

Meeting opened by Dee Minter at 2:00 PM - Serving as Chair

Dee Minter, Chair
Steve Hamrick, Vice Chair
Cherise Peters, Secretary

Introduction from the floor of new colleagues: *(some names may have been omitted or misspelled, please contact Cherise Peters, Secretary for revision or addition)*

Debbie Delain, Kennesaw, Associate Registrar; John Cole, Macon State, VP for Institutional Advancement; Tom Waugh, Macon State, Registrar; Brenda Hogan, Macon State, Assistant Registrar; Belancia Hill, Albany State, Assistant Registrar.

Discussion of minutes:

Correction on Tonya's name on page 4 – 6.
Correction on page 6, item 4, COC scores compasses to COC schools compass scores.

Minutes approved as amended

Follow up on page 6, item 6 – Weighting of joint enrollment courses
Joint Enrollment courses - dual enrollment task force has been formed and recommendations have come forth from the Alliance of Education Agency heads on how to strengthen the weighting of joint enrollment courses. Recommendation for AP and IB courses issues will move forward.

Question from floor: Compass scores for non COC accredited school don't have as many choices.

Answer: Tonya explained that it is a proposed draft and will follow up with it.

New Business:

USG updates

1. **Tonya Lam - Non-accredited state school and HOPE.** To anticipate Clayton county schools losing their accreditation, its students will be eligible for HOPE. If the State school system and the state board are accredited, students will be eligible for admissions as long as they meet the admissions requirement.
2. **Tonya Lam - IB – accepting students based on their completion of IB diploma.** The policy is set to be effective 2008-2009. BOR sent letters to each campus to VPs to identify points of contact. Student can receive up to 24 hours of credit depending on the course students took. There is a chart for more detail information on the different level and course subjects. The policy, the chart, and other detail information will be available on the BOR website. The website address will be given to each

campus' IB contact person. Campus can look at alternatives such as IB to give students extra credits. IB is a good thing to look at to recruit international students.

- Question from floor: Can there be a course different for the IB equivalency?
 - Answer by Tonya: Yes, since courses may be different for each college. However, the courses should satisfy the same core area.

 - Question from floor: Can institution policy be generic or need to be listed the same as BOR for course equivalent?
 - Answer by Tonya: Yes, each college can have a generic policy. If student did not complete diploma but the courses were at a higher level, college can still give students credits.

 - Walter recommended the IB policy to be reviewed one year after it's been implemented and Tonya agreed it was a good idea.
3. **Tonya Lam - Update academic calendar** - Need to make sure on the USG website that your academic calendar updated and posted. Contact Cori Loftis if you can't logon or can't get updated calendar posted.
4. **Tonya Lam - GA legislative requirements** - Tonya reminded that the GA legislative requirements for US and GA History and GA constitution is a state law for all public funded schools, students must successfully complete the course work or pass the GA History and GA constitution exam in order to graduate.
5. **Sarah Wenham – GA college 411 Common Application**
- Early Feb sent out survey, received feedback and compiled data. Changes made based on survey feedback
 - Changes include:
 - Street 2 (i.e. Apt #)
 - Providing example of suffix
 - Instead of asking for evening or daytime phone #, ask specifically for “Cell”, “Work”, etc. to allow for cleaner mapping to Banner
 - SSN – a note that providing the SSN allows for the matching of F/A and Admissions documents as well as app with incoming transcripts.
 - Under high school courses, indicating that only those yet to be completed should be listed.
 - Also, reviewed the campus specific information tuition classification related questions
 - Those tuition classification questions most commonly asked on the campus specific page will be included on the common tuition classification page. Also taking into consideration recommendations of the audit.
 - Changes include adding the following:
 - Employment information
 - Driver's license/voter registration/vehicle registration
 - Tax information

- Question regarding dependency
- The application updates will be displayed on the “secret” page.
- Also surveyed interest in developing additional common applications. This will cost \$ but it is on the BOR radar that there is interest in the following:
 - Transient/PB
 - International
 - Transfer
 - Joint enrollment
- Money for these additional common applications is needed and has been requested.
- Sarah reminded each campus to work on their campus specific pages.

6. Sarah Wenham - High School Transcripts Exchange

- 723 – 9/30/07-11/30/07
 - 672 – 12/1/07-12/31/07
 - 984 – 1/1/08-1/31/08
 - 1757 - 2/1/08-2/29/08
 - 1972 - 3/1/08-3/31/08
- GAcollge411 staff continues to offer workshops for high school staff.
 - Also, working on getting non-participating districts on board.
 - Problem – transcripts submitted in error.
 - Additional training for counseling staff
 - Prompt when counselor attempts to send transcript to more than X number of schools
 - High schools encouraged to inform college as soon as error recognized

7. Sarah Wenham - High School Transcript Data Load

- In late December, sent out survey to obtain information on how/if campuses are entering high school information (courses, grades, calculated GPA, etc).
- Also asked if interested in participating in focus group.
- Brought together focus group on 2/14 and obtained feedback from campuses on how/when the various data elements found on a high school transcript should be loaded into Banner.
- Feedback included mapping courses as they appear on the high school transcript (Dept of Ed course titles) to ZOAHS CD.
- 2nd part of project plan includes the calculation of the high school GPA, the freshman index and the appropriate satisfaction of ZOAGARP.
- GTID (GA Testing ID) will be included in the project. GTID will be submitted to ADM for purpose of tracking applicants as they move from high school to college, through college and then graduate. New field created on ZOAHS CD to house GTID.
- Based on this feedback, mapping submitted to SSD and BOR has received an estimate back.

- Goal is to have this ready for campuses to load their final high school transcripts by June 15.
- For those campuses that have purchased Axiom but are not yet using it to load their applications, training will be offered in late April (via web conference) and additional training in early May.
- Training for the high school transcript data load will be offered in early June.
- Contact Sarah Wenham if interested in HS transcript data load training.

8. Sarah Wenham - High School Curriculum

- Starting in 2012...
 - Elimination of foreign language as CPC requirement for those graduating 2012 or later.
 - 16 units required for College Preparatory Curriculum will become 17 units required for Required High School Curriculum (4th unit of science required)
- BOR has developed flyer to promote this...
 - It is available on BOR website (www.usg.edu >Prospective Students>under Admissions and Applications>Admission Requirements)
 - Also, will ask DOE to distribute through their listserv to their guidance counselors, teachers as advisors, etc.
- Some concerns were raised and Tonya recommend for this group to come up with some data to support why changes need to be made.

Motion: Walter Peacock to chair the CPC curriculum changes committee and gather representative from institutions from the border to collect information. The motion was seconded and approved.

9. Sarah Wenham – USG Pilot “Application Day”

- 2005 NC began pilot project to hold “Apply to College Day” in their state.
- Began with one high school and in 2008 the event will be statewide.
- Goal of the program is to get more students to apply to college, especially those who would not normally apply (first generation), and to get them to apply earlier in their senior year.
- Provides students the opportunity to apply to college in an environment where there are resources available to assist them with the process. This is especially important for first generation students who may need help completing the application.
- Colleges given the option to waive their application fee.
- Committee formed:
 - USG
 - DTAE
 - Independent Colleges and Universities in Georgia
 - GAcollge411
 - Georgia Board of Education
- Event to be planned in first two weeks of November
 - To correspond with the end of Probe

- To avoid Nov 1st Early Action deadline of some institutions
- Presently considering # of high schools to participate in pilot. Considering 13 public (one from each district) and 7 private.
- Application process for high schools.
- Each school identifies site coordinator
- Site coordinators are trained.
- Sites are staffed by volunteers primarily from colleges. Volunteers needed to help them complete their applications, but not to attempt to recruit the students.
- Students:
 - Provided with student handbook
 - Must research colleges beforehand
 - Must setup CFNC (GAcollege411) site before the event
 - Create account
 - Update student planner
 - Must come prepared with information needed to complete application
 - Come prepared with essays, if needed
- North Carolina Success
 - 2006 (15 schools) – 900 students submitted 1038 applications
 - 2007 (109 schools) – 12,808 students submitted 21,445 online applications (largest # of applications submitted in one week through CFNC)

Banner/OIIT updates – Karen Nunn

- Banner 8
 - Georgia State and OIIT selected by Sungard for Banner 8 Beta, testing completed and testers logged 160 defects and recommended 127 RPEs. Karen Nunn and Winnie Tsang-Kosma will be participating in the Beta discussion panel at Sungard Summit. The session is on Monday, 4/14, 2 PM, Marriot Grand Salon F.
 - OIIT will have a Banner 8 unsupported version so institutions can see what it looks like. Contact Karen Nunn for logon information.
- GA Summit
 - GA Summit in September will be offering sessions on functional instructional workshops on Banner 8 changes. Check website for more information.
 - Banner boot camp pre-GA Summit workshop to cover Banner 101/navigation.
- XML transcripts – pilot post secondary transcript exchange.
 - GA Enhancement releases end of May 2008 will include:
 1. Attribute for GTP
 2. Work around for credit overwrite issues
 3. Print output enhancement

- Karen thanked the following institutions for testing XML transcripts: UGA; Valdosta; East Georgia; Georgia College and State U; Augusta State; & ABBA.
- XML transcripts training will be available and announced soon.
- Per Tonya, the Chancellor is expecting all institutions to start XML transcripts when the GA Enhancement releases at the end of May 2008.
- Julia Grubbs will update all XML transcripts issues on OIIT website
- Georgia Southern pilot – GA411 application image load into Xtender.
 - Karen took names of institutions that were interested in this project.
- A functional and technical Banner leader need to be appointed and sent to OIIT so OIIT can communicate to each institution. Please send names of leaders to Karen Nunn.

Update on GOML initiative - Kris Biesinger:

- “Mission Possible” publication was a handout that was provided to the legislation when distance education was discussed. Please refer to the provided handout.
- “Update” handout was prepared in support of updating the Regents Support committee. Please refer to the provided handout.
- Double data entry is needed for CampusVue and Banner If participating in electronic campus – “ZORS” is available to extract information and load in CampusVue.
- There is a push for a 2-year schedule plan to be available to students.
- Deadline for submission of franchise application is 4/15.
 - Five institutions had been approached to engage in conversation about submission of application.
 - 5/9 - notification of selection of franchise group.
- BOR has not yet hired a marketing manager or affiliate with a marketing firm. Will be partnering with System office.
- Question about franchise student and financial aid from floor:
 - Lisa from Valdosta confirmed that some franchise students received financial aid.
- Need to look at the ability to report to the Board whether online education increases is attributable to enrollment numbers and the need for Southern Regional Education Board to report distance education data.

- Need to report on the 5 Distance Education categories:
 - 100% Distance Education
 - Partially at a distance (exceeds 50% that derived from SACS)
 - Hybrid/Blended courses (50% or less in which at least one class section is replaced by technology)
 - Technology Enhanced (Technology is used in delivering instructions but no class section is replaced by technology)
 - No Technology
- Need further explanation or update the definition for “Technology Enhanced”. This point will be discussed at Summit.
- Concern is voiced from the floor that whether funding to campus is tied to “Technology Enhanced” courses. Per Kris, it is not tied to funding. However, per Chancellor, funding is tied to how institutions implement the strategic goals and distance education is priority.
- Bonnie from West Georgia has a web site for faculty to complete the technology information.
- Suggestions from the floor: For hosted schools, can this be a GA Enhancement?
- OIIT will get information from West Georgia and review it.

ADM updates – Kris Biesinger:

- In the process of reviewing edits.
- Weekly Wimba sessions, census data and recording of enrollment numbers at midterm.
- Continuing to have problems with waivers and waiver designations.
- Implemented some of the same process used at midterm for Spring term, and possible for Summer and Fall.
- Noticed was sent out that 4/24, 5/8, and 5/15 - Wimba sessions available for year-end data reporting.
- Request from the floor: please don't send out new edits a week before report is due.

4/8 Meeting was adjourned at 4:45pm