

Minutes of the combined RACRA, RACAR, RACSFA meeting of 12 April 2007

Welcome/Introductions

Ana Edwards, RACRA Chair

Doug Tanner, RACSFA Chair

Lisa McCleary, RACAR Chair

The combined meeting of RACRA, RACSFA, and RACAR was called to order at 10:00 by Ana Edwards, RACRA chair. Ms. Edwards acknowledged various participants and dispensed with normal house-keeping agenda items.

Inducements and State Law

Susan Little, UGA

A Policy hand-out was provided. BOR policy 802.14 (Gratuities) is available on line. The definitions of kickbacks, inducements, etc., were generally described. All are subject to scrutiny by officials connected with this program. Be careful how you operate. Anyone who deals with lenders must be careful and must be fair. System policy is the base line. Institutions might have a more stringent policy. The appearance of conflict can be enough to generate an investigation. Review the policy. Train your staff. Understand what you're doing. Tonya Lam of the system office reiterated several points and expounded on current attitudes of the system office regarding the topic. Be sure to read the policy.

USO Contracts

Mike McClearn, USG, Purchasing Director

Mr. McClearn introduced himself and provided some background. He described his role and indicated he is available to help with collaboration and leveraging of the collective buying power of the USG. Aggregating needs brings a bigger pot of business to the vendor and makes our contracts more attractive. Mike described several projects his office has sponsored and are currently operating. Student health insurance is one.

In development or for the future:

- Financial aid call centers.
- Back ground checks.
- Ethics and compliance reporting services (aka hot line or tip line). (Routed back to campus for resolution, not to system office.) Experience shows these types of systems have a flurry of reporting upon activation, then activity falls off dramatically.
- Tuition payment plans. USG rules prohibit paying tuition over time. But to facilitate the use of short-term loans, and/or private alternative loans, procurement is looking at using a contractor. Georgia College is already doing this. It would be available to international

students. There would be no interest charged on the loan, but an application fee (normally around \$50) would apply per semester. Students would then pay their balance by credit card debit or checking debit (automated payments). Financial aid is applied first. Interested in participating in steering committee? Send Tonya an email. Could be available for fall.

- IT personnel recruiting services.
- BANNER and PS consulting services.

Mr. McClearn has worked with CEO's, but in the future will coordinate with Tonya to be sure we are aware of what's going on and have the opportunity to participate. Objective for development of these programs is to be inclusive but to get things done quickly.

There are two ways to purchase, request for quote and request for proposal. RFP used more for services.

Distance Education

Chris Bessinger

Karen Nunn

New initiative is being launched to energize distance education and to make it more competitive. This program will initially apply to MsEd and MAT degrees, but expansion is possible. Franchise model: Fully on line. (including practicum). Jan 2008 going live. Time consuming to get started. Part of the tuition within the franchise to be put back into the department to help fund the start up. Outcomes based approach. Not a traditional grant. Potential to lose the franchise if you don't drive enrollment. The program will be marketed. We will be using SREB to leverage data to help. There is a new distance education committee at the system office level (regents). "Cross" registration will be facilitated. IDP process. 2005 a policy was passed resulting in the institutional instructional delivery plan. There should be one plan for each institution. Annual strategic plan for the year should include the delivery method. Distance education is an off campus delivery method. Includes services offered to students and how you ensure the level of service is the same for off campus students as for on campus students.

Military Waivers

Tonya Lam, System Office

The question was asked, "Who is eligible for the national guard waiver?" What is the difference between this waiver and an active duty waiver? The national guard waiver was designed as a recruiting incentive for what is commonly called the "weekend warrior". Yes, weekend warriors do qualify for this waiver. If guard member is on active duty, they should get military waiver not guard waiver. The out-of-state tuition differential is waived. Someone asked if it is possible to remove the wording "full time"? Ms Lam will request clarity, but follow this for now. Full time means 6-year commitment. Spouses and dependent children are also eligible.

Guaranteed Tuition Plan

Tonya Lam, System Office

The guaranteed tuition plan is no longer called "fixed for four". Now it is called a continuing rate. If a student matriculated in summer or fall of 2006 then the continuing rate is applied. Definition of a new student for this program includes dual or joint enrolled students (any student

who attended high school and college in a dual role). It did not have to be a Georgia high school. If the student earned credit while in high school, they are still eligible for this program. Any new student who started 2006 forward, should be assigned an attribute that identifies the plan they are on. That attribute should stay with the student as long as enrolled in a USG school without regard to transferring around the system. The length depends on the institution of enrollment. If in a 2-yr institution the guarantee is 3 years. If enrolled in a 4 year institution the guarantee is for 4 years. If the student is in a state college and in a bachelor's degree program they are eligible for a 5 year guarantee (15 semesters consecutive).

Documentation is at: www.usg.edu/banner under the business processes tab.

Students called to active duty get an extension of the length of service up to a limit. Extenuating circumstances are handled by institutions. Establish your own process. This is a work in progress.

Walter Peacock recommended that transients should pay the continuing rate no matter where they are going no matter where they came from. Much spirited discussion about the recommendation ensued. Visiting students should be omitted from the equation. Tonya recommended a letter of recommendation be sent to her from this committee. **The tri-committee voted unanimously to support the concept that transient students be charged at the continuing student rate in effect at the institution being attended in a transient status.**

Communications

Pat Barton, System Office

Ms. Barton encouraged people to submit ideas for the upcoming Georgia summit.

GABEST list serve is the primary communication means for releases, upgrades, etc. Ms. Barton encouraged people to be on the list.

SUNGARD has requested a transfer credit modeling project. They need a user to participate in a focus group sometime near mid-May. Send Ms. Barton an email to volunteer.

The tri-committee meeting was adjourned at 11:45.

Ms. Edwards called the separate meeting of RACRA to order at 12:55.

Introductions of new personnel and guests were made.

Approval of the November 2006 Minutes

The minutes of the November 2006 meeting were approved with a minor, friendly amendment.

FERPA Rule Assigning PINs

Tonya Lam, System Office

Using the birth date as a password or pin could be compromising to the student (especially those with divorced parents etc.). The system office recommends that institutions find another default pin and avoid the use of birth dates in any way. DOB being directory information is not

applicable because the problem is that the pin allows access to anyone who knows the students date of birth. It is a “bad” practice, not necessarily against the law.

Signature on File with Secretary of State Tonya Lam, System Office

Recently, the secretary of state asked registrar’s to provide signatures to be put on file for reference. Yes it is legal. You are encouraged to cooperate as it lessens student problems for those who have to deal with the secretary of state.

GA 411 Application Update Tonya Lam, System Office

GPC had the most GA411 applications (3025) followed by Gainsville (600) and Georgia Southern. 65,000 have come in total for the year for the entire system (since last September). A list of changes has been distributed, including a residency form. Send other changes to Charles Smith by 15 May 2007.

Walter still has some students who have trouble submitting applications at times and has had trouble getting resolution from various agencies. Chris Bessinger says it is hard to track down the problem because they can’t see the error message. If someone can forward the actual message, they will investigate.

Criminal background questions have been added, but background checks are not currently being done on students.

Virtual school: Tonya Lam, System Office

AP information night has some promotion of public colleges. April 26th is the next one. 8pm with 7pm setup. Colleges can present or be part of the discussion. Tonya has contact information.

Changing admission standards: Tonya Lam, System Office

DOE is changing high school curriculum. They are moving toward GPS (GA preferred standards), with the class of 2008 (graduating 2012). For us, this means course names will change so we will have to change standards to incorporate new course names. Math is one example. Algebra, geometry, and calculus are replaced by Math 1, math 2, math 3, and math 4. The goal is to be able to show a high school graduate is college and work ready. A student must have at least math 3 to be college ready. Content is also changing. Rigor is being added to core courses (that all students take). CPC is not changing. Students still have to have 4 math credits. DOE is adding a fourth science course. Also, there is discussion about where foreign language fits into this. The system is on record as saying no matter what DOE says, we want a foreign language. We also support the 4th science. Walter points out that out-of-state students may have a problem (since they may not get the 4th science or the math requirements). We’re still working on the language to accommodate various problem areas. A bill was introduced to say Georgia will follow other states and include American sign language as a foreign language, but we do not have a final dispensation about the bill. We won’t be doing anything with this until the bill is resolved. Math 4 content should be beyond Algebra II. The target is September this year for completion of the core make up. Our minimums won’t immediately change. Of science three

will be specific topics. Bio chem. Phys, then the forth will be “unknown”. AP in any of these is still ok. Agreement has been hard to reach because there will no longer be a CP diploma, and no career tech diploma. How do you merge the two and differentiate the curriculum? Now, if you are tech prep, you have to have 3 courses in the same career path.

JET and Home schooled: Tonya Lam, System Office

Can they be? Board policy is that you have to be enrolled in school somewhere and home school doesn't count. Approved home schools are exceptions. This is a JET rule, not an admission rule. They have to be in an accredited school program to be JET. Angela Evans KSU to chair a group to look at this issue, find out what's going on, and write up a recommendation (aevans@kennesaw.edu).

Dee asks why JET classes can't be weighted for HOPE calculation so we can compete with AP and honors classes. The group generally agreed with the sentiment.

XML Transcript Tonya Lam, System Office

Why are we in the situation we're in? We need to move forward in some manner. Tonya defends the decision to go this way, but she thought by now we would have had a good product. Serious flaws still exist. Tonya is the one who decided to discontinue the Georgia transcript. Flaws have been identified during the training. The Georgia transcript will continue until a working solution is available. Information will be posted about what was said during the recent conference call. Continue to send in problems through the help desk. Do try to get a trading partner to practice with. The only way to make progress is to try it, so pick a partner, try it, and report problems.

GAMOD is still being supported...has been re-commissioned.

Karen needs to know changes you'd like to see made to the GAMODS transcript.

OIIT Banner Update Karen Nunn, OIIT, BOR

The latest version of banner browser has just been posted. Georgia summit is Sep 19-21 in Augusta. Only 5 papers have been submitted so far. We need more. Also send in requests for specific topics. Pre conference workshops will be available if we ask for them.

Samanthia Price is a new addition to OIIT an ADM lead.

Regarding the DE project (providing DE info to SERB) OIIT is helping to pull data. Syllabus data will be the source of some of the data (this could cause some changes to business practices). Other will come from catalog and section detail. Chart will be emailed for your review for comment and input.

Banner Vista & New Banner Processes Jill Hyche, System Office

Advanced Learning Technology

A new process has been developed to move data from banner to vista. The new form is GORICCR which is a rules form. Some rules that went in soaterm now go here. The process in

the key block is elearning and the configuration is ACTIVE_TERM. Some other terms might need definition in this form, more to come on that later.

GORRSQL determines the person record data that is extracted. Faculty and student roles must be defined. Inactivate other roles (in this form not in banner in general). Gurirol is run to update roles. Run it once for faculty and once for students. ICGORLDI has two new parameters.

Academic Data Mart

Lori Fernandez, OIIT, System Office

Step-by-step instructions have been provided for the workshop coming up. The first three steps are a DBA responsibility and they **MUST** do them before you can begin. Submit data, run sirs, cir, rur, to test ftu. If errors are present, correct them. This is all in a cloned environment. The purpose of this is to test the elements in the old and new systems and to formally sign off that we agree they are the right element. Last day to submit the initial data is Friday of next week. 21st of April.

Old Business

Several informal polls were conducted by members.

F1 and J1 Visas. Clarification was asked for and given about waiver versus re-classification.

Tonya clarified.

Walter asks is anybody frustrated about what's happening in the USG and how it results in problems. Walter feels the USG has "out-kicked its coverage". He further feels that there is a misconception about WHO is working in institutional offices (low paid, non-tech versus higher paid technically oriented personnel). There have been no new personnel assigned along with the new initiatives. It is getting harder and harder to keep up, we need to slow down and let some things settle.

New Business, Questions, Discussion

New chair,

Chair, Dee Mintor

Vice Chair, Steve Hamrick

Secretary, Cherise Peters

Adjourn