**A&R Meeting Notes**

**10/28/2016**

**RHE Updates – Bill Willan**

November 15 is Regional Campus Day at the State House. Appointments have been made with legislatures who have regional campuses in their districts. Regional students will be included in these visits to help tell our story.

The state budget formula is changing. Bill and Rosanna are updating budgets accordingly, looking at areas for subvention which will go to RHE to fund the gap.

The process to make RHE a college is being investigated. This will insure that we are at the table for decisions and resources.

The RHE website is ready to be launched. Some corrections are still being made but it should be up next week.

Searches for the OU President and the Dean at Zanesville are progressing. Interviews for the President position will start in December.

The college town assessment survey will open next week. If asked please complete the survey.

**Budget Office – Rosanna Howard**

There was discussion regarding credit card payments. It was recommended that students making payments at any regional campus with a credit card be referred to the website to make the payment on-line. The 2.9% credit card charge is paid by the campus taking the payment. Students should also be encouraged to make e-check payments which have no fee. Please get back to Rosanna by November 7th regarding what the policy on each campus is.

**Carissa Anderson**

The Noel-Levitz survey is due to be completed in 3 years. It was agreed that we should develop our own survey through Qualtrics. An A&R committee will be formed to develop this instrument and make decision as to when it would be administered.

The Starfish pilot went well with a very high participation rate for faculty who provided both positive and negative feedback to students. The program will be expanded spring semester.

The Accuplacer math test is proving to be very difficult.t. Pramod Kanwar at Zanesville will create the cut-offs for Accuplacer after he has reviewed the test. The Blackboard math exam can be used by regional campus students. There will be a training scheduled over OULN regarding adding students to the Blackboard exam.

**CCP – Rob Callahan**

CCP Spring application deadline is November 1. Numbers for new CCP in the spring are small. Exceptions beyond the deadline are campus decisions. Rob will send a report of the final CCP numbers.

Rob will keep us updated on the new legislative advisory board. There are no representatives from southeast Ohio on the board and only two higher education representatives. The three house bills regarding changes in CCP have all died so we don’t anticipate any changes next year.

The OU CCP manual posted at the website will be updated in January. Please get any updates or suggestions to Rob. New information to be included will be; re-enrollment form, reinstatement process, plans for substitute teachers in high school based classes, students using Bobcat cash. A graduate student is helping with the website and manual. Please get orientation dates to Rob as soon as they are set so they can be posted at the website Students other than athletes can use the same form to report mid-term grades to their high school. Members from Student Affairs and a regional campus faculty have been added to the CCP advisory board.

Tuition appeals for CCP students strive to hold students harmless in the process within reason. The committee is more flexible with CCP student issues.

December 1 is the deadline to get high school teachers approved for CCP for spring. The campuses need to make sure these teachers are being mentored to insure quality instruction. The modern language department will work more closely with the campuses when going out to the high schools to avoid confusion of the process. All spring in high school classes need to be reported to Carissa by November 15th.

Regarding transcripts for incoming freshmen and their CCP work. OU does not require incoming freshmen to provide transcripts of their CCP work to be admitted. This information should be included on their high school transcript. If they provide a transcript after being accepted that indicated that they were dismissed we can revoke their admission.

If there is a middle school that is not listed in PS, let Jessica Wright-Stage know and she will add them.

**Admissions – Jessica Wright-Stage**

Edits are being made to the on-line application which will include a drop down box to choose degree, non-degree or other types of applications. Please let Rosanna know if the campus charges a fee for non-degree or summer only applications by November 7.

**Candice Boeninger**

The Athens campus joined the common app. this year and so far 95% of applications have come to them using the common application. December 1 is the early application deadline for OU. This provides benefits such as priority for majors of choice, honors experiences and scholarships. The office is down four advisors this fall but those positions are being filled.

Please work with the Athens admissions office regarding international students and what is needed for that process.

Ohio University will look at individual classes from ITT Tech regarding transferability. The legislature is looking at guaranteed pathways to higher education from associate degrees to bachelor’s degrees. There is a committee at ODHE looking at how we transcribe these transcripts.

**Admissions Question**

Why can’t the regional campuses receive transcripts electronically from high schools? The company that handles electronic transcripts add the college not specific campuses. There would probably be an additional charge to set up each campus with their own account. Candice will check with peer institutions to see how they handle this.

**SLATE - Carly Cecil**

Carly is doing testing now in SLATE with the regional information. Carley will let us know as she needs more information from us. Some of the training on SLATE will be done over OULN. The information request is being worked on as well. Zanesville, Eastern and Lancaster should send any events for spring to Carley by November 10.

**Registrar**

Possible calendar changes are being reviewed for the close of the school year. This would be in relation to commencement and move out day. Please see attached document with the options.

Students with more than one major or more than one advisor will need their advising hold released by all listed. See attached document.

VA Updates – The veteran’s office will begin reviewing DARs of veterans registering for spring semester as they reflect their eligibility for veteran’s benefits. The staff is also working on a four year graduation plan for students. It was noted that each student is assigned an academic advisor who works with the student as well and should remain in the conversation regarding these matters.

The registrar’s office has new contact information that fall under the revised communication plan for the office. See attached handout with this new information. Bob Bulow oversees the communication plan.

**Student Affairs**

Anna Casteele, Student Health Insurance – The student health care policy is a six month policy by semester so students are covered year round. Usage of the insurance is up from last year – see attached handout. Promotional materials can be requested by contacting Anna at; [studentinsurance@ohio.edu](mailto:studentinsurance@ohio.edu).

Kim Castor, Survivor Advocacy – This department is being restructured and is now under Student Affairs. The staff serve as advocates for students who find themselves a victim of various crimes. They accompany students to appointments with medical, law enforcement or university departments. Kim and her staff would like to work with the regional campus students as well. Please e-mail Kim at: [castor@ohio.edu](mailto:castor@ohio.edu) and let her know who in the Student Services Office she should be working with on your campus.

**Bursar - Kim Trout**

Notices of previous balances have been sent out monthly along with a special notice now that priority registration has begun. They will work with students on payment extensions but all past balances must be paid by December 21. Cancellation for spring classes will happen on January 5 for those students who still have a fall balance.

Restructuring in the bursar’s office has brought about a customer service person who is also the head cashier, Mario Cinquepalmi. He is the contact for batch issues but Carol Gilkey is still over CashNet.

The question was brought up regarding how long permission slips should be kept. All permission slips should be imaged. Not all campuses are imaging. The permission slips should be imaged and indexed as “permission slips”. Each campus should begin this process and go back and scan any that are being held.

**College of Education – Ben Forche**

There has been a concern in the past regarding the timeliness of paperwork being processed by the College of Education. When Ben began in the position last spring there were 300 transcripts waiting to be evaluated. There are now 10 at last count. Two advisors in the office have been assigned to this task. Each campus should contact Ben to let him know your orientation dates so the transcripts of those signed up to attend orientation can be evaluated. Transcripts are first evaluated by the admissions office then the college. The course is evaluated by matching 70% of the course content. Petitions to this process can be done by faculty. If we see continuing courses being petitioned let Ben know and these can be added to the system to automatically load.

Teacher candidacy and advanced standing are transition points that are critical and need to be completed. If students are having problems using the on-line application system let OIT know.

Not having these in place leads to permission slips.

It was suggested that AYA students should relocate in the fall of their junior year because of course sequencing.

**Next meeting December 16, 2016**