

Fall 2018 Minutes

Yakima Valley College

Building 8 (DECCIO)

South 16th Ave. & Nob Hill Blvd., Yakima, WA



Wednesday, October 24, 2018

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

1:00 Introductions and ice breaker

Cards for retirees Carlos, Ruth, Denise

Sympathy card for Pauline

Get well card for Chris Melton

Dum dum flavor positive trait

1:15 Discussion: DSS/HEALTH-LIM Field Security

DSS fields on SM2001, 5001, 4002, SD5031 DSS(code) and Health Lim (code), and DIS (Y/N)

Codes are very specific and there are concerns about confidentiality – some students don't want faculty, work study students or other staff to know what their disability is. Legacy gives more access – it can be limited in PS; might be possible to have the codes 'starred out' or have a 'copy/cloned screen' that only certain individuals can see and add the coding. The field would appear blank to anyone else. What screens should be copied? Who should have access?

Problems with priority registration – will they still be identified – can that list still be pulled from the tables?

FERPA/compliance – bias issues. Work with DSS office to establish personnel guidelines. Reports might need to be rewritten or have passwords; limit screens other than 5001 (y/n field); cloned screen owners would be only ones who would be able to add codes, and only ones who could see it; more discussion on listserv; info copied from 5031 to 2001, etc.? This would be part of the educational record in the case of a subpoena.

2:00 Guided Pathways Meta-Major Proposal for Legacy Carmen McKenzie

Coding for reporting: metamajors are a way of grouping the programs; SM5006 can tie metamajors to EPCs; table 3, which is system wide, will get list of codes. This doesn't affect functionality – it's only for reporting. Might be possible to have a new separate field; proposal hasn't been approved yet. There are issues with multiple EPCs/multiple metamajors.dent

PeopleSoft – academic program values are not meaningful to stus. We may need to change that coding to align with metamajors. The conversation will be continuing. This is a big change that affects more than reporting. Is it possible to add a metamajor code to the plan code as a custom field?

2:45 Break

3:00 Data Governance Committee Carmen McKenzie
FERPA Directory Information Workgroup

Working group has been formed to look at Directory Information. Student information is system wide in PS, so different directory info at each campus makes it difficult to control for FERPA. There are about 6 data elements that are fairly common across the system. Standardization would help security across the system as well as help the student.

We have 4 options to be discussed and fleshed out:

1 – discreet list that applies to everyone at every campus

2 - no directory info

3 – a subset of global data elements; each campus could add other elements (tracking issues)

4 – remain as is (each campus determines own)

Currently leaning toward a discreet list. See Carmen's slide for the specific list of data elements.

Discussion about eliminating direct info:

Board of Directors must approve changes at each campus; recommendation to go to presidents' group asap.

Would it be possible to create a FERPA policy template? AG and Dept. of Ed will be consulted.

PeopleSoft – currently FERPA block is not turned on in student self service; limits are being looked at – all or nothing or parts

FERPA flag can be added to query output; info is not redacted, just flagged so that the reporter can determine if it should be redacted; FERPA block is global, can see who turned it on or off

No current timeline

Do we have a system wide data sharing agreement? AG suggested a state wide MOU with all campuses signing; being drafted by Scott Copeland

Some student info is global if they are in the system; specific educational details are hidden unless they are your student as well.

We should be talking about the differences coming – moving from individual decision making to global. Autonomy is possible at the campus level for certain things, but there may be costs associated with that autonomy.

3:45 SBCTC Data Services/Coding Updates

Lou Sager

Reminders – new coding for IBEST and Early Achievers Grant, new Basic Skills CIP for IBEST support courses coming (320501?); modifying DATA so that this new code will pull in WABERS data; how do campuses get this info? – you must be signed up for Data Alerts; you need to watch the Coding Manual too – contact Lou if there are inconsistencies or issues; use ticklers to alert data services that reports are completed.

4:00 Question Box

1. Do you have a CRM, does it work (really) and do you like it? Clover Park, Azoras, yes; Skagit, yes; EdCC, yes; most not using for full capacity; will PS go into ODS and then into CRM – yes, pushing out is OK, not pushing in
2. How are you posting JST credit to transcript? Coding changes – didn't go back and recode
3. Any possibility that state web app can ask for cell and home phone? Useful for using texting programs if we know which phone is a cell; PS will do it; SBCTC could change web app but it wouldn't update hp; Marla Coan will take the question to Ray Gartner.
4. Accrediting team wants access to student records, such as live canvas course. Would you allow or would you not? Yes.
5. Max # of credits for shell courses student needs to complete in a quarter before applying? YVC – 11 before applying – using walkin registration with minimal info, create SID, no fee (non-matriculated); Chantel Black – quick admit (streamlined) mostly for summer.
6. 300+ level courses for non-BAS? Check policy manual; matriculated vs non-matriculated students for in-house courses; transfer in is OK.

Transcript Discussion

16 campuses are using National Student Clearinghouse, 6 are using Parchment, 3 are using 'other' (1 moving to Parchment, and 1 uses Clearinghouse to send, not print); PS is not more complicated, but using Clearinghouse now. PS can print official to local printer; ftp total integration has a ticket, no eta yet; need to be able to send electronically, can do it with Clearinghouse but not set up yet; do we want to ask to add additional vendors? (no); the more people that want it integrated, the better; request needs to go through WSSSC, to Presidents Council, working group, steering, data governance, etc. Work flow being designed to clarify process for requesting changes like this. Long term would like it integrated so staff doesn't have to create a pdf and upload to Clearinghouse; need to have SBCTC IT help us configure so Legacy issues are solved; Marla Coan will take it to Ray Gartner. Parchment uses the ODS at Highline, can't change it but use it to print and send transcripts.

Ruben Flores – We would need to go through the RFP process unless there's a sole source if we all want to go with one vendor; since we're already paying Clearinghouse, no RFP would be needed; need integration to send electronically – SBCTC needs to go to Clearinghouse to ask

Clearinghouse is only vendor that will report directly to NSLDS; some campuses use Parchment for transcripts but Clearinghouse for reporting

Legacy doesn't 'talk to' Clearinghouse the way we need it to; Clearinghouse is ready to integrate; we need a request from SBCTC. Marla Coan will ask Ray Gartner; cc Ruben Flores; possibility of doing it by campus.

4:30 Depart for hotel check-in

Thursday, October 25, 2018

8:00 Continental Breakfast provided by ARC

8:30 ARC member introductions and college updates
Mottos

9:00 Welcome from Yakima Valley College President Dr. Linda Kaminski

9:15 SBCTC Update Ruben Flores
- Request for 2-3 reps from ARC that Ruben could call with questions when he has a quick turnaround for bills
- Last session 8 of 56 bills actually became law

3 main thrusts (See SBCTC letter for details for the following sections)

- SBCTC competitive compensation for student success – staff and faculty, outside agency did comparison, 3% per year on top of general wage increases
- Pathways to jobs – support GP for staffing, etc.
- High demand training

Capital projects – Ruben can send list in priority order

Creation of Veterans Council is moving forward

WACTCSA agenda (students council)

AP/IB/CI Policy

Next Section:

Talent drain for CPWs, councils, workshops, projects – if we have concerns let Ruben know and he will represent us. Conversations happening across many councils.

ATB Summit, 11/01 – wants to include admissions and advising to help direct students; WA has lowest use of ATB; we have 580K eligible students in WA – why are we not using ATB?

Goldstar Waiver (72 waiver) – should be getting stipend, sent to FA and Business Office; reimbursement deadline at end of each quarter – make sure we're requesting it; age limitations but not graduation limitations – dual credit students may be eligible; if FA and Business Office are unaware of their allotment, have them contact Ruben; first come first serve? Need a budget based on credits, there is some reserve that can be allotted if a campus runs over; prorated by quarter, \$500 per year

WSHSCR went well

OAA – work group, fantastic representation

9:45 WSSSC Update Ruby Hayden
Will be attending in person this year
Will be focusing on streamlining work groups and projects to be realistic and to align with EI statement (ask Ruby for statement);

3 main workgroups:

- SEM
- GP
- EDI

Degrees When Due: how to reach out to adults that have credit but haven't completed any degree and award one, or get them to return and complete; want to get more campuses to join

Bias response teams on each campus

10:15 SBCTC IT/Legacy Update & Legacy Transcripts Marla Coan
YRQ Plan to Start for Spr 2020 and beyond – implemented now, report if any problems

Legacy Transcripts –

ARC needs to form a workgroup and come up with plans for Legacy transcripts when Legacy closes. We know our business practices and needs; bring that forward through Marla, sooner rather than later; no current plan in the works, so we need to create one.

Ruby will find out what happened to the ARC letter that went to WSSSC and on to the Presidents' group before we form a work group.

Give tech requirements for maintaining and changing, etc. old Legacy transcripts; costs; what is actually feasible – tech team; collaborate with other councils and WSSSC; Legacy won't be available for long after conversion; all 34 campuses need to agree on requirements; also need to be able to convert Legacy transcripts to PS, not just print Legacy transcripts.

Volunteers for workgroup: at tomorrow's meeting

10:45 ctcLink Update & Transcript Conversion/Notes to PS Rebecca Poe
ASK FOR Rebecca's slide deck:

Core Team member intros: Rebecca Poe, John Henry Whatley, Joseph Carl, Jill Hammitt, Amy MacNeill, Karen Erickson (Core = CS pillar other than FA)

Project is on track and under budget; conversion of Deployment Group 2 begins first week of November; Deployment Group 3 is in initiation phase; kickoff summit in November for OCMs and PMs.

OAA workgroup fit/gap analysis – being reviewed before going to RFP

Continuing Ed RFP has gone out

Transcripts and Comments in PS:

- Admitted last 2 years and enrolled last 6 years – will be converted to PS
- Full academic history is converted including enrollment, transcript classes, transfer credit, transcript comments, waitlists (go-live quarter and beyond)
- Campus can exclude courses and classes from converting – i.e, placeholder classes for fees, orders, drops for non-payment
- Grade qualifiers are converted to Grade Bases, allows colleges to administratively suppress, note grade forgiveness, indicate repeats
- enrollment
- transcript classes
- transfer credit appears as summary
- transcript comments will be brought over; placement on transcript depends on YRQ used

See slide of sample transcript – regular enrolled courses show term dates, others are manually transcribed courses such as AP, etc., not external transfer credit

Additional Topic – Janet

College level vs cumulative GPA on transcript

Can set a subset of courses to be excluded from GPA; can set DA to calculate GPA only from courses used in degree; DOE looking at not just term for academic progress but also cumulative GPA

Change your policies to fit the technology

11:15 Workgroup and Committee Reports Reps on Each Group
(OAA Workgroup, SBAC Workgroup, Data Governance Committee)

OAA Wkgrp

- started over a year ago, finished, re-started with new topic, finished, re-starting again
- looking at RFP now to see if it needs to be modified or a new RFP
- will come back to ARC to announce whether it will be an RFP

Can we legally remove the citizenship question? Ramifications? Presidents' group has been discussing, most councils have been involved in discussions; possibility of putting it lower in the app so it's not as off-putting; Joe Holliday is leading a workgroup – Ruben will ask him about progress and possibility of removing; can base tuition on length of domicile in WA; question of EDI for dreamers/1079 who have a 3 yr residency issue; involve AG's office? Each campus should bring the question to their VP/President/Exec cabinet to change perspective; if in tandem with Presidents' group possibly move forward to WSSSC and then to legislature; AAG's office was involved in the OAA workgroup, so may have input already

SBAC Workgroup

Faculty and Janet and Shawn; main decisions from faculty, Janet and Shawn details/logistics; see emails for results; group may restart since OSPI has proposed a database for use by high schools and CTCs for SBAC scores; 2 year limit on current one; can ARC bring forward a data sharing agreement to include high school transcripts and SBAC scores in same system (Bill Moore is working on that – possibly available in March); suggest getting on Testing Listserv

Data Governance

Conversation about FERPA and directory information

Question Box

1. Coded as 2 35, then return with expired visa – how to code? Refer to International Student Services; unlawful presence statutes can be very harmful; out of status – undocumented
2. Anyone use M intent other than Workforce? Yes – for BAS students vet tech, nursing, dental hygiene; AA from us, BSN – transfer, not dual intent; code with M intent and prof tech EPC so they qualify for Workforce funding; can be used with BAS taking prereqs because of selective admissions; must remove M when accepted to the program; inform Institutional Research of change.
3. Can't ask citizenship question for Title 2 for ABE/ESL; WABERS form; others can answer citizenship; Cascadia uses a special program; different templates in OAA for ctcLink schools.

12:00 Lunch provided by ARC

1:30 Professional Development – Accessibility (part 1) Jess Thompson
Presentation: Accessibility Rollercoaster
Jess.thompson@sbctc.edu

Resources: this presentation bit.ly/a11y-ARC18

How-to lessons: bit.ly/sbctcaccess

20% of community college students have a disability

Section 504 of Rehabilitation Act of 1973

ADA

-Title 1 – Equal Employment

-Title 2 – Non-discrimination in State & Local Government (96 – are websites covered? Yes, if services and communication are handled through the website) Standards are being enforced more (lawsuits)

-Title 3 - Nondiscrimination in privately owned or public accommodation & commercial services

SBCTC Policy 3.20.30B (2016) based on Dear Colleague letter from Oregon school re: kindles vs textbooks

OCIO Policy 188 (State IT policy) In August, wanting policy, procedure and coordinator by Dec

Everyone is responsible for compliance. See Univ of Montana's Elect and Info Tech Access (EITA) Policy & Procedures (link in presentation)

OCR definition: Accessible means that individuals with disabilities are able to

-independently acquire the same info

-engage in same interactions

-enjoy the same services within the same timeframe as individuals without disabilities

-with substantially equivalent ease of use

Access vs accommodation

Assistive Tech –frequent changes and updates

-mobility devices

-screen readers

-text to speech

-Speech input

-head pointers

-screen magnification

(Sharon Allen video)

SBCTC Support

-Free online 101 training

<http://bit.ly/sbctcaccess> (this training going away soon – revamped)

-System-wide Captioning

3Play Media

Subsidized pricing

-Ally: Canvas accessibility tool

-flags problems, explains how to fix, offers alternative formats

Committee for Accessible Tech Oversight

-Reps from councils

Charge: develop guidelines and provide ongoing service.....

Access 360

Yearlong mentorship opportunity for cross-functional campus teams

-create or strengthen how their cross-functional team works collaboratively

-find time, space, and generative structures to develop a realistic plan

-receive scheduled support and accountability as a team implements policy

Universal Design

Design for max # of users possible regardless of ability; ex curb cuts, elevators, captions, offers of variety of styles to help (email, chat, phone, etc.), alternative text for images, powerpoint for visual reinforcement

2:30 Break

2:45 Professional Development – Accessibility (part 2) Jess Thompson

Accessible Content Creation

-Uses real text NOT images of text (PDFs and image-based email announcements)

- Is it real? Use your cursor to select/highlight the text
- Use text alternative for images if you must use them

Doc/Page Structure

- Bold text, larger font, italics, underlined, etc., is only available visually
- Use headings instead: Heading 1 for title, sections are Heading 2, subsections are Heading 3, etc.; must exist on their own line; highlight the title and click heading 1 in tool bar, highlight section title and click heading 2 in tool bar, etc.; Word will generally try to make a document accessible, so stop trying to manually override everything.

Alternative Text

- Keep context in mind, short description of the image, add to description box, not in the title
- Right click image, format picture, click alt text (could be under dimensions tab), type; Older versions; newer versions have 'Edit Alt text' right after the right click, and removed the title, also added a box "mark as decorative".
- no need to write 'image of', keep it short; no need to be extremely descriptive
- could also put same info in text and mark image as decorative, example: pie charts with percentages

When you save an accessible doc as a pdf, the alt text will transfer over, generally; decorative images may not

Powerpoints

Good

- Slide templates
- Contrasting colors
- Alt text for images
- Clear language
- Legible font (sans serif?)
- Lots of space

Bad

- Additional textboxes
- Flashing
- Fancy slide transitions
- Timed presentations
- Urls
- fluff (keep it clean and simple)

Layout dictates the order the titles are read; ppts are layers; stick with layout templates

Careful w/color

Most common form of colorblindness is red/green; find alternative representation (don't rely solely on color), use patterns, charts, list, etc.

Descriptive Hyperlinks

- Imbed the url in descriptive text: Learn more at [Accessible Design Principles](#)
- Do not use 'click here' or 'link' as descriptor
- Highlight the descriptor, right click, hyperlink, address

Tables

- only use for data, not for layout
- reader reads left to right
- use headings and columns instead; column break button

Use Programs Correctly rather than manually formatting; Google has instructions
Word – use headings and formatting/layout tools

PPT – use layout templates

Practice: bit.ly/wordlab; download the doc and save to computer; inaccessible doc with instructions how to make it accessible; once new course is available, this doc can be submitted for checking

Takeaways

- Real text only
- Headings in word and canvas
- Slide layout templates in ppt
- Alt text for images
- Find opportunities to incorporate UD
- Don't try to do it all at once

accesswa.blog

PS will have ability to format welcome letter before uploaded to the OAA
Make things digitally available (accessible) as much as possible

Vendors are not responsible for accessibility; make accessibility part of the rfp and make them prove it; loop Jess in if needed; leverage system identity rather than just as a single institution

Grackle is a free service in Google to format for accessibility, but other user has to also have Grackle; paid version allows you to export it

Goals: 50% of documents accessible by next year, web registration, web admissions, get on your campus accessibility committee, etc.

Council & Commission Reports

BAC – no liaison/report. Cancel this one

BAR – no liaison/report. Need new rep: Jonathan Barnett

IC – no liaison/report. Shawn Miller will touch base and report

ATC – Caryn Regimbal will rep

ACC – Kari Collen will rep

DSSC – Karl Smith will rep

FAC – Steve Downing will rep; connected with WAFSA, half day in Fall for council; FAFSA due 10/01, but other things don't happen till January, some confusion for students; % sign in FAM can be used as a wildcard when searching; no ctcLink updates; alignment for college bound, 1079 or DACA; 1079 students can submit affidavit for WASFA; discussion re:salary discrepancies, lower than registrars, pushing for more monetary regulation; main meeting is in Winter at Rainbow Lodge.

ICRC – Pre-Nursing DTA discussion – increase QSR to 10 crs (UW wants it) – make note that UW is requiring additional QSR; also WASAC wants 5 credits of Cultural Diversity that's not Psych; 10 writing credits (not 5 writing and 5 communication); changing name to Allied Health so more students will complete rather than using it to get prereqs completed.

WAACRAO – new board, at Evergreen, first week of August, get name of rep

4:00 Question box

1. How many schools process all web apps as they come in regardless of yrqtr plan start? Most yes. If not, how far out do you process? All out, some have timeline (a quarter or two ahead); if not could affect FA
2. Formal reverse transfer agreements? 1 or 2 with specific colleges through Clearinghouse
3. Use Signalvine? Renton, Edmonds, tutorial online – some checking into it, others use School Messenger, opt in is required, simple texting, regroup, carrier lookup – tells you if it's a cell and lets you text from an email, can stop with first text
4. Prof dev conferences for outreach and recruitment – ask Kari for name; depends on what and how much

4:30 Depart for hotel

Friday, October 26, 2018

8:00 Continental breakfast provided by ARC

8:30 Discussion: DTA Distribution Credits Anne White

BIs say that some schools only have one writing req + speech, as per ICRC; would prefer to see 2 writing classes in any DTA; maybe a change in DTA reqs? Hasn't been requested yet. Most schools have 2 writing reqs with some flexibility; Existence of MRPs questioned, discussion of PREN and possible renaming; Check in with ICRC reps at your campuses

Deficit due to transfer in distribution? .5 to 1.5 crs OK, make up electives or that distr area – varies by school; Should be making sure there are 60 credits in distribution – BIs won't accept PREN degrees that are short credits in distribution. How do the BIs treat deficits from each other? Policy is working its way through ICRC and up to JTC.

Business DTA changing MATH req; Common Courses being visited for common outcomes

Proposal to ask WSSSC about getting an ARC rep at ICRC

9:00 Discussion: Posting Transfer Credit and ACPL Anne White

Julie Garver provided handout, representing public BIs, re: military and CLEP counting in Distribution, discussion re: P grades in Distribution; portfolio type work is only prior learning, limited to 25% according to NWCCU – BIs not in accord on this issue; FTEs going up; Fayetteville Tech has great crosswalk for MOS; American University transcripts military experience directly, and is regionally accredited, so we can take those credits; exec board at ICRC is looking at revamping lists this year

See handout

AP/IB/CI statement must be on website within one click from search.

VA requires that we give as much credit as possible because they won't pay for credit twice; problems for students, creates barriers

Have conversations with reps for ICRC, ATC, JTC – help get our voices heard

Post repeats and don't use the same course twice

Score of 3 on AP – can count as elective – check with your ATC reps to clarify and update policies annually

9:30 Discussion: ctcLink Common Process - Selective Admissions

More info has come out since the CPW: selective admissions didn't meet the 80-20 requirement for consensus; RFP going out for the OAA with a requirement for selective admissions; potential additional CPW after RFP

Additional topic:

Repeat Policy – see SBCTC policy, it's very clear, and update your campus policy

About 8 schools are doing it automatically; everyone else is doing at student request or a combo of processes

Are you checking at graduation that a course is not being sued twice? Yes

10:00 Discussion: High School Transcripts Need in SBAC System

See Thursday notes

10:30 Council/Commission Liaison Reports Liaisons
(BAC, BAR, IC, ATC, ACC, DSSC, FAC, ICRC, WaACRAO)

See Thursday notes

10:45 Business meeting

- Review/vote on spring minutes
Karl move to approve, 2nd Kathie, approved, 1 abstention
- Treasury report
Balance of \$5302, ARC paid for Janet to attend PACRAO, approx. \$5,700 after Fall meeting;
Thank you to Heidi for filling in as treasurer
- Start thinking about 2019-2020 meeting hosts
Chantel at Spokane possible for Spring 2020
Caryn at Skagit possible
Jenny at GRC
Karl at Everett
Dates to be determined and sent out and offers revisited
- Professional development topic suggestions

Leadership, supervision, registrars office intersections with equity, Dr. C Nicole Mason (equity and social justice – ask GRC for contact), send ideas to listserv or to exec board; Hong Nguyen - basic skills and equity, from state board

Discussion: continental breakfast on Thursday – do we reconsider that vote? Some concern voiced about timing of last vote; compromise – breakfast for Thursday will be dependent on availability at the host school; host will be provided a budget to be determined by exec board and host; menu will be sent out ahead of meeting for informational purposes; moved by Chris, 2nd by Jerad, approved with 1 abstention

Legacy Transcript Workgroup – Ruby doesn't have a response from WSSSC; old letter asked for 6 yrs rather than 3, which has been approved. Need new letter to request access/storage/etc. for Legacy transcripts. Unanimous approval for ARC to write letter; form workgroup to determine content of the letter and form of request. This team will meet and bring back draft letter to ARC at Winter meeting:

Cindy Mowry

Karl Ritter-Smith* will organize

Kathie Rhodes

Jerad Sorber

Kimberley Ingraham

Sindie Howland

Theresa Nording

Joyce Nicholas

Marlena from Highline

Janet Garza

Chris Russ

Another workgroup is needed regarding Global Design Review CPW on class search issues, to come up with messages; John Henry, Rebecca Poe and Joe Carl to be included or consulted; send decision to Janet for distribution

Jerad Sorber* will organize

Kari Collen

Chantel Black

Jenny from Green River

Sindie Howland

Anne White

Jonathan Barnett

Task 1: Citizenship Letter – to presidents; workgroup on OAA has been focused on accessibility lately, original focus was on citizenship language and how we ask the question; first step – formalized update from Joe Halliday on where the process is currently; do we need to support various aspects or advocate for additional changes, what is the current language?; separate issue – do we ask for advocacy for making legislative changes? Most approve writing letter with partners from BAC, FAC, etc.; contact presidents of those groups as well as student government and BEBA; Anne White will coordinate with other councils.

Task 2: What can we change now, and what can we work on for the future? Get presidents' guidance on what to propose and timing; include factors on impact and our perspective along with FA input; may need to partner with NSDCC for support if we choose to ask for it to be completely removed; also consider 1098T letters/issues (approved language for those letters/web apps exists – see if you have adopted it).

Bring current proposal for language to Winter meeting for Task 1.

Presentation of President's plaque to Anne for service 2017-18.

Adjourn Business Meeting: Anne move, 2nd Kathie, approved unanimously

11:45 Question Box

1. Who has common closure time during the day for SS? Non-instr day, Fridays 9-2, EdCC 8-2, Heidi 8-10 on Fridays, Open 9:30 at Clover, open at 9 for meetings, Whatcom closes at 1 on Friday, Ann, not on certain days, EdCC too, 7:30-8:30 daily, Cascadia open at 9, Everett open till 6 one night, CBC 7-9 on Thursdays, FA closed Wednesdays, North, Wednesdays and Fridays.
2. Issues with CE students giving false ID? Yes. (Parent Ed, too; Run list and verify with coordinator of program.) How do you deal with it? Speak with them. Autofill problems – SSN. Check with Ray – block autofill? Notation/warning on webpage?
3. Possible to have campus tour as part of meeting? Not utilized in the past so we discontinued; use it as part of the meeting; presentation on campus specialties, etc.; SS area tour; build into agenda for Thursday afternoon right after lunch
4. Are you in support of a private listserv for only registrars? Not really private – subject to public records requests, etc.; would be for us to discuss issues without other agencies input, only ARC members would be included; need to review list of who is on the general listserv; users need to be aware that multiple agencies are part of the listserv; clean up list; pull list and send it to listserv so everyone knows who's on it.
5. Policy exceptions: for approved policy exceptions do you remove classes from SMS and transcript, 100% refund? Depends.
6. Policy Exceptions: RS who withdraw, do you adjust FTE report during or after the quarter? Monthly report. After the quarter, then our transcript wouldn't match the high school transcript; don't take it off the transcript.

Gift to Lorena – hostess

Door prize – Chantel

Jonathan – transcript paper – no bulk orders

11:30 Adjourn meeting

Chris motion, Jerad 2nd, approved unanimously

Upcoming Meetings:

- Winter 2019 Meeting – Peninsula College – January 23, 24, 25
- Spring 2019 Meeting – Pierce College Fort Steilacoom – April 24, 25, 26