RACRA

Meeting Minutes: RACRA Fall 2012

Date: Wednesday, November 17, 2012
Location: Macon State College

Gayle Hayes, RACRA Chair, called the meeting to order and new members were introduced.
Election was held for the vice-chair.

<u>General Announcements</u>
- Joyce Jones was unable to attend the fall meeting, but will begin meeting with the group every semester starting spring 2013

<u>Complete College Task Force</u>
- Complete College Georgia; staff and faculty—various groups represented on the committee
- Will move quickly.   Deadline is the end of March
- Includes policy changes for initial enrollment and obtainment of degrees
- Relook at things that may impede these goals; like transfer credit, immunization for transient credit, etc.
- Specifically looking at academic affairs handbook and BOR regulations
- Good opportunity for discussion and suggestions

<u>XAP/GA College 411</u>
- A question was raised about assistance with the set up for online XAP import to Banner for high school transcripts and applications using Axiom
- Suggestion is to resubmit a new help ticket
- A question was raised if others were having issues with military feeds. Most have not attempted them yet

<u>General Discussion</u>
- Is the regents' test still relevant? Test not around, but do we still have to make the requirement? Cori will get clarification
- Reading and writing skills are no longer in effect. Tanya looked and there is no reference in BOR, but still in the academic affairs handbook. Cori believes the handbook has not yet been updated. Still coming in baseline Banner.
- Acceptance of Tech College Credits for 4 Year
  - Have not been able to find information
  - There is a list of 27 courses, for CSC accredited colleges on the web site
  - Some institutions have MOUs
  - If before CSC accreditation, some doing from date of accreditation. Once they are accredited, some going back to the candidacy date. Believe that is AACRAO

policy – needs to be checked, believe it allows ability to go back to candidacy. If so, most plan to go back to candidacy date.

Georgia's Probe Fair
- The schedule has been better on the most part
- Check with Bill Smith (he makes the schedule)
- Counselors are contacted several times to confirm the schedule
- How to get word out to high school counselors? Need for more flexibility for dates?
- Bar code scanners have been helpful
- Like to see expansion of high school fairs
- Possibility: If participate in Probe, provide prospect information to vendor to recruit for fairs in specific areas
- Apply to College Events
- Supportive of idea, regions for certain institutions to be responsible for within the State
- No recruitment event, just helping them to apply
- Some turn into a recruitment event, perspective students see as college fair
- Difficult to do own recruitment schedules and apply to college events
- Explore with Sarah. Regions instead of receiving requests from all parts of the state? Where do we draw the line? Why so many and in certain places?

Results of Lawful Presence Audit
- John Fuchko
- History, Background
    - Two additional requirements 1) Institutions with restrictions on admittance, cannot admit if lawful presence is not documented 2) other institutions can admit students, but charge out of state tuition
    - Fall 2011 began implementing
    - Attorney general defines public benefit.
    - Current law -- not eligible to receive in state tuition, violation of state ethics law
    - August 2012 - defined in state tuition and admittance when seats are limited
    - Additional attempts to change
    - Bill passed Senate not House, undocumented, cannot attend any -- did not pass
    - Chancellor testified, confidence in policy – implemented and auditing; therefore, do not need additional action for further restrictions
    - Nature of the assurance to general assembly, governor --- need 100% assurance
    - Nature of the policy needed the 100% assurance
- Findings
    - most verified through FAFSA, worked well
    - 600 on initial exceptions throughout the system
    - 30 schools can charge out of state and not verify
    - Schools that must verify all and could not through financial aid, had to manually verify
    - No specific way to track in Banner

- For open access admissions: up until semester start - constant monitoring
- Need hard copy documentation
- Schools had low errors If the student was still attending
- If not, still needed to get the documentation
- Many were no longer attending -- still attempted
- Cognizant of amount of work it took
- More than likely open records request of not zero, may be questioned
- 99.4% accurate first review
- To help, still attempt to get the documentation, place holds on their accounts, record the nature of the contact; most be at that level of detail
- Three institutions did not have a manual process--working on a process
- The benefit of the audit is to ensure a process is in place and is working as needed
- November 16 final reports from colleges
- Will send final report to the group
- Plan as if we will be audited again next year
- Will we get notice before final report? Yes--only mention by institutional name on chart with number, applicants, admissions, initial exceptions, final exceptions unresolved issues, those not verified but not attending -- on hold--may not get initial exceptions -- still working on final presentation of the data
- Presidents will get letters
- Error nominal. Less than 1%, very good. Manual 3%, good
- Create best practices to manage the data, particular extracting the data and communicating to students to verify before start of semester
- Birth certificates -- most have seal and most be presented in person
- Include notation, stamp and initial and indicate cited original birth certificate
- Unclear to some why birth certificate must be in person
- The policy was implemented with documents acceptable and in what presentation
- Other documentation, can scan-send via email.
- System-wide, required name to be the same as the documentation presented
- Cannot accept expired driver's license
- Would be helpful to see in person, but not required
- Need to see name clearly and clearly the date of expiration
- If expiration is post the date of acceptance, okay. The document demonstrates that lawful presence was valid at day of presentation (not start of semester); however, be careful if student is on a VISA
- Others thought document cannot expire before semester start
- Cori and John will check
- One school enlarges images and finds it helpful for readability
- Need best practices among the schools-- given that it is 100%
- Need a means to share what was verified between schools; therefore do not have to keep verifying each time with all schools. Currently verification must be redone each time.

- Need a way to better document in Banner
- Is there a way to share information?
- Transient students: most will apply for financial aid at home institution, suggested to copy the document to send to the host institution
- Standard transient application may be needed
- Include lawful presence on the transient letter? Did use for notation before with guaranteed tuition. Can we agree to do? Would it be sufficient for the audit?
- What language would we put on the letter?
- Method may be important--how it was verified.
- We need clarification if have to have documentation from home institution

- Any updates on system identifier? May be a key to transmit data
    - As part of complete Georgia, would be part of longitudinal database
    - Would need a primary key
    - Educational Access and Success -- nine criteria for matching
    - Will send criteria to list serve. Plan is to track 8th grade on
    - At infancy stage, several years before sending
    - Can we eventually use for shared data for things like lawful presence?

- Travel Per Diem Process
    - set by State
    - not a BOR policy change
    - 75% first day and last day
    - 75% if travel 4 day week If leave and arrive close to normal work hours--works well
    - If travel early morning and back in late evening, will get less of reimbursement
    - Amounts have not changed
    - Was piloted with some institutions
    - Any exception for those that work night programs?
    - Some waiver provisions, but will explore at State level

- Test Scores
    - 19th or 20th of this month the report coming out
    - Letters were sent and asked for follow up
    - 300,000 records were reviewed
    - If you did not get letter for follow up, then clear
    - If received a follow up letter, exceptions need to be cleared

- Degree Works Update
    - Cohort - still in training
    - Ellucian helpful
    - Some have gone live with staff faculty then students
    - Some using note section for early alert and find it works well

- Financial Aid
  - Verification - must have a transcript from Federal, as opposed to tax forms
  - Not as quick
  - There is a number to call to have it faxed and to verify received fax

- Learning Support
  - Compass testing and remediation online -- no one is currently doing both

- Core Requirement Overlay
  - Question raised on how others are handling Non GSU, Out of State Transfers
    - Review. If not satisfied, they can appeal or must take course over
  - If they satisfied at other USG institution, satisfied other USG
  - Where in BOR policy is the overlay requirements?
    - Under Core Curriculum, Academic Affairs Handbook
  - Prior to fall 2012, exempt (in ZOAGAR)
  - Is there a specific code for anyone exempt for overlay? Only one code for ST
  - Some interpret the policy does not apply to second degree if prior bachelor's degree awarded through USG. However, they would need to make legislative requirements.
  - Prior to fall 11 all continuing grandfathered in. If new institution, transient let know was grandfathered in. Need to discuss further. Have subcommittee to work on this? Several volunteered, others contact Gayle

- Spring Meeting
  - Feedback for topics to Gayle

- Consolidating Institutions to have meeting after.

With no further business, the meeting was adjourned at 2:47.

Respectfully submitted,
Shari Piotrowski Schwartz
RACRA Secretary 2012-2013