

Regents Advisory Committee on Records and Admissions (RACRA) Meeting  
April 15, 2004  
Macon State College

Walter Peacock, RACRA chair, called the meeting to order at 10:00 am.

**Introduction of new personnel and guests:**

The following introductions were made:

Gaye Hayes	Georgia Southwestern University
Steve King	Kennesaw State University
Julio Espana	Kennesaw State University
Susan Campbell	Board of Regents
Brian Gipson	Gordon College
Janice Hartsoe	Gainesville College
Rebecca Macon	University of Georgia
Karin Smoot	Clayton College and State University

The following guests were recognized:

Rich Loftus	Board of Regents
Tonya Lam	Board of Regents
Lori Jarrard	Office of Information and Instructional Technology
Glenn Fernandez	Office of Information and Instructional Technology
John Albright	College Board

Walter announced that Tim Buchanan has resigned his position at Gainesville College and that Katherine Sweeney would be taking minutes on his behalf.

**Approval of Fall 2003 minutes:**

The minutes from the October 9, 2003 meeting were approved with the following corrections: (Page 1) Bonnie Stevens is with the State University of West Georgia, Ben Allen is with Savannah State University and “wining” should have been “winning”.

**SIRS Report:**

There has been no meeting of the SIRS committee since the last RACRA meeting.

**USG data warehouse update:**

Lori Jarrard, Project Manager for the Data Warehouse project, gave an overview of the current status of the project. She provided a demonstration of how institutions will log in and use the warehouse to submit data. She encouraged institutions to contact OIIT if test

plans are hard to follow or if information provided in the turnaround reports is not helpful. If ZORSIRS has been modified on any campuses, OIIT needs to know. Lori encouraged institutions to help test the warehouse. Beginning Summer 2004 institutions will be required to submit via SIRS and the warehouse for data comparisons. A memo to that effect will be sent to system presidents. She encouraged institutions to view the SITCAP site (<http://www.usg.edu/usgweb/sitcap/>). All the information in her presentation can be found there as well as all documentation for using the warehouse. Early June is the timeframe for having all data marts available. Lori asked the group if a warehouse workshop would be helpful and the response was yes. She will schedule one for the summer.

OIIT will be providing the release dates for Banner 7.

The group was reminded about a memo from Cathie Mayes Hudson concerning CIP codes that was due April 2.

### **MIF Update:**

Tonya Lam reviewed helpful sites for various university system projects. Most information contained in her comments for this meeting can be found on these sites:

MIF and other GABEST projects

<http://www.usg.edu/usgweb/sitcap/gabest/> (log in: Guest password: Guest)

Immunization Information

[http://www.usg.edu/student\\_services/immun/](http://www.usg.edu/student_services/immun/)

Policy Manual

<http://www.usg.edu/admin/policy/>

Academic Calendar

[http://www.usg.edu/student/inst\\_cals/](http://www.usg.edu/student/inst_cals/)

Best Practices

<http://www.usg.edu/bestpractices/>

Tonya distributed a handout concerning the Multi-Institutional Functionality (MIF) Project. She gave a brief overview of the project. The project is a high priority out of the Chancellor's office and the goal is to have it function as baseline Banner functions. There are several subcommittees examining business practices and processes. MIF should facilitate electronic versus manual processing. It has been proposed that the fees will be based on the institution offering the course and that there will be an additional fee for MIF but this is still being discussed. The central office is looking for volunteers to beta test. If interested, institutions should contact Tonya. All MIF information can be found on the SITCAP site ([http://www.usg.edu/usgweb/sitcap/gabest\\_mif/](http://www.usg.edu/usgweb/sitcap/gabest_mif/)). Institutions will have the opportunity to review the MIF specs when SCT has completed them.

Participation in MIF is not required, however, it is hoped that institutions will want to participate. As physical space and funding become more limited, MIF will provide access to students. Hawaii, Illinois and Connecticut are all doing something similar.

### **Electronic Transcript Transmission:**

Tonya explained that this is being built as part of the MIF project. The PESC standard is being adopted. An institution does not have to be a MIF participant to have electronic transcript transmission capabilities. The ultimate goal is to have high school transcripts submitted electronically.

### **Social Security Number conversion:**

Tonya strongly encouraged all institutions to examine policies concerning access to social security numbers and draft statements as to who has access and policies concerning retention of confidential information. If institutions wish to proceed toward converting from using the social security number to a generic student ID number, they must submit their technology conversion plan to Randall Thursby for approval prior to beginning the conversion. Documentation can be found on the SITCAP site ([http://www.usg.edu/usbweb/sitcap/gabest\\_banner/](http://www.usg.edu/usbweb/sitcap/gabest_banner/)).

### **On Line RTP pilot:**

Students have been very receptive to the online RTP testing. The system will continue to refine over the next 2-3 years. The ultimate goal is to use whatever the institutions are using as an id number to match for RTP. Tonya asked that institutions email her outlining how testing occurs on their campuses (lab requirements, funding, reporting structure, etc.)

### **SAT Update:**

John Albright distributed a booklet outlining the changes to the SAT. He offered the following comments:

Verbal: analogies will no longer be on the test. They are being replaced by a discrete reading test.

Math: quantitative comparisons will no longer be on test. They are being replaced by algebra II questions.

Writing: multiple choice questions and an essay (200-800 scoring)

Scoring system will remain the same. English faculty are encouraged to sign on as graders. All testers will take all parts of the test. Cost will probably go up by \$10-\$12. Essay will be first and time will be three hours and forty five minutes. SCT will change baseline banner as quickly as possible. Institutional SATs will add the writing test. There will be no changes to University System policy for now. New writing test will be used to satisfy RTP Essay portion with appropriate score.

### **HOPE and PSO Funding Update:**

Tonya distributed a memo from GSFC concerning changes to HOPE. There are still several questions and as soon as Tonya knows anything more she will communicate it to the group. Several questions were raised. Tonya responded that these were the same questions that the Board of Regents had been asking. PSO will no longer exist. HOPE will cover joint enrollment for eligible students. She did ask the group to check on their campuses to ensure they had been reimbursed for Spring 2004.

### **New immunization requirements and implementation:**

Tonya distributed a handout concerning changes to the immunization requirements. Beginning in January 2005 new students must provide additional immunization certification (chicken pox, tetanus, diphtheria, hepatitis B, meningitis). OIIT released GaMod 5.14 in November of 2003 that enables institutions to insert the new codes. ([http://www.usg.edu/banner/5x/docpdf/techdocs/gamods514test\\_plan.pdf](http://www.usg.edu/banner/5x/docpdf/techdocs/gamods514test_plan.pdf)) . Currently enrolled students are exempt from the new requirements. The Board of Regents is working closely with the Department of Public Health to determine if Georgia's Registry of Immunization Transactions and Services (GRITS) could become the System's repository for student immunization records. Individuals will report immunization status to the registry and institutions will then be able to get the information from the registry. Any student previously enrolled at an institution who returns to the institution is also exempt until the registry is up and running. Tonya also distributed a sample Immunization form for institutional modification and use.

Diane Burns then made the following motion:

RACRA requests that the exemption policy for immunization now available to those with religious beliefs that conflict with this policy be extended to those who may have personal reasons for requesting an exemption. We suggest that the current exemption policy be changed as follows:

Religious/Personal exemption: student signature required ONLY for exemption status:  
*I affirm that the immunizations as required by the University System of Georgia are in conflict with my religious or personal beliefs. I understand that I am subject to exclusion in the event of an outbreak of a disease for which immunization is required.*

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

Diane cited numerous reasons for the modification. Cost and logistics of getting certain immunizations were of primary concern. While RACRA members support the efforts of the health professionals of the state and believe that colleges and universities in our System should provide recommendations and encourage these immunizations, they also support the right of students to be afforded a personal exemption based on individual beliefs and health situations, as are students with certain religious beliefs.

The motion was approved unanimously.

Mark Taylor then made the following motion:

RACRA requests that the new immunization requirements effective Spring Semester 2005 be amended as follows:

A student who began enrollment at a University System institution prior to January 2005 and met the University System immunization requirement at the time of his or her entry to a System institution, will be exempt from submitting additional immunization information when that student transfers to another System institution or is readmitted to his or her home system institution.

Mark cited numerous reasons for the modification. Seamless transfer, tracking and processing time were of primary concern.

The motion was approved unanimously.

**Policy manual revision for admissions and waivers:**

Tonya distributed documentation concerning the change to the GED admission standard at the February meeting of the Board of Regents. The requirement of 13 CPC units was removed and there is no longer an index requirement. There is no minimum required GED scores. Evidence of the GED itself is sufficient. The GED applicant's high school class must have graduated prior to his or her matriculation at a system institution. The University System sets requirements for admission to the System's institutions. Institutions seeking to set higher requirements must secure approval through Frank Butler's office.

Active duty military personnel assigned to a system institution can now receive the military fee waiver.

There have been no changes to any policies concerning undocumented students and their classification of residency status for in-state tuition purposes.

Tonya will try to schedule a residency workshop for sometime during the summer.

**Academic calendar:**

Institutions will soon be getting notice about updating their calendars on the web through 2006. The 2008-2014 begin and end dates have been posted at <http://www.usg.edu/instres/start-end.cal.html>.

**Fraudulent use of College Net by international students:**

There was a brief discussion about the fraudulent use of College Net by some international applicants. Valdosta and Kennesaw have noticed a problem. No other schools reported seeing anything to the extent they have.

**Freshman admissions predictor on GA EASY:**

Kennesaw State's freshman admissions predictor has been cloned for use on GA Easy. Institutions were encouraged to view Kennesaw's web site. Kennesaw won a category of the Best Practices competition last year for their web tools. The System has now modified for use by all institutions. There is a disclaimer on GA EASY that the predictor is only a guide and does not constitute guaranteed admission. Some schools had some concerns with this predictor and they were advised that any school wishing not be included would be required to document their concerns and reasons in a letter that should be sent to Tonya Lam for review by the Chancellor.

**Old Business:**

Institutions are required by Board policy to include the regents' grade point average on transcripts and Tonya reminded the group of this requirement.

**New Business:**

The following institutions are no longer taking freshman applications for Fall 2004:

Georgia State University  
Georgia College & State University  
Georgia Institute of Technology  
University of Georgia  
North Georgia College & State University

Walter asked if others had sought institutional relief for additional mileage reimbursement with the escalating price of gas. No one has yet. He indicated that he is going to ask on his campus.

Walter announced that Joe Head and Kennesaw State University had offered to serve as a meeting site for a meeting in the fall. They suggested an overnight stay. It would provide a networking opportunity that we have not had in recent years with the drive in, drive out meetings in a central location. Some institutions expressed concern about the additional money involved in an overnight stay. The issue will be discussed further at a later date.

Walter presented the following individuals for RACRA leadership next year:

John Brown, Atlanta Metropolitan College – Chair  
Diane Weber, Georgia State University – Vice Chair  
Mark Taylor, State University of West Georgia – Secretary

They were approved by acclamation.

There being no further business the meeting was adjourned at 3:00 pm.

Respectfully submitted,

Katherine Sweeney

## Attendance Roster

Abraham Baldwin Agricultural College	Angie Palmer Angie Newbern Beth Saxon Anita Hobbs
Albany State University	Janice Hawkins Joyce Jenkins Mary Miles Arna Albritten Robin McDermott
Armstrong Atlantic State University Atlanta Metropolitan College	Kim West John Brown Joanne Crump
Augusta State University	Katherine Sweeney Carol Giardina Kathy Herrington
Bainbridge College Clayton College & State University	Connie Snyder Donna Bynum Jean Myers Diane Burns Rebecca Gmeiner Karin Smoot
Coastal Georgia Community College College Board Columbus State University	Mollie DeHart John Albright Shannon Wilson Beverly Lean Susan Lovell
Dalton State College	Jodi Johnson Angela Harris
Darton College East Georgia College Floyd College Fort Valley State University	Holly Basko Donald Avery Lynn Bacon Wallace Keese Sharee Lawrence Debra McGhee
Gainesville College	Susan Daniell Janice Hartsoe
Georgia College & State University	Sarah Scott Ana Edwards Marylis Wolfgang
Georgia Institute of Technology	Debbie Williamson Jo McIver Ingrid Hayes
Georgia Perimeter College	Judy Nichols Erin Hart
Georgia Southern University	Tifani Pool Jill Ewing Debra Alexander Wayne Smith
Georgia Southwestern University	Jody Kemp Gaye Hayes Lori Urbani
Georgia State University	Dan Niccum Gretchen Young

Gordon College	Diane Weber Janet Adams Barras Brian Gipson
Kennesaw State University	Kristi Mulling Julio Espana Susan Blake Steve King Joe Head Bill Hamrick
Macon State College	Tom Waugh Terrell Mitchell Brenda Hogan
Medical College of Georgia	Carol Nobles Rita Garner
Middle Georgia College	Dianne Barlow Jennifer Brannon
North Georgia College & State University	Jason Pruitt Jill Brady Cindy Lowe
Office of Information and Instructional Technology	Lori Jarrard Glenn Fernandez Trent Tucker
Savannah State University	Gwen Moore
South Georgia College	Randy Braswell Tracy Youghn Krista Smith
Southern Polytechnic State University	Gini Head
State University of West Georgia	Mark Taylor Bonnie Stevens
University of Georgia	Shirley Childers Rebecca Macon Bob Spatig
University System of Georgia	Susan Campbell Rich Loftus Tonya Lam
Valdosta State University	Chuck Hudson Stanley Jones Karen Shepard W. Peacock
Waycross College	Jay Porter