



**Admissions and Registrar's Council
Spring Quarter meeting May 1, 2020
Via ZOOM**

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221.122.88.195 (China)

115.114.131.7 (India Mumbai)

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213.19.144.110 (EMEA)

103.122.166.55 (Australia)

209.9.211.110 (Hong Kong)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

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8:30 AM Introductions and Icebreakers
Title, name, favorite meal since quarantine started

9:00 AM Ruby Hayden, WSSSC Update
WSSC Meeting weekly on Thursdays at 7:30am

CARES Act conversations - campuses cannot pay themselves, ie., tuition; has to go directly to students; delayed non-pay drops due to CARES funding questions; SBCTC is being flexible

HB 2513 - can't hold transcripts for debts owed to college; workgroup meeting next week; BAC is involved; will develop clear, strong guidance and put out in about 3 weeks

Lots of concern about enrollments, particularly tech programs; 1 college has increase, others flat or slightly low, some 30% down
Governor's announcement today at 2:30, possible extension of stay home order
SBCTC has been very active, particularly for health care programs

Any idea about the effects of not meeting enrollment targets? FTEs are based on a three year rolling accounting of enrollments; hold this quarter harmless, and possibly summer qtr as well

CARES - student must be Title IV ELIGIBLE, not Title IV awarded; local decision on how this is applied; no DACA students, no undocumented students, hs, int'l, etc.; have to have an expense related to covid19 that is due to campus disruption; be flexible if possible

Are any colleges requiring students to complete FAFSA to get CARES funding? Several are - some requiring current, some using previous FAFSA; some doing exceptions such as unemployment as they would with a FA exception; some asking students to attest that they are eligible; Cascadia hasn't been able to take advantage of CARES due to frozen accounts because of ctcLink - may look at it at end of May; some schools letting everyone apply and giving other resources if they aren't eligible; money can be used through April 2021

9:30 AM Jamie Traugott, SBCTC
Report/newsletter sent to ARC on Monday - see report for links and guides for resources, also on website; comprehensive one-stop for resources for HS students, etc.
Info on who is liaison to diff councils/commissions

HB 2543 expands eligibility for people from armed services for in-state tuition; FP 29 - local decision; see newsletter



There are now different representatives for FAC and ARC. When former reps left, it was a chance to change things based on interest; will work closely together to share information

Summer RS Pilot Program - 2021 - some colleges participating to evaluate interest in summer term and identify barriers; limited to 5 credits; summer after sophomore year and after junior year; how will colleges be identified for the pilot - one east side, one west side, and one rural (not east side or west side)

SB6141 - standardizing FA award letter template; calculation tool; info day in 2021

SB6561 - 2021 - public/private partnership - no state funding until donations reach 10m

HB1355 - 2019 - counselor credentials and ratios - taskforce developed; next meeting on May 7; focus on mental health counseling, not academic advising; information will go to presidents to be dispersed at colleges

Dual credit scholarship - ongoing

Guided Pathways - no update yet; recommendations on subplans for plan stacks in ctcLink? Haven't heard anything yet; need guidance to avoid extensive cleanup after go-live; instead of changing academic structure in PS, may be able to enhance - discussions ongoing; zoom meetings coming up - watch for info from Kristi Wellington-Baker

College in the High School - Review cycle starting; more schools can join the review cycle; see CHS listserv or SBCTC website or email Jaimie Traugott if interested in participating

10:00 AM Scott Copeland, SBCTC

HB2513 - continuous changes; extremely complicated; may be equity/access issue for students who are sent to collections when allowed to pick up transcripts or register when they still owe money; if they're not forced to pay, it sets them up for future problems

See Scott's breakdown of bill sent this morning to listserv

AGs are working on conflicting language regarding releasing transcripts

Definition of enrollment - registered and paid; can technically drop for non-pay if registered and owe debt; billing and notification piece for debts - tied to statutes, 30/60/90 day notices, 1% interest, etc.; reporting piece tacked on for biz offices - first due 12/01/20

Goes into effect 06/11/20

Taskforce working on reporting pieces and template notification letter; additional coding may be needed - changing UA codes for holds and how to flag students in PS as well

About 50% of colleges have housing; many are operated by outside organizations - who is the housing charge/debt owed to? Campus or third party? Trying to get clarification.



Workgroup participants:

Ariel Birtley <abirtley@olympic.edu>; Carie Edmiston <cedmiston@pencol.edu>; Carmen McKenzie <cmckenzie@sbctc.edu>; Chio Flores <cflores@wvc.edu>; Denise Gregory <dgregorywyatt@everettcc.edu>; Jamie Traugott <jtraugott@sbctc.edu>; Jennifer Glasier <jglasier@olympic.edu>; Jenny Wheeler <JWheeler@greenriver.edu>; Joe Holliday <jholliday@sbctc.edu>; John Ginther <jginther@sbctc.edu>; Karen Wikle <kwikle@olympic.edu>; Kathy Rhodes <Kathy.Rhodes@seattlecolleges.edu>; Lincoln Ferris <Lincoln.Ferris@seattlecolleges.edu>; Marla Coan <mcoan@sbctc.edu>; Robert Cox <robert.cox@centralia.edu>; Hayden, Ruby <Ruby.Hayden@lwtech.edu>; Ryan Jackson <rjackson@sbctc.edu>; Scott Copeland <scopeland@sbctc.edu>; Steven Ashpole <sashpole@batestech.edu>; Teresa Nording <Theresa.Nording@skagit.edu>

Break 10:23-10:33

10:30 AM Life in the time of COVID – what’s working and what isn’t at your school?

Accepting submission of phone pictures of documents; Parchment transcript processes; more student outreach from advising and coaching; virtual lobby; "Command Center" emailing to staff all day like project management; transcript Parchment vs NSC discussion
Kimberly at Centralia is using pdf from SM6007 with letterhead explaining that it's official; accuplacer/testing/proctoring issues; only testing center for Pearson Vue is in Spokane, and they are only doing first responder testing; training issues; self care; tech issues - everything takes longer; ctclink downsides with timing

Clark staying remote through fall - classes and staff!!

Chromebooks handed out to students

Labs and hands on requirements are particularly difficult for tech schools

Physical drop box for FA and Veterans documents

Maxient for document submission; NSC e-transcripts; Diplomas on Demand e-diplomas
instructor.permission email account for students and faculty to submit enrollment requests without forms

Outreach to students who disappear

Directed Self Placement

IT at TCC using Softphone - desk phone rings on computers, can call out and it shows work number, not private/personal number

11:30 AM

Carmen McKenzie/Lou Sager – coding updates



Watch out for lots of Data Alerts coming out this Spring

- Updated info re: contact hours. See Coding Manual & Quick Review Guides
- ACPL update
- Data Dictionary
- Early Achievers Grant - moving from 3 to 4 codes for different attributes (3rd one will become 2)
- CIPs: 2020 workbook coming; some local CIPs being changed to federal CIPs; 32 and 33 will remain; some tied to EPCs; effective Summer 2020

Data Governance Committee proposals - sexual orientation & gender identity proposal and FERPA and Directory Information proposal:

Global Directory Information proposal has been approved by WSSSC; next step is to move forward on policy - state board policy? Will be voted on June 5 at full WAC body; once approved will work on implementation; reach out to Carmen if questions

Sexual Orientation and Gender Identity proposal aka SOGI

Now collectible in PS 9.2; currently collected in Legacy; in process of implementation in CS pillar - end of May, hopefully

See State Board Data Governance page for details on these proposals

Request for standing committee as part of DGC for various issues and on-going review

MIS finals reporting changes dramatically when you move to PS; Canvas course available for training in MIS reporting in PS (see below); DG4 schools might want to look at it; school will get link to QARS when they are live - State Board staff will meet with registrar and others to train; Coding checklist also coming soon.

Here is the link to the state reporting enrollment training, it's the first option at the <https://www.sbctc.edu/colleges-staff/data-services/ctclink-peoplesoft-reporting.aspx> of the page.

<https://www.sbctc.edu/colleges-staff/data-services/ctclink-peoplesoft-reporting.aspx>

11:45 AM CTC-Link updates (DG 3A-3B schools)

Go-live at Olympic was done remotely!!! Student issues - forgot EMPLID, logins, etc. IT came up with a Lookup tool for validation for students who needed EMPLID

DG3B concerned with support - State Board staff is great, but spread thin; guidance/advice from previous DG groups is invaluable

Incorrectly merged records are a problem because this is an automated process; human eyes would've caught it by the difference in names, but the system merged them based on SSN and DOB

Advice: Send an alert to students to check data immediately after go-live. System may drop numbers in addresses, etc. Student Financials didn't go completely smoothly, resulting in delay in awards and processing checks for students



Need more realistic testing environment with actual records; need to be able to test real things, such as prepreqs to avoid problems after go-live

Bring IT security people online early to set up actual security roles rather than letting people test with superuser credentials, so you know what you really need and how to do it; put a security person in during go-live so security can be adjusted on the fly; consider having a security role person assigned to ES for on-demand changes/updates; establish default set of roles and security for different jobs - FA, ES, Advising, etc., then customize from there. Keep records for tracking differences or how to give various levels

Wins: student says "this is dope" when trying to drop classes online; once students could get in and use it, they like the student side (shopping cart, what-if audits, etc.)

Suggestions: stipends for exempt, and OT for classified - will there be funding? Prepare yourself for 10 hr days for classified and 14 hr days for exempt.

Enrollment Request Search rather than SM4010 - more awkward to use; can re-order columns for ease of use

IS1016 - course info spread over different fields

Adding courses (+ item #) - more complicated in PS

Student Info - more difficult; spread over different pages/fields

Tuition calculates overnight, not immediately, unless you push the calculate button; calculate button will also activate Canvas; students enrolling online have tuition calculated automatically when they open the portal

Each fee is delineated in PS, listed on schedule - might be lots of questions about fees

Lower Columbia says that seeing actual accounts and live action is really helpful; LC is willing to have people visit and observe; Olympic will welcome visitors too, or zoom and share screens if there are questions

Olympic was closed to the public for the first two weeks of fo-live; the portal was not opened to the public; they used volunteers from other campuses to help students; consider closing for 2 weeks. Finance issues - can't do transactions till after they are resolved.

PMs can get access to "Lessons Learned" documents from various colleges for reference

12:30 PM

Council Reports

BAR – Jonathan - discussions on item types and coding; disconnect sometimes between state board and campuses

IC – Shawn/Ruby - meeting weekly re: covid 19; instructional methodology during remote operations; how to handle in-person lab components or I grades if not allowed to be on campus; some campuses went through curriculum changes to break labs apart from lecture so the components can be offered in different quarters; some have already made decisions about fall, most have decided about summer; about 90% of schools using Marching Orders for virtual



Commencement; South sending a graduation box with program and swag; consider surveying students about virtual commencement ceremony - do they want one and would they attend?

ATC – Caryn via email - no ATC notes at this time; Janet - IB and Cambridge credits approved and moving to IC; discussions about grades from K-12 and dual credit; ICRC updates; union negotiations; DSP; online conversions and calendar changes

ACC – Kari - sharing best practices; zoom for advising but more secure product for counseling; working on service delivery

DSSC – Karl - meeting next week; meeting often and discussing impacts of moving online for accommodations; discussing creating guidelines for courses

FAC – Steve - a lot of discussion re: CARES and future reporting (1st report is due 30 days from campus's application for funding); campus disruption is key to getting funding, not need; working on standardized FA award letter and calculator, calculator will be available by Fall; CARES act funding should be an institutional effort, not just FA; dual processing and working with finance to correct item types; when testing, you are testing very little of the actual process; check missing roles; grade reports - updated SAP in PS - make changes at least 2 quarters ahead of time; don't go live a week before grades - mid quarter is best

ICRC – Cindy - Spring meeting cancelled; next meeting in October, probably via zoom

WACRAO – Jenny - not present; zoom meeting in August; call for virtual sessions

PAACRAO - Steve - call for session proposals in any format; in Seattle; hotel cancellation in late June; official dates for PAACRAO are Nov. 1-4; keeping options open for format

12:45 PM Business Meeting

Called to order 1:00

Review of Minutes - moved to approve by Joyce, seconded by Jonathan; passed

Treasury report - Winter meeting expenses \$1232.72, balance \$6334.67

Budget and catering discussion

Meeting format discussion; should have virtual option for each meeting in light of budget issues

Winter meeting in Bellevue - tentative - will need to confirm. May need an alternative site.

WSSSC may be moved to Spring 21 (ARC would have their business meeting as part of WSSSC, May 6). WWCC as site for ARC might be for Fall 21 meeting.

1:15 PM Elections (President-Elect, Treasurer)

President-Elect: Lorena Valdovinas nominated by Janet, seconded by Steve; passed

Treasurer: Starr Barnhardt nominated by Janet, seconded by Lara; passed

New business: WSSSC/State Board request for items/products to help with remote operations sent forward and will go to the governor; no news on it yet, no timeline for decision; conversation at federal level for second CARES act; conversation at state level regarding issues and funding, etc.

"&" symbol causing problems in PS for search - can we form a workgroup? Should it come from Instruction? (yes) Problem with accessibility. Ask IC or ATC to look at it. SS side doesn't have ownership. Perhaps after all schools are on PS this would be an issue to be addressed; concerns with ICRC and transferability; don't want to have 2 separate versions of course catalog



Issue with visibility of credits/classes from other schools on transcript - why do we need an official transcript? WACTC is aware and will be discussing and have written official, formal letter requesting followup.

Moved to adjourn business meeting by Chantel; seconded by Chris R.

Business meeting adjourned at 1:44pm

1:44 PM

Questions (digital question box?)

1. Is it a FERPA violation to use personal email since we can't confirm identity? Verify ID; format doesn't matter

2. Transcript charges? Diploma charges? Various answers

3. How many steps on your campus for intake? Can a student be admitted and registered in one day? During covid there are longer wait times; some schools couldn't do it in one day anyway - the web app is required for all students. During 'Start Now' events at Spokane - manual input and can make it happen.

4. Do you have special covid FERPA training to share? Various items on webpages; zoom issues and storage; Scott will be sending zoom and FERPA info from the e-learning council;

5. Non-pay drops after 10th day or before? Did you backdate if after 10th? Various answers.

6. Encrypting emails? Already encrypted through IT for internal emails.

Meeting adjourned at 2:07pm

2020-2021 Meetings and Host colleges:

- *Fall: Big Bend? (Starr)*
 - *10/21 – 10/23*
- *Winter: Bellevue (Steve) (tentative – will know more soon)*
 - *1/20 – 1/22*
- *Spring: WWCC (Erika)*
 - *4/28 – 4/30*