**A&R Meeting Notes**

**December 4, 2015**

**RHE Updates - Bill Willan**

Admissions daily reports are now available through the OBIEE report system.

The fee waiver scholarships are being looked at by the Deans. Rosanna has requested amounts and criteria for these funds.

AQUIP visits went very well. There were no significant issues.

Optimal College Assessment - This is a survey to our community regarding our relationships with the communities we serve. The awareness campaign will take place over the spring with the survey next fall.

The baccalaureate completion plan report will be available in January regarding degree completion on our campuses.

**Carissa Anderson**

The A&R group needs to make a recommendation regarding the replacement of COMPASS. Acuplacer will be used for the 2016-2017 school year. This is a web based product of College Board and part of the state recommendation. Belmont and Zane State use Acuplacer. Carissa will forward or recommendation to the Deans and pursue registering the campuses with College Board. For the first year we will use the cut-off recommendations from the state and reassess for 17-18. Acuplacer will go into effect for summer.

**Rob Callahan – CPP**

The CCP application for next year will be in a booklet format with instructions and a tear out application. There is also an option of a CCP folder with a pocket to load with information. We are not ready for an on-line application yet. Rob will send us the pdf of the folder to review.

CCP rule changes include supporting summer semester. The current timelines are still in place but with the summer rules this may change to have the high school meeting happening between October 1 – January 15. The rules regarding this are not set yet. There will be a public hearing the end of January regarding these rules. The rules also state the institution must provide all course fees. Student do not have any costs. No new deadlines have been set for the high school meetings and as of now are March 31. It was suggested that perhaps an April 1 deadline for summer.

Ohio University did submit a proposal but did not receive a grant to provide high school teachers with the programs to get credentials to teach under CCP.

**Candace Boeninger - Admissions**

The home school policy guidelines were discussed. Candace offered training for the campuses on processing these applications and credentials. The question is whether these credentials are being consistently reviewed at the campuses. If additional training is needed, contact Candace.

**Rob Drapcho**

A review of auto rules for transfer credit is being reviewed. Request went out for additional institutions to be added to this list.

Electronic transcripts are uploaded every morning. If there are missing documents contact Jessica with examples.

**Jessica Wright – Stage**

College Net application changes will release in January. The look of the application has changed. Jessica will share screen shots when this happens. She will check to see if the fee waiver is still in the same place. There are some majors from Chillicothe that are not listed on the application.

Missing information letters query is being overhauled. Every three weeks those letters will be printed automatically.

**Deb Benton – Registrar**

Deadline to input grads for fall is December 16.

Last day to withdraw from fall is today (December 4). Fax any drops today by 5:00.

The FERPA forms for CCP students will be scanned and will be viewable at the faculty/advisor page.

Advisors can now put advising notes on any students file whether they are their advisor or not.

**Kim Trout – Bursar’s Office**

Collection notices for accounts 90 days delinquent are going out. Beginning January 4th the 30 day demand letters for stating they will be sent to the Attorney General in February. These letters are for students with a balance of $100 or more.

Spring fees are being accessed the weekend of December 4th.

Cancellation notices will be going to students who still have a fall balance.

1098T’s will go out in January.

Access t Account Itemization will be available to regional staff in Peoplesoft soon.

**Next meeting February 19th**

For the February meeting we be making a list of processing questions we would like clarification on from colleges.