



**Spring 2021 Meeting – April 28-30, 2021**  
Via Zoom

**Wednesday, April 28**

<https://ccs-spokane.zoom.us/j/82321679668?pwd=UktLbVIWYzZidHZjZlIBZER3ako4UT09>

Meeting ID: 823 2167 9668

Passcode: 932574

Dial In: +1 253 215 8782

<b>8:30-9:00am</b>	<p>Introductions and Icebreaker – Breakout Rooms What is your favorite music/favorite song?</p>
<b>9:00-11:00am</b>	<p>Introduction to Leading with Racial Equity Facilitators: Abraham Rodriguez-Hernandez, Felisciana Peralta Anti-Racist, Multicultural Organization. See powerpoint presentation Take aways – Land Acknowledgements should be a Call To Action, not just a ‘check off’. Disruption of White Supremacy/Oppression is an Anti-Racist Practice. Community Agreements and practices – should we set these for each meeting?</p>
<b>11:00-11:15am</b>	<p>Break</p>
<b>11:15-11:45am</b>	<p>Jamie Traugott, SBCTC Update – she sent out newsletter last week, these are just highlights. Jamie’s Spring Update powerpoint: Staffing updated – Erin Frazier left her position, now Jennifer Dellinger is the Policy Associate for Student Support Associate. Katie Orellana and Kathi Medcalf are new in Student Support Programs. Monica Olsson is now the Policy Associate for Accessible Technology.  Accessibility and CTCLink Moving Forward. Held first meeting with over 60 participants from DSSC, IC and WSSC. Meetings are every 2<sup>nd</sup> Tuesday at 11. Sandy Main is working on a website to house all notes, PPTs and records. Invite only went to DSSC, not IC and WSSC yet.  Student support programs - Emergency Assistant grant deadline is next month. Might have additional moneys for staff, Jamie to check out  ABAWD Navigation program – DSHS no longer holds a contract with Federal Nutrition Services. Positions have to be funded differently.</p>



Dual Credit updates – RS summer pilot at YVC, SVC and SPSCC are piloting this summer. Five credits per student. Intent to help students who are needing hs credits to graduate.

CIHS review cycle is approaching – July 1, 2021 is deadline for content and documentation.

Bill Updates:

ESSSB 5194 Equity and Access in CTCs

- Diversity, Equity and Inclusion Strategic Plan
- Student Success Support Programs and Guided Pathways Implementation
- Tenure Track Faculty
- Mental Health Counselor Pilot Program
- Minimum Counselor Standards.

Money is set aside for colleges to apply for MHC Pilot Program  
Likely that all faculty contracts will have to be

ESSSB 5194 – 1079 standard is modified to allow students to be residents of WA for one year, not three years. Affidavit will have to be updated

HB 1166 Students experiences Homelessness pilot

8 more schools added/funded to pilot program.

SSB5401 authorizing CTCs to offer BS in Computer Science

SHB 1302 Expands CIHS to 9<sup>th</sup> grade (no retroactive) Starts in Fall.

ESHB 1176 School Districts cannot withhold grades and transcripts as a method of debt collection.

SHB 1425 Expands Opportunity Scholarship opportunities for CRTC students by removing the requirement of graduation from WA state HS. More non-traditional aged students will be eligible for this.

ESSB 5321 makes auto sign up for College Bound program permanent for 7-9<sup>th</sup> grades

HR7105 Education Benefits Change. Requires public institutions to give res tuition to veterans using the GI Bill. Who live in WA.

Global FERPA directory updates hopefully by end of June

Update your policies regarding transcripts and debts from last year's bills.



	<p>SBCTC Policy Manual is being revised by Scott's office (first real update in 19 years!!) Many things were not included, so Scott and team spent many many hours updating and including policies.</p> <p>Appendices will be pulled out, and renamed Policy Resources. Policy manual will be updated on an annual basis.</p> <p>Juneteenth is the state holiday. 2022 is the first year it will be implemented.</p> <p>Each school has to make changes to their own FERPA WAC, it's not done by the SBCTC.</p>
<p><b>11:45am-12:10pm</b></p>	<p>Digital Question Box        During the meeting, use website <a href="https://www.pollEv.com/janetg303">PollEv.com/janetg303</a> or text <a href="https://www.pollEv.com/janetg303">JANETG303</a> to <a href="https://www.pollEv.com/janetg303">37607</a> to join the session</p> <p>QB-For those live on PS two questions – Have you reduced/pulled back the number of staff processing admissions, if so how many staff do you have processing admissions applications.</p> <p>QB Do you have any other offices processing admissions applications besides ES? (TS)</p> <p>Answers – did not change staffing at Spokane. Intl use their own application, piloting RS using their own application. Olympic – did have some changes, used to allow student employees to process, no longer do that. One ft, one pt, plus back up support. Seattle – will need to increase staffing for admissions. Transitional Studies is doing their own admissions applications. At Pierce, they didn't reduce how many staff (district wide) process applications. Admissions do take longer in ctcLink. Clark – ES processes all applications, even special programs. Was tough at first, now processing within 1-3 days. Clark has four ft folks doing admissions. Plus PT staff as well.</p> <p>QB How are students handling the BH 1079 affidavits remotely if a student has not applied for WAFSA. Can we ask the questions since we are remote? We don't keep the forms. Having a student email the affidavit in seems like it would create an electronic record that does not protect the student.</p>



	<p>YVC has admissions people on campus, so they don't have students email in the affidavits. Spokane still does have them send them in, but it does create a discoverable record. Pierce – doesn't have staff on campus, but is trying to figure out how to collect the data without keeping the form. Bellevue has someone going into the office once a week to review the mail. CBC also has someone coming to campus once a week. Jamie and Scott will work with WSAC to see if any modifications to form can include how to make it work digitally.</p> <p>Even when we shred paper copies, if we receive them digitally we still have a record that is discoverable.</p> <p>QB – How are ctclink schools handling fall admits for summer term activation? In Legacy, Summer and Fall start on the same day. Summer and Fall admits can be admitted for Summer and Fall. Spokane – only for the quarter they applied for. New Summer Students do get admitted for both Summer and Fall.</p> <p>QB How are the new on-boarded colleges doing with CTCLink? Does anyone want to share their initial thoughts – this is an agenda topic for Friday morning.</p>
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**Thursday, April 29**

<https://ccs-spokane.zoom.us/j/85652693904?pwd=STgvZzVvY05nTGpxWkpESnh2R25nZz09>

Meeting ID: 856 5269 3904

Passcode: 295525

Dial In: +1 253 215 8782

<b>8:30-9:00am</b>	<p>Introductions and Icebreaker – Breakout Rooms – where was the last place you visited (out of state/country) and what fun thing did you do?</p>
<b>9:00-9:30am</b>	<p>Ryan Jackson, SBCTC IT Update-</p> <p>Changes to legacy admissions to fix fraudulent applications. Changed to individual submit buttons. Restricted the amount of time for applicants to apply for more than three colleges.</p> <p>Gender and orientation data collection – DEMOCOM – next meeting (mid-May) will discuss how mapping old data in legacy to new system. May have to wait until all schools are all live.</p> <p>Clearinghouse update – program indicator flag in that report, if yes than Clearinghouse is expecting lots of data. Ryan will explore.</p>



<p><b>9:30-9:45am</b></p>	<ul style="list-style-type: none"> <li>• Carmen McKenzie &amp; Lou Sager – SBCTC Data Governance Updates</li> <li>• Data Governance work – DEMOCON – several registrars are on that. Reviewing requests, such as additional ethnic codes, orientation/identity</li> <li>• Query Governance sub-committee – reporting leads at each school, to review query requests, standardizing reports and queries. Bio-Priority View is prioritized. View prioritizes Primary name over Preferred name, but that is being reviewed and being voted on, likely to be approved. Once approved, it will be implemented right away. This change will not impact any of the delivered functionality currently in play, only for custom queries. In FA, everything has to match ISERS, will this change affect that? No, FA reports require Primary name, so this change won't affect that.</li> <li>• FERPA Directory Update – Global FERPA is being implemented into UAT. Carmen will be reaching out for help with UAT.</li> <li>• Preferred name Policy - 3.20.45 Preferred Name For some students and employees, a chosen or preferred name may be an important component of their identity. Therefore, the State Board for Community and Technical Colleges is committed to fostering an environment of inclusiveness and supporting students and employees preferred form of self-identification. Students may choose to identify themselves within the campus community using a preferred first name that differs from their official/legal name. A student's preferred name will appear instead of the student's official/legal name in select college documents such as class rosters.</li> <li>• Basic Skills Grading Update– Data Governance implementation is ready to go once ARC votes. If approved, trying to get this for Summer/Fall 2021.</li> <li>• Coding Updates – Instructional Calendars are due by Monday, seven colleges have not submitted them.</li> <li>• Guidelines for coding degrees/certs is up on the website, exit codes are also being updated. New CIP for new Materials Science Associate MRP. Ask Lou if questions.</li> <li>• New DOC coding for Summer – Lou will reach out to colleges that have correctional programs.</li> <li>• Coding Manual - new one will be coming out soon. Separate Basic Skills Coding appendix.</li> </ul>
<p><b>9:45-10:05am</b></p>	<p>Ruby Hayden, WSSSC Report</p>



	<ul style="list-style-type: none"> <li>• Data Governance/DEMOCOM – race and ethnicity coding within ctclink, looking to expand to include more indigenous tribes, multiple race codes.</li> <li>• Coding Sex (M/F/Not exclusively MorF) – looking to update that.</li> <li>• WSSSC – meets every other week. What are colleges doing regarding re-opening? Are there Vaccination clinics happening? No one is requiring vax to come to campus. WSU and PLU have announced they will require vax, we might see the other baccalaureates.</li> <li>• Most of the ctcs are staggering opening in Summer, hopeful for Fall.</li> <li>• Budget update – legislature did give us a budget, colleges are doing better budgetarily speaking than we were expecting (guided pathways money, Cares funding). The Technical Colleges will see COLA relief (I732)</li> <li>• WSSSC – academic adjustments for ELA classes are being explored – extended time on tests, bring in dictionaries, spell check for ELA learners.</li> <li>• CARE/Carissa funds are being used to pay off student debts.</li> <li>• WSSSC is hoping to lighten up some of the reporting requirements for Guided Pathways.</li> </ul>
<p><b>10:05-10:20am</b></p>	<p>Break</p>
<p><b>10:20-11:00am</b></p>	<p>Amber Brock, Mirranda Saari, Magnus Altmayer – Workgroup report on possible enhancement request regarding college cross access</p> <p><b><u>FERPA/Student Privacy concerns</u></b></p> <ul style="list-style-type: none"> <li>• Once you are in ctclink you can see all information from other schools.</li> <li>• Merging unrelated students based on typos in SSN or DOB. Any employee with access to print unofficial transcripts can do so for any students at any school</li> <li>• No standardized data sharing agreement for all users.</li> <li>• Students don't know about any of this. Should this be in FERPA notifications? Probably needs to be included in yearly notifications.</li> <li>• This is the way it is. IS there a way to correct this, so that it's not the way it is? Student record is separate from college records, BIO DEMO is global, so can't be altered/changed.</li> </ul> <p><b><u>Access to change other schools' data:</u></b></p> <ul style="list-style-type: none"> <li>• Residency</li> <li>• Waitlists</li> </ul>

	<ul style="list-style-type: none"> <li>• Program/Plan Stacks</li> <li>• Granting credentials</li> <li>• Block enrollment allows enrollment transactions for the wrong schools students Continuing ed classes</li> <li>• Enrollment Requirements</li> <li>• Enrollment Appointments (batch and individual)</li> <li>• Term Activation (batch and individual)</li> <li>• Academic Calendar</li> <li>• Checklist Items</li> </ul> <p>Transcripts -- one school running a large batch transcript process disabled transcript running at all ctclink schools</p> <p><b><u>Communication w/SBCTC</u></b></p> <ul style="list-style-type: none"> <li>• On a per-issue basis, by support tickets, based on the school who submits the concerns</li> <li>• Critical issues get escalated through PMS – Lots of</li> <li>• CTCLink working has an ongoing list of projects/requests.</li> <li>• ARC should be a part of prioritizing issues related to student data</li> <li>• Weekly newsletters from SBCTC CS WEBEX meetings are monthly.</li> </ul> <p>Before submitting work requests, consider reaching out to other ctclink schools (maybe in alternate Fridays meetings, or ARC list-serv) to see how other folks</p> <p>Developing a shared resource that goes past QRGs and into best practices would be excellent</p> <p>Is there a way to share info via technology? Common tech (google doc? Shared One-Note?) Maybe a future plan?</p> <p>In the short term, perhaps the Friday group records acts as a recorder of best practices? Perhaps this could be a duty of the secretary or another role developed for maintenance of ARC resources.</p>
<p><b>11:00am-noon</b></p>	<p>Residency: Equity and ctclink Impacts</p> <ul style="list-style-type: none"> <li>• WSAC verified there is no state reciprocity policy/agreement</li> <li>• Potential exists (with Biden’s plan for free CC Tuition) that residency is no longer the same</li> <li>• Here is what the app currently states (for legacy) * Have you been a resident* of Washington and lived continuously in Washington for the last 12 months? If no, how long have you lived continuously in the state of Washington?</li> </ul>



	<p>*(A student cannot qualify as a resident of Washington for tuition calculation purposes if s/he possesses a valid out-of-state driver's license, vehicle registration, or other documents that give evidence of being a resident in another state.)</p> <ul style="list-style-type: none"> <li>• Having an out-of-state DL/ID doesn't automatically make the student a non-resident.</li> <li>• Some schools are coding Permanent Residents as Residents, provided the rest of the questions are indicative of residency.</li> <li>• Small Group (Mirranda , Maria, Chantel, Els, Tifaney) to meet with Gail, also asking Gail to come to Fall 2021 ARC</li> </ul>
<p><b>12:00-12:30pm</b></p>	<p>Digital Question Box – same access as Wednesday</p> <p>QB – Is there an equivalent of the OK UA for under 18 students in ctclink?</p> <p>Spokane – has a service indicator for underage admissions that gets placed. How do you prevent Underage Admissions? Service Indicator is put on at time of admissions. There is a query for Underage Applications/admissions. This is all part of the admissions process, nothing is automatic.</p> <p>Running Start – only about half the colleges block the registration to get the RS form. Spokane is piloting not using the EVF form and collecting that data in different ways, sharing that information differently.</p> <p>QB Our college wants to begin offering 2 summer terms for transitional ed. Second term would end much later, Sept 2 than our 'general' summer quarter classes. Would this be problematic?</p> <p>Pierce – can that mess up with FA? Should it be late star instead?</p> <p>QB I heard some colleges are coding all RS students as in-state in ctclink? Is this true?</p> <p>Pierce – RS are coded as undetermined.</p> <p>Spokane – RS students are not asked residency questions.</p> <p>Skagit – we understand that we don't have to ask, but they do so that they don't get fined by IRS</p> <p>CBC – We could ask, but should we? Collects SSN</p> <p>Probably should just code 3 33 until we have to.</p>

**Friday, April 30**

<https://ccs-spokane.zoom.us/j/87177344264?pwd=ZWwrUjEzaWppNzlnOE1ZYWVrLzUrZz09>

Meeting ID: 871 7734 4264

Passcode: 216898

Dial In: +1 253 215 8782





<p><b>8:30-9:00am</b></p>	<p>Introductions and Icebreaker – Breakout Rooms Freeform discussion on return to campus plans – some campus are coming back up to 25% of classes for Fall. Discussion ensued. Conference rooms for in-person advising, to allow for social distancing.</p>
<p><b>9:00-9:30am</b></p>	<p>Council and Commission Reports</p> <ul style="list-style-type: none"> <li>• Kathy Rhodes, BAR (<i>Budget Accounting and Reporting Council</i>) n/a</li> <li>• Shawn Miller, IC (<i>Instruction Commission</i>) n/a</li> <li>• Jonathan Barnett, ATC (<i>Articulation and Transfer Council</i>) n/a</li> <li>• Kari Collen, ACC (<i>Advising and Counseling Council</i>) n/a</li> <li>• Karl Smith, DSSC (<i>Disability Support Services Council</i>) they are involved in conversations with sbctc around accessibility and CTCLink</li> <li>• Steve Downing, FAC (<i>Financial Aid Council</i>) <i>They meet in a few weeks. FAC thinks ARC approved the BEdA changes, so they approved it based on our ‘approval’. FAC concern that if students are program-plan stacked in a prereqs-for-another-program, the loan process has to be manual. Much work with CARES funding</i></li> <li>• Lorena Alvarado-Valdovinos, ICRC (<i>Intercolleage Relations Commission</i>) <i>-discussion about return to campus, get to ‘normal’ as possible, WSU has already announced that they are requiring vax. There is concern amongst the 4years that the ctcs are going to be offering BS in Computer Science. Some confusion from baccs about what Guided pathways mean</i></li> <li>• Jenny Wheeler, WAACRAO (<i>Washington Association of Collegiate Registrars and Admissions Officers</i>) <i>Amber Brock reported – August 5 all Virtual. Call for proposals will be next week/week after.</i></li> </ul>
<p><b>9:30-10:30am</b></p>	<p>DG4 Report Out and ctclink Open Discussion – DG4 for school A – still in the middle of it. Admissions and registration happened, things got done. Conversion was tough – still dealing with issues from it. NSC reporting has lots of errors. Hard to figure that out. No time to figure out what new business practices can be, bc you don’t know how things will change until you re in it. If we can think about business practices need to change, do that now. So much is inter-connected, acknowledge that stuff is gonna change. Anticipate about a year to have all of those new business practices figured out. Not always clear where to go for help. It’s taken one school a year past go live to manually key in thousands of test scores that did not convert. Over 3K errors in NSC reporting – commas in addresses, program codes not converting. Program Plan Effective Dates HAVE to be between quarters. Address cleanup is critical. CIP Codes changes are challenging (both legacy and ctclink). Future Date won’t show up in Student Center until that date gets here. Communication is key to all offices about how</p>



	<p>things change. Backdating P/P/S is much messier than future dating. When students fully withdraw, query can be run so that you can see who has been withdrawn to report to Clearinghouse. What kind of communication happens and when regarding the change from legacy to ctLink? EMPLID confused both student and staff (Students and staff get new ID numbers). Be ready for an onslaught of emails from students needing navigation assistance. Be aware that there needs to be closure before Go Live (up to 5-10 days) Be thinking about perhaps altering hours at first so that you can help students online/phone. "Be Patient. Be Patient. Be Patient"</p> <p>Discussion about including/excluding W grades to NSC. You want the credit load level to be reported corrected. Withdrawal-type grades are still a grade in ctLink, so they need to be coded correctly. Go Live is particularly difficult for FA staff, burnout is a real thing for all staff. Desk Audits are critical as work has become more technical. Gains made by automation in ctLink has been negatively impacted by other processes that are more manual. One school created a new position for P/P/Stack coding.</p>
<p><b>10:30-10:40am</b></p>	<p>Break</p>
<p><b>10:40-11:00am</b></p>	<p>Digital Question Box – same access as Wednesday</p> <p>QB - How are people coding special programs in ctLink? If only working on prereqs, we code them as PRQ, and then loan only. If a student is savvy, they can tell us they are pursuing a DTA, and as long as the classes fit in with DTA, that solves the funding question, but it's not necessarily best for students.</p> <p>QB Those of you who are offering BAS degrees, do you code them as completing four or two years. Needs to be 5</p> <p>Are any schools currently live in PS using sub-plans. IF so, what is the relationships between subplans and AARs? What advice would you have for colleges who are still exploring using subplans.</p> <p>Spokane is not using subplans. CBC did offer emphasis in DTA, and had issues. You can have subplans without AARS if you aren't going to evaluate the subplans. Pierce uses GP as subplans.</p> <p>QB – Where are we at with preferred pronouns in PS? Do we know what terms will be used? Need to confirm with Carmen.</p> <p>QB = For those that have some kind of curriculum/catalog software (Acalog) – what do you like about it/not?</p> <p>YVC – likes it mostly, not the way it's laid out. Clark uses Course Leaf. OC is moving to Acalog. EvCC doesn't use anything. BTC uses Acalog.</p>
<p><b>11:00-11:30am</b></p>	<p>Business Meeting. Moved and Seconded to start.</p>



	<ul style="list-style-type: none"><li>• Budget report – Winter Quarter ending balance 6231.63. As of right now, Spring ending balance is 7023.45, not all charges have been totaled.</li><li>• Approve Winter 2021 meeting minutes – Moved, Seconded, approved at 100%</li><li>• Elect President-Elect and Secretary. Jonathan Barnett @WVC elected secretary.</li><li>• Miranda Sarri, Clark College elected President.</li><li>• Executive team equity training proposal – Moved and seconded. Chantel and Starr met with Luca at WCC, suggested that Executive Team receive Intercultural Development Inventory training each year. This would insure that agendas/meetings would be antiracist/anti-biased. This would also build skills across the membership as folks cycle through Executive Board. This training would be 1000 for the initial Executive board, and then 150.00 per person thereafter. This work/training can't be delivered in the two hours of prof dev each Council Meeting. This is something that other council's have not yet tackled. This training goes a long way toward keeping ARC in line with SBCTC expectations. Mechanics of training – there's a self-assessment prior to the training. Training, and then group work to assess/determine biases. <a href="https://idiinventory.com/">https://idiinventory.com/</a> Extremely helpful on an individual level. Motion is approved.</li><li>• ctLink Grading for BEdA Students – vote of confidence – move to approve and seconded. Discussion ensued. Approved.</li><li>• Thank you to Chantel for her service as President. Her plaque will be mailed.</li><li>• Meeting adjourned at 11:35 AM</li></ul>
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2021-2022 dates – need winter host college

- Fall 2021 – October 20-22, 2021 – Walla Walla Community College
- Winter 2022 – January 19-21, 2022
- Spring 2022 – April 20-22, 2022 – Big Bend Community College