**A&R Meeting Notes**

**October 30, 2015**

**RHE Updates - Bill Willan**

COMPASS will be going away soon, and we should be looking for a replacement. Acuplacer is one of the products being discussed. Something should be in place by summer, if not sooner. Carissa reported that the OU Math Department doesn’t think their test will work as it is a tool for retesting. ALEX, a product by McGraw-Hill is being looked at for math. This issue is also being looked at by the Ohio Department of Education.

The HLC Accreditation team will be here next Monday for their visit. All faculty, staff and students should be prepared to answer any questions the team may have. There will be public meetings on the campuses being visited: Southern, Chillicothe, Zanesville and Athens.

Rosanna is working on the budget and enrollment figures. RHE policies and procedures are being reviewed, and updates will be put on the website. The budget process regarding the Regional Campuses is also being reviewed.

**Rosanna Howard**

The OBOR headcount enrollment reports are available showing unduplicated headcounts. <https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/data/statistical-profiles/enrollment/ph_rpt_2015_master.pdf>. Some community colleges and regional campuses were down significantly. The FTE report will be available in December. Next year’s budget work is in round 1. Rosanna is representing RHE in the working group that is reviewing how overhead is being charged to the Regional Campuses.

**Carissa Anderson**

A Family Emergency Appeal form is being added to the tuition appeals process. This is for students whose appeal is based on taking care of a family member. Some appeal forms have been updated, so make sure you are using the most up-to-date found on the RHE website.

**College Credit Plus – Rob Callahan and Carissa Anderson**

* The CC+ application for next year will be printed in booklet format, which will include the FERPA form. A question will also be added to the “Your CC+ plan” section indicating whether you will be taking classes on campus, at the high school or on-line. The application will also be re-ordered to match data –entry flow. A better description of what Option A is will be added. The guidance counselor signature will have language added that indicates the student has signed the intent to participate by the deadline.
* The letters currently in comgen are fine for next year.
* The SSID#s were an issue this year and are required to be in the system for State reports and billing purposes. The high schools are to provide this information on each student. Admission can provide a report to campuses with missing information, such as SSIDs for CCP+ applicants.
* Please send orientation dates for Spring 2016 to Rob.
* Home schooled and private/non-profit student’s applications should be input as Option A until we receive a copy of their funding letter. This letter will not be sent to the university, but to the students only. Hopefully these letters will go out in a timely manner next year.
* Transfer work of a CC+ student can be used to fulfill admission requirements.
* Professional Development opportunities must be offered to high school teachers participating in CC+. Those being offered include: Blackboard training, Accessibility Services, and Faculty Orientation. The Board of Regents is tightening up the credentials of high school teachers needed to be approved to teach in the CC+ program. Spot checks such as the one at Clark State will be done in the future to insure these practices are being met.
* Retesting of applicants can be done at our discretion. This should be done on a case by case basis, since our requirement is still below the state level.
* We will discuss at-risk student protocols at the **December 4th** A&R meeting. Staffing issues will be part of this conversation.
* The bookstore has promised a 100% stock for CC+ students. The registrar has provided a list to the bookstores indicating how many students in a class are CC+. The discount for school districts is now 10% up from 5% last semester.
* Let Carissa know the timelines for CC+ focus groups being held on the campuses by November 15th.

**Admissions – Candace Boeninger**

Home schooled guidelines were sent out over the summer and will be discussed at the **December 4th** meeting. Please review the current policy, which is on the website. Home School Legal Defense letters can be referred to Candice.

**Katie Troyer**

Katie gave an overview of the Talisma systems and its issues and limitations. The new system, Slate, will deal with students from prospect to admitted student. At this time the system will not address retention or post-enrollment. The system is now in the implementation phase. Weekly meetings are being held with Slate to work on this process. Implementation to the Regionals will trail Athens. Katie will meet with each campus individually to access our needs. A person will be hired to work with the Regionals to build our system with Katie’s team.

**Registrar – Deb Benton and other scary people**

* New staff – Michael Worth in the training and security area, Brook Roberts and Brad McGraf in academic records.
* Preferred name changes for students appear in various PS screens. The legal name appears in others such as financial aid.
* The View Schedule function at the MyOhio center has been enhanced.
* There will be a new icon on the Faculty Advisor Center with FERPA release information. It is important to click on the document here to see what specific information can be given to whom. Advising notes are also available for those students not on your advising list.
* Grade reminders are sent for each class as the class ends. Classes ending in the first seven weeks, for instance, can enter grades at the end of the class.
* Fall graduation ceremonies in Athens will be December 12.

**Veterans Services – Dave Edwards and Terry St. Peter**

Veterans services will review veterans’ DARs to make sure the classes they are taking meet the requirements to receive benefits. Please let advisors know that as they meet with students who are veterans to make sure the classes they are registering for meet requirements for the class as outlined by the DARs. Dave or Terry are available to come to campuses to advise veterans.

**Discussion**

The registrar has the ability to put a mass hold on for a specific population such as probationary students. A list of these students (with EMPL) can be sent to Mike Wickham. Please let him know the specific hold the group should have. This should only be done for groups of 25 or more.

**Bursar - Sherry Downs**

Spring assessment of fees will take place the beginning of December. Spring fees are due December 21.

**Student Affairs – Christine Sheets** will be meeting with some on the Regional Campuses via OULN on Monday, November 2. These meetings will address how the Student Affairs office can work with the campuses.

**Next Meeting December 4**