressing preferred names? What procedures do you have in place? BC, note on comment screen + legal name, then change name in HP, new name on Transc.; ShCC hold on stu record with similar process but don't change name on transc; various at
2. Change in coding for ACPL? Yes – in coding manual, pg. 46, DataWarehouse
3. If reg is dropped with minus – rather than * backdated – does not show in MIS report
4. Tr in credits – min course grade and min GPA, 1.0, 2.0
5. ctcLink prep – Z999? Current YRQ for students things, considered active for courses and EPCs
6. Registration on SM700A – comprehensive list of values for various fields? See Data Governance and coding manual, new list coming, some lists are scanned and not searchable, post to listserv if you know
7. Does anybody have a file with fees for each school? Patrick will send out survey; reply directly to Patrick who will compile.
8. RS student got DTA and HS dip but was missing 5 crs – FA issues. Remove degrees? Most no. Research whole situation and see what else can be done. PLA? Course Challenge? Foundation to pay?
9. Does anyone give college credit for GED+? No.



10. Revised schedule for CPW? New schedule today

12:00 Adjourn meeting 10:50

Upcoming Meetings:

- Winter 2018 Meeting – Peninsula – January 24, 25, 26
- Spring 2018 Meeting – Edmonds Community College – April 18, 19, 20