

**Meeting of Regents Advisory Committee on Records and Admissions (RACRA)
November 17, 2005
Macon State College**

Mark Taylor, RACRA Chair, called the meeting to order at 10:05 a.m.

Introduction of new personnel and guests were made.
There are ninety two members registered for this meeting

Approval of the Spring 2005 Minutes

The minutes of the April 13, 2005 meeting were approved.

**WebCT Vista and Banner Integration, Board of Regents Project,
Jill Hyché, BOR**

WebCT Vista allows for sharing and reuse of materials between faculty on a single campus or across the USG institutions supported on one of the production environments. It allows integration with other campus systems and provides for a wide variety of teaching and learning tools. To support this sharing functionality and to reflect information from a Student Information System (SIS) such as Banner, WebCT Vista is organized in a hierarchical structure which is comprised of "learning contexts." These learning contexts are divided into specific groups which include all Banner colleges found in STVCOLL. The groups contain the courses which are further divided into sections, all of which reside in the Banner Catalog and Schedule data. The Course and Section data are categorized by Banner departments which are located in STVDEPT. How the learning contexts and other key pieces of information are set up in WebCT Vista directly relates to how the corresponding information is set up in Banner.

The Group Learning Context within WebCT Vista is directly dependent on how the colleges are set up on SCACRSE. The college code is not necessarily related to colleges at the institution but the values entered into the validation table in Banner. If you currently use the division code at your institution, then it will be necessary to copy this to the college code. The department codes are mapped to categories within WebCT Vista. The use of categories is not mandatory and just another method to organize information by the WebCT Vista Institutional Administrators.

Cross-listing is supported in the current production version of WebCT Vista 3.0.5. Institutions that are using cross-listing in Banner include: Clayton State University, Columbus State University, Georgia College and State University, Georgia State University, Georgia Institute of Technology, Macon State College, Southern Polytechnic State University, and University of West Georgia.

Opened for Questions -

Do you see any problems with cross-listing? The courses must be grouped in the Banner form SSAXLST. Currently, there are institutions that are using cross-listing but this information has not been extracted and imported into WebCT Vista prior to the latest upgrade. Depending on

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why courses are cross-listed in Banner there may be courses that should not be cross-listed in WebCT. This will have to be reviewed by each institution.

Is there a way that Banner is set up that could affect a student's access to WebCT Vista? Based on the way you set up colleges and divisions there could be a large impact on the way information is organized and presented in WebCT Vista. STVCOLL codes are used in WebCT Vista to organize the Learning Contexts and STVDIVS codes are not used at all.

For reporting purposes – what affect is there on faculty load? This is the type of feedback we need to have more information and discussion about. Currently, there is not a direct relationship between WebCT Vista and faculty load through any reporting methods.

Hurricane Katrina – Tonya Lam, BOR

Tonya Lam spoke on the status of the hurricane Katrina admissions policy. The Board of Regents elected not to continue to use the policy they approved in the fall to waive out of state tuition. The waiver expires at the end of the fall 2005 term. Those who have deferred fees for tuition and housing are responsible for collecting the refund cost by end of the term.

Many students were admitted without full credentials. If you hear of claims that they have difficulty collecting transcripts or documents let Tonya know.

Opened for Questions -

Does that include high schools? We will work with the individual students. If you will allow the student to continue enrollment, please do so. There is an understanding that all high schools are required to submit final documents to TOPS program in Louisiana. The Department of Education created a back-up data warehouse in Georgia to collect information if records need to be reconstructed. If you contact that agency they could provide documents to you. Louisiana Department of Education is available on their website. Tonya will check for official statement and post to RACRA listserv.

A number of students have relocated and are applying for the spring term. Do we use the special codes for the spring? Use your current enrollment policy. Conversations are ongoing regarding the question.

GACollege 411 – Tonya Lam, BOR

Tonya Lamb spoke on the status of GACollege 411 and the presentation given to the Board of Regents this month to bring them up to date.

GACollege 411 was initially launched in February 2005. It was re-launched in September. As of the end of October there were 31,846 individual accounts were created on the site. Tonya thanked those institutions who went live without payment option.

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Admissions applications from private colleges and DTAE were added in October and are up and running.

Tonya listed the institutions who have gone live and those who have submitted their application. She requested that everyone have their application ready so that when we are ready to bring up the payment option everyone will be ready to go. XAP needs institutions application signed off before you can go live.

Opened for Questions -

There was a concern about “major” search. There is no flexibility, and it is misleading when institutions do not have certain degrees. The Regents’ office will work harder with Petersons to make it happen.

There are many more questions regarding residency rather than just asking an applicant if he is a resident of Georgia. Residency questions on the XAP form are limited to three. Tonya asked the RACRA members: Based on those who are using this to make the decision of residency, do you find the residency piece is making the residency decision correctly? The residency piece is based on a rules system, and looks at the student’s entire application to determine residency. If it is not satisfying institutions needs, we need to make adjustments. Tonya will look into the concern.

The contract with GA411 is between XAP and Georgia Student Finance Authority. We are partners with Georgia Student Finance, and the negotiation of changes must be fed through Georgia Student Finance. RACRA or institutions must send the list of changes to the Board of Regents and submit the changes collectively. Even if it is unique, send requests to the BOR. If an institution does not go through the appropriate channels, it takes you out of the contract.

If application states residency and they are not, will the GA student finance audit be a problem? HOPE and Georgia Student Finance are committed to working together and are aware of the problem.

GA411 and Payment Option – Rich Loftus, BOR

Negotiations are ongoing with Touchnet and XAP. Once the payment option is available, and your Business Office will be able to see the payments through Touchnet. Institutions will need to coordinate with your Business Office. XAP is testing and is able to connect with Touchnet. They are moving to production and will be able to work for everyone by December. Institutions must choose one of the options available.

The system is set to default to the merchant ID. Negotiate with Touchnet if you have another merchant ID to separate the payments. Please coordinate with your Business Office.

GA 411 and Downloading the Application – Rich Loftus, BOR

Basically there are three options for downloads into baseline:

1. **Baseline TS 189** – file from XAP control center, a standard wizard will be used, it will be picked up by banner and load in for match process. It is similar to the banner application download. BOR and XAP are working on the baseline file layout.

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2. **Axiom** – Seven or eight institutions are planning to use Axiom. Axiom is a third party product which will assist with the download as well as the matching required.
3. **Nolij Systems**.

Axiom and Nolij benefits the user by allowing more flexible loads of data into multiple fields. Rich wanted to know where institutions are loading additional information because he wants to coordinate the data load from the baseline file to the same data fields. The BOR is trying to move away from GAMODS such as ZORRESI. They are looking at moving to a baseline form, SOASUPL.

Opened for Questions -

Who will the downloads be sent to? When will Touchnet be ready? Rich will announce on RACRA and GA Best list.

All institutions need to sign off on the baseline product with the exception to the payment process. Charles should be contacting everyone about payment efforts.

Social security number collection on the application is an optional field rather than it being required. RACRA prefers to require it or issue a strong warning if the students are applying for financial aid. How can this be resolved? Answer: The SSN is an optional field now. It currently will not populate SPAPERS making it difficult for Financial Aid. Institutions will continue to collect social security numbers, and preferably in a secure fashion. Institutions prefer that the field be required. Rich will work with Charles on the issue.

High School Electronic Transcripts – Tonya Lam, BOR

As we know, the state of GA does not have a high school transcript standard in place, nor do we have a standard student information system in use around the state. Georgia Student Finance requires starting in Jan 2007 that it be the responsible agent for calculating the student's eligibility for HOPE. Currently, high schools reports to Georgia Student Finance. The process will change in January 2007. In order for high schools to have a standard for high school grading scales, etc., Georgia Student Finance is looking for the ability to receive electronic transcripts.

Because there is no system-wide student information system this makes it a challenge. We have five to six volunteers working on RACRA's behalf trying to access and receive transcripts electronically. We would not only like to receive but to push the information into banner and calculate grade point average as well. Other states are asking for this as well. SCT is waiting on PESC standards approval of an official high school format. We expect approval in next couple of months. This will make SCT more willing to build the process and place it into banner.

Opened for Questions -

Which institutions are testing? Answer: Abraham Baldwin Agricultural College, Georgia College & State University, Columbus State University, Georgia Institute of Technology, Kennesaw State University, Macon State University.

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Tonya was asked to clarify North Carolina high school sending transcripts to the state depository and colleges downloading the transcript from there. Answer: Georgia high schools will push from the repository. We are exploring an alternative to use the state data warehouse. It is not officially in production yet, but we are researching that avenue. We would like the data warehouse be the official location. High schools push data to Georgia Student Finance regardless of student wishes it? Answer: The student releases the transcript, but for institutions to access the transcript the student must authorize us to receive the transcript electronically.

Going Live with GA411

All admissions applications will be live and in full production June 2006, but we still have problems and pieces to work out. GA Easy will be turned off June 30, 2006. If you go into the GA Easy form, users will be redirected to GA 411. Everyone will need to test and make sure it is working for your institution.

We would like to conduct a control center (where you turn on your admissions application) and partner center training (where you can watch your applications turn over hourly). Institutions will want access to the partner center and training is needed.

Tonya requested:

1. volunteers to host training sessions on control and partner center access for admissions, registrars and financial aid on the control center,
2. volunteers to test electronic high school transcripts, and
3. volunteers to host a Regional meeting of high school counselors in your area regarding training and control center access and talk about high school transcripts and college applications from the high school prospective.

Please let Tonya know of your interest. The best time to schedule the training would be immediately following the RACRAO meeting in spring 2006.

Control Center for GA411 documentation is located at:

www.usg.edu/studnet_affairs/gacoll411/index

Do institutions have partnership center access? Institutions do not have access.

USG Relationship with CollegeNet – Tonya Lam, BOR

There has been some confusion with our relationship with CollegeNet. Some institutions received copies of a letter from CollegeNet which the Board of Regents did not receive. First and foremost, the State of Georgia does not allow a public agency to sign a contract which extends more than one year. Contracts have renewable options, but no more than one year per contract.

The CollegeNet Contract. The Board of Regents' original contract took the option to renew for June 2005 – June 2006. The Board of Regents said that the premier option is not available under this contract. Some of you have the premier option and are under the obligation to complete

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your year of the option. At the end of June 2006, the Board of Regents does not intend to renew for the contract for the undergraduate application.

If institutions signed a premier contract three years ago, it has expired, correct? Correct.

Electronic College Transcript Update – Rich Loftus, BOR

Testing was completed with what SCT has delivered and is working fairly well. Defects were reported and fixed. SCT is repackaging and delivering again, and we will retest. The 6.4 instance will use the Texas server through UT Austin. The anticipated timeline is March 2006 in versions 6.4 and 7.2. Beta testing will be in the middle to end of January.

Rich had questions for the RACRA members regarding the updates from the transcript into banner:

How should non-course requirements be loaded into banner? If they already exist and are satisfied do not touch them. When articulation is processed, system will load the non-course requirements.

How should immunization be loaded into banner? If immunization already exists, do not load.

How should test scores be loaded into banner? Decided a crosswalk be setup and used to load. If test score is there, do not update.

Is there a good way to look at the xml transcript in banner? The box view is still not a good view. They are working on a standard template. SCT states the template will be in baseline 7.3.

Is the college code updated in SOAPCOL? Currently, there is nothing in the process to update SOAPCOL. There is no event trigger and is not part of the delivery. Banner 6.4 and 7.2 will not populate unless you write something to populate it.

When you articulate a transcript which has already been received what happens? When using SHATAACK, a warning pops up if academic history exists. User will make the decision to override the current data and overwrite or process the transcript manually. Institutions will have to make that decision and look at business practices to decide to manually enter or override current data.

Is the social security number in its entirety? Yes, UT Austin Texas server is secure.

We have thoroughly tested a number of students to make sure that all records get processed. Not all old defects are fixed. And, we don't know what affect they will have.

How big a file were you testing? We tested a good number and some with completed graduated data. Load testing is another issue. It will need to be worked out with UT Texas Server. One envelop may have one to one thousand transcripts.

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Sometimes SHTRNS data is lost when rolling in and out of history. You can view the XML file? You can use tools to view data in special sections. Internet Explorer is the fallback until SCT creates a template.

Immunization Changes, GRITS, Storing Immunization Forms – Tonya Lam, BOR

The Immunization Advisement Committee met with representatives of the Public Health in regards to public health in the State of Georgia. Several USG institutions were represented.

The CDC recommends the public revise the requirements for chicken pox. Revision is: Anyone who is US born 1967 or later are required to have chicken pox or non US born regardless of date of birth are required to have chicken pox. Tonya is waiting on response from Legal Department on date of implementation.

Representatives from the Georgia Immunization Registry (GRITS), the State of Georgia registry, discussed the status of the registry. The registry will contain immunization information on Georgia residents from birth to age 18. GRITS stated that 80 % of all pediatricians are on board having their data posted to the registry. The repository will be the official location of the immunization data.

You can go to the GRITS site <http://health.state.ga.us/programs/immunization/grits/index.asp> to find out more about the registry. Training is required to actually print the form which verifies for institutions whether or not a student has satisfied immunization requirements. If the student has not satisfied the requirements, the information will be noted. All health departments have been notified that we will be encouraging students to return to their health department and have their data recorded and loaded into the registry.

With regards to Asian flu, it would be a good idea for our system to come up with a form in the case of a pandemic. The committee is reviewing the Canadian form regarding this issue.

The BOR will bring all campuses together for training on GRITS.

Opened for Questions -

When can we expect form to be posted on GRITS? Answer: January 2006.

The date of birth along with some minor changes will be made.

Chancellor Search – Tonya Lam, BOR

The Chancellor will be announced in January 2006 or in the next couple of weeks. Initial interviews here held in November.

Opened for Questions -

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What about the signature on the diplomas? Answer: Use interim chancellor.

Georgia Gwinnett College, Lawrenceville, Georgia – Tonya Lam, BOR

The state college plans to accept students in March 2006 for the fall 2006 semester. Enrollment will be limited to 250 students. The first year, the institution will be accepting Junior's. The second year, the institution will be accepting Junior and Senior level students. There will be seven majors available. By next year, the institution will be a full fledge college.

ACCEL –Tonya Lam, BOR

Course listings are in the areas of Social Sciences and World History. They are posted on the website. In the past we have used 9999. The codes are posted on the web now. There have been requests to modify the application process for ACCELL and they have been passed on.

Student Health Insurance – Tonya Lam, BOR

There has been a request to create a State Board of Regents vendor for Student Health Insurance. We are talking about a particular group of students. To clarify, institutions will identify graduate students who pay full tuition. This affects international students (both undergraduate and graduate students) and anyone enrolled in programs which require health insurance.

Timetable for Requiring a Minimum New SAT Writing Score – Tonya Lam, BOR

Continue to collect the information so that when you report to the data warehouse the information will be there. There is discussion on using the writing score to exempt for the Regents' test.

Bonnie Stevens stated that the SIRS committee needs the score to exempt students from the Regents' Test and will send out code to the institutions to use as soon as the cut score is determined.

In regards to the freshman index and new SAT reading verbal score, are we ever going to change to SAT reading? It has been put in for discussion.

The College Board sent an email implying that we are using writing score for admission purposes, but this is not true? Answer: How we use them has not been mandated yet. Tonya asked for a copy of the letter which Walter Peacock reference. The memo went to his Academic Affairs office. Tonya asked how many of institutions are using the writing score as part of the admission process. No one is. Who is requiring writing for ACT scores? Some are requiring it.

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What are we going to do with the “university college” problem, re: the 2-year and state college SAT pilot study? Answer: The 2-year and state college SAT pilot study was released which has caused a problem for some institutions in the system. We need to clarify the term: “University College”. The publication which the Board of Regents sent out has caused problems. The policy was just for Augusta State College, Savannah State College and Columbus State College. A “university college” was created to accommodate those students. There were no 2 year institutions in the area so the Board of Regents created a University College pilot program for these three institutions. If you were from a certain county you could apply for 2-year college admission. When the Board of Regents created the pilot to eliminate the SAT for 2 years, the terminology surrounding the concept became a problem and confused students. The “University College” policy was not made for all colleges only for those three colleges. It was suggested to send out a memo to the same population the original letter was sent to in order to clarify the problem. Tonya will speak with those institutions having problems.

Academic Data Mart – Lori Fernandez, OIIT

OIIT held Data Validation workshops in Athens and Macon this fall. Another workshop will reconvene in the spring. The Academic DataMart is scheduled to go live summer 2006 and continue parallel with SIRS and CIR. There are six institutions remaining that need to verify and validate their data.

OIIT is rolling out a new interface. There are a few changes. On the USG123 site, login and select the Academic Tab, then the Academic DataMart. The extract process contains a “refresh” and “update the status”. Contact customer service if errors are encountered. User documentation will be available on this page. There have been load fails. OIT is working on a log to identify problems before you have to notify OIT.

You will not have access to the Discovery tab until you have been to training.

Rich Loftus encouraged everyone to test and get going with the data mart. We want to review our business practices and it is important that we review the data there for your institution.

Change Review Process Form - Rich Loftus, BOR

If institutions are requesting a change in business practice or product change, please use the “Change Review Process” form. The System wants to start using this form to review changes and decide if we need to move forward on the requests. There have been at least four submitted.

1. Fee waivers are being collected from the accounts receivable section of banner. Trying to move the residency field back to residency or non-residency. Wanting to collect the fee waiver instead. Collect the amount of the waiver and use residency or non-residency in the field. Request change for fall 2006 came from the group. New mechanism comes out of accounts receivables.

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This has been changed in DataMart, but not in SIRS. The Business Office lists every waiver code type used.

2. Move ZOARESI information to SOASUPL. Not fully investigated. GA411 wants to load data in the place it should go. Working on a mechanism to move data. No implement time yet. RACRA members concerned that they need at least a year's lead time. Rich is to look into the request.

Will there be a modification to get a list of counties in SOASUPL? New form lists ALL counties. RACRA members would like to see it only list GA counties. Rich will look into the request.

The system is trying to remove away from GA Mod forms and use banner baseline. SCT will not accommodate GA Mod forms. We were lucky with the XML transcript.

3. Request to distribute zip code table monthly. The group agreed it was a good idea. The US postal service supplies the data. Where can the group access the list? Rich will setup a link on the RACRA site and will be sending out notice to RACRA.

Banner 7 Upgrade – Karen Nunn, OIIT

OIIT is on schedule to beta test Banner 7 in March 2006. You will have until December 2006 to complete the upgrade.

OIT will host a common testing environment: March – June 2006. A Banner 7.0 instance will be setup for campus users to connect to from their web browsers and use an OIIT seed database with GA MODS. OIIT will communicate additional details as time frame gets closer.

Training materials are on the server. (Refer to handout) Your IT department can pull down and burn CDs or make available on your local area network. The new functionality and navigation documentation is very good.

The System is participating in a pilot project with SCT called Symposium. From the SCT Action Line you can launch the Computer Based Training (CTB), which will make it much easier for the end user. OIIT is working with SCT to get user accounts created. Communication will be going out to RACRA once available.

Rich Loftus encouraged institutions to use the CBTs supplied by SCT. If they are not downloaded and used, SCT will remove the product and not continue the contract.

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**Sub-Committee Report on Coding of Students Seeking 2nd Undergraduate Degrees –
Bonnie Stevens, SIRS Committee**

Some institutions are classifying 2nd undergraduate degree students as unclassified undergraduates or post baccalaureates in which case, they are not being counted correctly. Unclassified undergraduates are by definition not working on a second undergraduate degree, but institutions are doing this because they do not want to enter the transfer work that is required if the student is coded as a transfer student. Post baccalaureate students are by definition graduate students. The sub-committee suggests to OIIT to look at the SOAPCOL form, and if data indicating a degree is found in the second block for students coded as transfer students, that the student record not be required to have transfer course work in articulation. This suggestion is requested as part of the data warehouse implementation. There were no objections. Change business practices required? Yes, if you are currently coding students working on 2nd undergraduate degree as student levels 51 or 60, you will need to begin coding as a degree seeking student with the appropriate level.

Transfers with 30 + Hours Needing High School Graduation Date – Walter Peacock

RACRA needs clarification on the issue: Do institutions need to enter high school graduation date on those students who have 30 + hours? It is a HOPE issue and institutions need direction. Rich stated that the logic needs tweaking and to put the date in for now for those who receive HOPE. Karen Nunn stated that beta testers are needed during the development cycle.

Concern was that it is a federal issue and financial aid needs the date of record of graduation. Is this true? BOR is not aware of the policy. Rich stated he will look into it.

Residency – Tonya Lam, BOR

A residency review committee has been called to review the current resident policy. The committee met and had proposals ready for the Board of Regents to review this fall, but due to the Board agenda and change of chancellor it was best to delay the proposal. The committee is taking back under advisement and is reviewing the language and rephrasing to clarify policy.

The proposals are as follows:

- Modify so that US Citizens who maintain domicile in State of Georgia for a period of at least 12 consecutive months, it is presumed that no student should have not gained or acquire in-state status while attending any educational institution in the state without clear evidence of intent to establish domicile in Georgia for the purpose other than the purpose other than attending a Georgia institution.
- Previously took out “dependents” and went with “relationship” such as mother, father instead – this caused an unintended consequence; therefore, we reinstated the word “dependent”.
- Clarified when a student moves away and returns within 12 months, the student will be allowed to keep residency status.

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- Clarified “Guardianship” based on the legal US underage requirement.
- Modified the Families Moving to Georgia waiver
- Clarified HVisa holders

Implementation of the revisions is to be delayed a year. If we adopt dependent versus relationship, some students would not be eligible, and we are very sensitive to timing of the release. We want to be positive to those caught in limbo.

Opened for Questions -

Will the rule be expanded to those involved in the hurricane as far as those families moving to Georgia? Answer: There is ongoing discussion about this unique group.

Is there an intended resolution for hurricane families? Answer: There is not for spring 2006, but we hope for summer or fall. The earlier the resolution the better because of the admissions process and impacts the students financial needs. Residency appeals remain at the institutional level and are currently all about the documentation involved in relocating to Georgia. It would actually fall under the Employer Required Relocation to Georgia.

The Families Moving to Georgia did not apply to spouse and that is going to be put back in.

Plus and Minus Grades Issue – Tonya Lam, BOR

The University of Georgia and Georgia State University are proposing plus and minus grades. This is a proposal for a 5 year pilot program to determine the impact. This is based on a nation trend.

Comments from the group included: The HOPE calculation does not take into its calculation the plus and minus grade.

The benefits, concerns, comments:

1. unfair to reward students equally re: grade of 81, 89 grade of B, 90 A
2. encourage students to work harder for better grades
3. make grades more reliable by reducing grouping error
4. scholarship or merit have criticized and urged to move to the grading system
5. making shift will assist the best students in quest to more professional programs
6. understanding that institutions suggested they wanted the system.

Opened for Feedback-

There was no vote of support or nonsupport. A subgroup of RACRA will submit feedback to Tonya in regards to this issue.

ACIS Merger with Georgia Accrediting Commission – Joe Head

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Home schools: GAC decided to move into the home school area and has a category under their structure for special interest and categories to accommodate homes schools. The Boards voted to ratify for GAC to merge ACIS with under the GAC umbrella. All ACIS accredited centers have been absorbed under GAC accreditation.

Opened for Questions -

Grandfathering? There will be a probationary period of all existing ACIS accredited institutions. It will be accepted by GAC.

Processing Undocumented students – Joe Head

If Kennesaw State University has no official government document (citizenship) undocumented students are denied a KSIU card. This denies access to student services. Are any campuses that undocumented not recommend an id card? It doesn't make sense to allow to class and not give cards.

HigherOne requirement be able to prove for the student to say who they are, refunds, etc. There is no mechanism in place to verify by photo id. An illegal cannot get a photo id. HigherOne was to use their service not us. It is all tied to the banking service. It is not our issue. HigherOne is a provider of banking to institutions to provide the refunds.

This affects the ID. HigherOne bank card can be their id card, as well. If not, you can use the ID card. You just cannot give unclassified student a HigherOne card. It is really not our issue. The ID card is tied to the bank card.

Opened for Questions:

Undocumented student needs a refund and contract says you need card. How does student get refund? In the RFP they will get it resolved. Title 4 cash management rules mandate that you cannot require a student to make a choice. You cannot hold the money, you must give a refund.

Rich states that we don't know of any law that says you shouldn't prevent you from offering an id. There is nothing in place right now.

Conclusion: There is no other campus doing what Kennesaw State is doing.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Ethnicity Coding–Bonnie Stevens, SIRS Committee

The SIRS Committee was informed by the IR group that IPEDs will no longer require race or ethnic group. Instead of using the majority, go back to use the “unknown category” this summer – unanimous agreement.

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Deadlines for SIRS submits will be sent out. There will be no census dates in the future. Starting fall, there will be no deadline, there will only be a warehouse due date. The dates will be earlier this time. Will have a midterm due date and end term due date. Dates are still in discussion.

RACRA Board – Mark Taylor

The vice chair position is open. Have added responsibilities to the position to handle distribution of the registration and coordinate with the facility.

Do we want to continue with the vice chair position for RACRAO? Yes, we need someone to be in the position in case someone steps down. A slate of officers will be presented in the spring.

Spring Meeting – Mark Taylor

Possible joint meeting as Tonya Lam alluded to. The board will get together to discuss the next meeting time and location.

The meeting adjourned at 2:35 p.m.