

Cooperating Raleigh Colleges

Registrars Committee Meeting Minutes

NC State University, Talley Student Center, Room 3222

Friday, March 1, 2019, 3 p.m.

Chairs/Conveners: Charles Clift and Jordie Batts

In attendance: **NC State University:** Charles Clift, University Registrar; Jordie Batts, Assistant Registrar; **Shaw University:** Jody Hamilton, Registrar; Tanya Barnes-Jones, Associate Registrar; **Meredith College:** Evie Odom, Registrar; Denise Dworznicki, Records Specialist; **Wake Technical Community College:** Jasmine Harris, Registration and Records Coordinator; **Saint Augustine's University:** Jeanese Outlaw, Interim Registrar; **William Peace University:** Melanie Fuller, Registrar; JoAnn Sauls, Assistant Registrar; **CRC:** Jenny Spiker, CRC Director.

Welcome and Introductions: Charles Clift welcomed everyone to the Talley Student Center and asked each of them to introduce themselves:

- **Charles (NCSU)**—He said they have a new one-stop shop (cashier and registration combined). The first line is on the first floor, and this has created a drop-off of attendees, which is a benefit. Collaborations is better with financial aid and cashiers working with registrars. Among the key responsibilities for registrars are walkup transcripts, forms, answering questions (getting more and more knowledgeable). They also do drop and add and schedule revision forms. And Info (name) changes. They also outsource transcripts there. The restructuring has taken place in the last two years. They are also working with dual admission with community colleges. Jasmine said that their Wake Tech C3 students can enroll at State using the CRC process.
- **Jordie (NCSU)**—She said Holly Cowfer is no longer on this committee because she has transitioned to a C3 program. They will have a new person in her former position soon.
- **Melanie (WPU)**—She is very new to WPU—started her position this semester. She grew up in North Carolina and then lived in Nebraska. She started as a faculty member and then transitioned to administration, including enrollment management before this position. She is working on structuring new positions.
- **JoAnn (WPU)**—She has been at Peace since 2007 and in the registrars office since 2012. They are now concentrating on getting ready for graduation and registration.
- **Tanya (Shaw U)**—She continues to be the associate registrar at Shaw.
- **Jody (Shaw U)**—She said Shaw is making changes to its CAPE sites; they've closed four and kept five, and they are changing them from CAPE to Adult Degree sites. They also have new subterm plans which could help traditional students who don't always have enough credits to graduate.
- **Jasmine (Wake Tech)**—She is the assistant registrar at Wake Tech's Northern campus.
- **Evie (Meredith)**—She is retiring at the end of May. Meredith's changes and new initiatives include eventually going paperless and using a new system. They are working on getting the bugs out of the system (Slate) and are past the initial anxiety. The first year they had a blend of records and this past year was a cross-check—what's coming and not coming. They had to do some going behind the scenes to do that, and they got a half-time position to help with the transition. They use Slate and Colleague. It's been a 2+ year labor of love. NCSU uses OnBase. Meredith and NC State will look at getting a meeting together to help each other with those kinds of programs.
- **Denise (Meredith)**—She is still in charge of all CRC cross-registration.
- **Jeanese (Saint Augustine's)**—She is the new interim registrar and has been in the office at Saint Augustine's for two years.

Overview of Cross-registration process and data from the 2017-18 academic year

- **Basics on cross-registration:** Jenny pointed to the sheets in the packet on the basics for cross-registration: a sheet on the basics of the process, a special sheet on the Wake Tech process, a copy of the approval form, and a sheet for putting in the deadlines for fall 2019. She also included a sheet about the CRC 50th Anniversary celebration in September 2018.
 - **Issues with having to apply to Wake Tech in order to do cross-registration.** Jasmine said that her office is working on making it easier for non-Wake Tech students to do cross registration at Wake Tech.
- **Data from the 2017-18 academic year:** Jenny then drew their attention to the data sheets for the 2017-18 cross-registration. The details from each of the six member institutions were in the packet. And the top sheet had a summary of the data with some comparisons to past years. She pointed out that the 2017-18 year had the highest numbers of students completing courses from the past 23 years—509 completed. The average over the past 23 years was 418.
 - Several people asked why the term “**processing forms**” was used. The group suggested we change the term from that to “**number of forms received.**”
- Jenny asked if the kinds of courses students want for cross-registration have changed in recent years. Denise said she thinks most of the course choices are the same, but Meredith does have an uptick for ROTC and band courses. Wake Tech has a demand for foreign language courses and NC State students want Meredith’s autism courses.

Other issues

- **How does cross-registration work for students with disabilities?** This question came up recently from Carolyn C. Koning at Meredith in Disability Services. Several of our registrars committee members responded to her email. The group suggested we bring this up with all the disability services coordinators. In general, it should work that students should be able to cross-register without going through additional steps beyond what their own colleges require. Jenny said that another CRC committee wanted to bring the disability services people together for a meeting, and she said when that happens, the cross-registration question will be a part of the discussion.
- **Melanie asked what to tell students who have applied but not yet been accepted.** Some of those students have been asking about CRC. What do the admissions people tell them?
- **How do students find out about cross-registration?** One suggestion was to bring the admissions people together to talk about it. The committee members talked about which people on their campuses need to know the most about cross-registration. At some campuses it’s mainly advisers and on others it’s both faculty and advisers and sometimes only faculty. Registrars communicate regularly with provosts and officers in academic affairs. Jasmine said they send out cards about CRC, and she said she’ send samples to the committee members.
- Melanie asked if students can take **mini courses** through cross-registration. NCSU and Meredith have a limited number of those. Wake Tech has quite a few short ones. It works at Wake Tech if the students go through the applying process they require.
- The business analytics program students from Peace are allowed the exception to take online classes.

Next meeting They suggested it should be at William Peace or Saint Augustine’s in late September or early October.