



## Fall 2021 Meeting – October 20-22, 2021

<https://ccs-spokane.zoom.us/j/85926487420?pwd=bW9YTEVDYmU4dDQxd2swV2QxNENOUT09>

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### Wednesday, October 20, 2021

8:30-9:00am Introductions and Icebreaker – Breakout Rooms

9:00-10:00am Breakout Room Discussion and whole group share-out – Student Affidavit discussion, how is your college implementing the changes?

*Group discussion - lots of work managing it. Some schools require visual proof of the card. Some are doing blocks, not all. Very manual process. Some schools are dropping for nonattestation. Some schools lost staff/faculty/employees. Inconsistent messaging from AG.*

*Residency Affidavit changes - nice that it's just one page, question about whether international students qualify.*

10:00-10:15am Break

10:15 – 10:50 am Residency – Best practices and new information from trainings over the summer

*Can there be a pathway to eliminate residency for the comm/tech colleges? Can ARC take a stand? More than 25 different ways to get residency, very confusing, difficult. SBCTC is working on a draft to perhaps streamline processes and eligibilities. FYI - original residency rules were put into play in 1971. \*\*Scott retires this year after 40 years in WA higher ed. Can we create a Northwest Residency Commission/Consortium? Running Start and residency - is there any way to collect residency upfront for RS students, so that there are no/less surprises for those students/families when they take pre-college. Some colleges are having RS students re-apply to capture residency*

10:50- 11:00 am - SSN/TIN collection. How is that working at different institutions? Centralia is using Checklist to collect that data. Spokane, others are using 3C's communication. QRG:<http://ctclinkreferencecenter.ctclink.us/m/92925/l/1360820-9-2-1098-t-set-up-and-sending-missing-national-id-ssn-communications#request-student-tin-via-e-mail>

11:00 am - *If you are interested in making a donation on behalf of ARC to Cascadia College in memoriam of Shawn Miller, Starr has a venmo set up @Starr-Bernhardt with note "Shawn Miller Memorial"*

11:15-11:20am

Council/Commission Liaison Reports Liaisons

- Budget Accounting and Reporting Council (BAR) – Kathy Rhodes *not here*
- Articulation and Transfer Council (ATC) – Jonathan Barnett *not here*
- Advising and Counseling Council (ACC) – Kari Collen *not here*
- Disability Support Services Council (DSSC) – Karl Smith no update, *some concerns with AIM, with covid protocols.*
- Financial Aid Council (FAC) – Steve Downing- *WAFAA will be meeting in November. WAFAA will be hosting WSU to discuss FA.*
- Intercollege Relations Commission (ICRC) – *Shelley Ostermiller/Clark will be new liaison*
- Washington Association of Collegiate Registrars and Admissions Officers (WAACRAO) – Jenny Wheeler *not here. Steve Downing is incoming President-Elect. The plan is to have WACRAO to be live at BC for Summer 2022.*
- Instruction Council (IC) - Scott Copeland - *group has been meeting biweekly, implementation of covid and vax requirements, reopening colleges. Looking for all ctcs to offer BAS in Computer Science. 12/1 is the first day that ctcs can propose a BAS in Computer Science..*

11:20am  
12:30 pm

Digital Question Box

*Not a question, but a reminder: **Changing in-person to online/online to in-person can be problematic, but clarifying what 'hybrid' means on your campus can help in making those abrupt changes.***

*Are there links to definitions for what words/terms mean?*

**Links to resources for definitions in PS**

**[https://docs.google.com/spreadsheets/d/1CI\\_e2NeLL\\_iQaMWkIk3Ky0lfcoKS-Q9P9DNxLk67Cjk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1CI_e2NeLL_iQaMWkIk3Ky0lfcoKS-Q9P9DNxLk67Cjk/edit?usp=sharing)**

**[https://docs.google.com/spreadsheets/d/1CI\\_e2NeLL\\_iQaMWkIk3Ky0lfcoKS-Q9P9DNxLk67Cjk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1CI_e2NeLL_iQaMWkIk3Ky0lfcoKS-Q9P9DNxLk67Cjk/edit?usp=sharing)**

**[https://docs.google.com/spreadsheets/d/1CI\\_e2NeLL\\_iQaMWkIk3Ky0lfcoKS-Q9P9DNxLk67Cjk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1CI_e2NeLL_iQaMWkIk3Ky0lfcoKS-Q9P9DNxLk67Cjk/edit?usp=sharing)**

*Who is using Checklists? **70% of respondents are using them. just getting started.. There are jobs to automate some functions of checklists, be careful as more ctcs are in ctclink, we can all see all the checklists, and so can student***

**Service Indicators show as holds, which is confusing. Olympic have submitted an enhancement request to change to information, not hold, and symbol to "i". Service Indicators can be hidden to students.**

**Clark uses milestones to indicate whether a transcript has been received. Different levels of milestones can determine where the process is. Similarly, Clark uses SIs for Residency situations.**

**FERPA release of information - can be a Service Indicator. Also store code words or secret questions in the text area of the SI.**

**Preferred/Chosen Names - changing the display email to reflect the student's chosen name is not universal, but some schools are doing it. It's likely manual by IT department.**

*Q - in the Legacy system-- Enrollment Services would automatically confer students and Con Ed would generate the certificates. Now in CTCLink we have no idea how we can do that without student declare the certificate via the Program/Plan code. Any suggestions to help us build our business process in the new system?*

**A - need to be program plann stacked. Non-credited, departmental certificates should probably not be posted to transcript. This could be a milestone. Needs to be a college discussion.**

**Shout out to grad app functionality. You can't apply to graduate from a program that they are not stacked in. There is not a box to indicate student wants a state high school diploma when they earn a degree. Similarly, if they want to apply for short certs and their degree, it can be manually done after the grad app has been completed. Using grad app to help monitor and motivate the student quarter to quarter.**

*can the ctc Link schools confirm that this autofill issue doesn't happen with the same frequency anymore with the application.*

**It's still an issue in OAAP, maybe not quite as much, but still alot.**

**Security issues continue to be a problem, even after go live. Be sure that employees get separated get removed from ctclink security. Olympic College has hired an IT person just for security management. Creating an 'only-the-registrar-should-do-this' list of roles could be helpful.**

*Financial Aid wants us to be able to change program plan at any point in the quarter to sthey can fund, I've heard this is not a good practice. Thoughts? No. You can make exceptions, but very limited, and should only be done because of institutional error. FA can't package/award for a program that is ineligible.*

*Who builds student groups and service indicators on your campus? ES/Registrar offices. People need to request it through ES office. Opportunity to explain what SI/SG do, who can see them, uniformity of language.*

Thursday, October 21, 2021

8:30-9:00am Introductions and Icebreaker – Breakout Rooms

9:00-9:40am Carmen McKenzie/Ivy Brent – ctcLink Enrollment Management Reports and queries

Welcome Ivy Brent! New reports developed in ctclink for Enrollment Management:

- Data Services/Warehouse/Mgmt team
- Data Administration Team (MetaLink)
- CTCLink Reporting Team, supporting colleges with query development. Report Catalog is a resource to find solutions/queries, not an exhaustive list. IF you find you need something that you are not finding, let Carmen know (go to your local query developer first)
- Metalink - report catalog <https://dataservicesmetalink.sbctc.edu/Resources>
- To make sure that FTE/Headcounts are accurate, a series of queries have been developed and are available. Number of records returned is the headcount, fte is listed.
- (If you don't have access to metalink with your ctclink credentials, email [pmcdaniel@sbctc.edu](mailto:pmcdaniel@sbctc.edu) and she can help)
- Lots of different graphs and reports that can be used/pulled.

MOU/Data Usage and Privacy Statement - now that all colleges have access to all school's information, there's a data privacy MOU that will allow colleges to share info/screens in webex situations. Be sure to use this access/info ethically, only as you need to do your job. Carmen is sharing the agreement for reviewsuggestions. Staff will have this appear at least once a year to attest to. Policy will be approved by Presidents in November.

**Commented [1]:** WE might want to add something about this to Winter 2022 agenda



9:40-9:45am Lou Sager – Coding Updates

*Coding manual is critical to review, many questions are answerable by looking there.*

<https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/sbctc-student-and-course-coding-manual.pdf>

*Be sure to check the list of state configured student groups before you create a local one SEAG and Supporting homeless students have new coding.*

*DG5 schools - be sure to have QARS info sent to Lou as soon as possible.*

*Be sure to code ATB students correctly*

9:45-10:00am Break

10:00-10:05am Ryan Jackson – SBCTC IT Update

*Not as much development happening in legacy development, as more and more schools are in ctclink. Vaccine Attestation update exists, and that vax data will migrate to ctclink*

*Web Admissions - Fall 2023 is the last term students can apply for in Web Admissions.*

*1098T training for ctclink - coming out of Student Finance List-Serv, will be coming out soon, watch the email blast for details.*

10:05 am - 1010am	<p>Ruby Hayden – Student Services Commission (WSSSC) Update  <i>Liaison updates at WSSSC - Ruby will continue at ARC. Washington Student Association (WSA) is focusing on: Increasing in grants, mental health funding, asking to repeal the law that requires state agencies to purchase furniture built at prisons.</i>  <i>WSSSC is meeting bi-weekly, due to COVID/Vaccine mandates, etc.</i>  <i>Thanks to Karl and Chantel for stepping back into last year roles.</i>  <i>Scott will be sending out legislative agenda from WSA</i></p>
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10:45-11:15am Scott Copeland – SBCTC Policy Update

- *Scott is covering ARC until November 1, when new liaison begins.*
- *Jamie Traugott is Director of Dual Credit programs at SBCTC. Student Services newsletter has not yet been sent out.*
- *Potential DTA/MRP in Psychology is in the pipeline.*
- *All colleges are being offered the ability to offer BAS in Computer Science. Much details being worked out.*
- *Also potential for LPN-BSN pathway being looked at by Nursing Commission, early Winter 2022 is the next potential discussion.*
- *CBC was profiled on two short-term programs that are not degrees/certificates, but are pathways related to work.*
- *Scott is working on updating student services policies before he retires.*  
<https://www.sbctc.edu/colleges-staff/policies-rules/policy-manual/chapter-3.aspx>
- *Be mindful about titles of degrees, there are rules that need to be followed.*
- *Only DTA-MRP that are approved by sbctc can be titled that, not as much statewide guidelines in concentrations/subplans*
- *You can't have a concentration in any degree path that already has an MRP. (No concentration in Business, because DTA/MRP in Business already exists)*
- *Finding supporting references/documentation is challenging, and would be great if the student services manual has that.*

11:15-12:00pm Whole Group Discussion – What are you all doing with the new COVID-19 regulations?

*5 schools are dropping if no attestation for covid, much discussion for winter*

*About 75 % of schools are not requiring documentation for vax*

*Some schools have paper copies for form, need to have them if your form is not 100% accessible*

*SPSCC did drop for no proof of vax, the drop did get student's attention*

*Discussion of inequity/perceived inequity of how students don't have to show proof of vax, but employees did*

*Would be great if there was more customizable options for the online forms.*

*TCC is creating student group for inperson classes, so only attestation-vax students can register in inperson classes.*

12:00-12:30pm	<p>Digital Question Box</p> <p>Scott mentioned the 25% prior learning cap was removed. Is this for all ACPL credit, or only for specific types of ACPL credit? The website only indicates PRL for life experience/portfolio and HS21+ credits follow the NWCCU's 25% limitation.  Has NWCCU removed the 25% requirement? <b>We think that's been removed, but not sure.</b></p> <p>For ctcLink colleges, do you enter graduation terms in the program plan? If yes, who has access to enter this info? I was told information directly impacts FA budgets. <b>Yes, most ctcLink schools are entering it at application. We want it to impact FA, so they are not getting funded for classes/programs if they have completed.</b></p> <p>It looks like in CTCLink/ELA/ESL/TS will have their own academic plan and program. Do any legacy college currently code their ELA/ESL/TS students with an EPC. Would you recommend adding them into an EPC now? <b>Yes, and you will want one.</b></p> <p>Do you have test students in ctcLink or any issue with creating test/fake records? <b>You will have test environment to test, and the sbctc will give you minimal test accounts for productions. You can use the fake test accounts (IDs start with XXX) in productions, but be very mindful of how you use them.</b></p> <p>Has anyone else noticed this? In CTCLink, we have students who add/drop in the 2nd week during the 50% refund period. If they add/drop from sections of ENGL 101, it's fine, but crossing academic pillars their bill is affected. Our faculty doesn't understand why this is, and I'd like to give them a better answer.  <b>Depends on your college's policy, and whether or not you let students manually access registration after the quarter begins. Be sure to check 100% and 50% refund calendars to make sure those refunds work correctly</b></p> <p>What's the plan for end-of-life for HP? <b>Legacy transcript tool is already live for some ctcLink users, loved by users. Not student-facing at present. Legacy and Web Admissions will live as static/read only through the end of 2022, likely into 2023. Web Admissions/Legacy Transcripts/Degree Audit will still be accessible if not live.</b></p>
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[Friday, October 22, 2021](#)

8:30-9:00 am Introductions and Icebreaker – Breakout Rooms

9:00 - 9:30 am Professional Development and Breakout Session Neuro Diversity and Accommodations

9:30-10:30am DG5 Report

*Flexibility is crucial, very difficult to drop for nonpay during first go-live quarter. Recognize that stuff will be challenging, not all solutions will be easy or obvious, problems can take years to solve, particularly in student financials. NSC reporting can take several quarters. Being closed to students during the first week(s) is critical so that staff can learn. Keeping track of issues/problems/structure is critical. Streamline communication if possible (too many channels mean that students can ask the same question over many venues). Don't forget about the problems you AREN'T having - that helps keep perspective. Don't forget to lean on your ARC friends who have gone before.*

1030-1045 break

1045-11:00am

Business meeting started at 1045

Business Meeting

- Review/vote on spring minutes **spring minutes approved.**
- Discussion and Vote on EDI training with Dr. Luca Emory Lewis **costs for training were more than originally approved Tried to hold virtual voting over the summer, but did not get a quorum. Motion to approve the entire budget for EDI training with Dr.Emory-Lewis. Approved.**
- Starr Bernhardt - Discuss and vote on creating a workgroup for an OAAP enhancement request
- Treasury report **started 2021 with 7461.10 balance. Current balance for 2022 is 7103.51.**
- In-person vs online membership fee rate Discussion of Annual Membership fees. **Motion to have Exec team develop an annual membership rate vs per-meeting rate, and a different tier for in-person vs virtual. Per College, 2 per attendees, and then additional per attendance. Other councils do this, Need to provide financial consistency for providing accommodations if needed. Approved**
- Start thinking about 2022-2023 meeting hosts We will plan on being in person for rest of 2021-2022, and certainly for 2022-2023.

Business Meeting ended at 11 AM

11:30am 12:00pm

Digital Question Box

*Do we need to order different official transcript paper after conversion, or we use our old paper? **It depends on how your transcript/paper is formatted.***

*For CTCLink Schools, where are you posting your Education Cost Statement? The instructions say to include it on the "tuition billing Statement" **Some schools don't issue tuition billing statements, if you don't issue billing statements, you don't have to worry about it.***

*Does your Running Start program allow HS counselors to submit the EVF for students directly to the RS program? **Yes, also some colleges using Google, and sharepoint***

Commented [2]: I think we skipped this? Did we?

*For ctcLink schools - how are AARs going? We have heard different things about you have to have them for FA, but then also that not everyone has them built, and for those that have them built, are they working as expected? **Olympic has most all of them built, HEUG's webinars on AARs are very helpful. Well done AARs can lead to auto-conferral.***

*Do you leave the W on with 100% refund? **Mostly yes, depending on the circumstances.***

*Donations for Shawn Miller's memorial, can go to @Starr-Bernhardt on Venmo. Through November 10.*

12:00pm Adjourn meeting

12:05pm	Executive Board Meeting
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Upcoming ARC meetings:

- Winter 2022 – January 19-21, 2022 - Wenatchee Valley College
- Spring 2022 – April 20-22, 2022 – Big Bend Community College