

Cooperating Raleigh Colleges
Registrars Committee Meeting Minutes
NC State University, Talley Student Center-Walnut Room
Thursday, Oct. 25, 2012
2 p.m.
Convener: Charles Clift

In attendance: NC State: Mr. Charles Clift, Assistant Registrar; Mr. Daniel Corn, Inter-Institutional Services. **Meredith College:** Amanda Steele-Middleton, Registrar; Denise Dworzynski, Records Specialist. **Shaw University:** Jody Hamilton-Davis, Registrar; Special Jones, Records Specialist. **CRC:** Ms. Jenny Spiker, CRC Director.

Introductions and updates:

Mr. Clift asked the members to introduce themselves and give any updates from their campuses.

Minutes from the Nov. 17, 2011 meeting were approved.

CRC updates and background information: Ms. Updated the group about other CRC projects including the upcoming vote by the CRC Board of Directors about inviting Wake Technical Community College to membership. She also reported that the Chief Academic Officers, who met the day before, are exploring Special Design Majors, which would take advantage of the cross-registration arrangements with CRC members. She also said that a task force of people from CRC campuses are exploring ways to expand student transportation options in the city.

William Peace-- Ms. Spiker announced that William Peace University is currently without a registrar. The group expressed interest in finding out more about the online courses at William Peace.

Saint Augustine's University--Registrar Crystal Williams couldn't attend because her assistant is currently on maternity leave. She sent her regrets as this is the first CRC meeting she's missed in her entire tenure.

Meredith College— Ms. Steele-Middleton said that Meredith is currently searching for their first provost. Their registration for spring semester started this week and cross-registration students should hear by December if they will get enrollment in Meredith classes. She also said that for the first time Meredith graduation will not be on Mother's Day but on the day before.

NC State University— Mr. Clift said that this is NC State's 125th anniversary. He explained that the university has merged its undergraduate academic and student affairs units and is in the process of consolidating its business functions. He also said that the UNC campuses are working on a language consortium for sharing through online courses. NCSU now has a new release of its student information system (called People Soft), but Mr. Corn said he doesn't think that change will affect CRC cross-registration.

Shaw University— Ms. Hamilton-Davis reported that Shaw has finished its SACS process and expects a report back in November and the visitation in February. The university is initiating this year two short winter terms of three weeks each online in December and January. At this time they are not available for cross-registration.

Cross-registration data from 2011-12--The group looked at the charts showing cross-registration activity across the campuses (see attached). In general the activity has been steady for courses completed over the past 17 years. For the 2011-2012 academic year a total of 341 students completed courses compared to 375 the year

before and an average of 406 over the past 17 years. This year's documentation included lists of actual courses taken in cross-registration. (See attached) This year she included a summary of how many students went back and forth to each of the campuses.

Discussion Topics

- The group asked Ms. Spiker to send them the agreement about graduate students using CRC cross-registration.
- Enrollment at multiple institutions – Questions have arisen about whether a student can use cross-registration at more than one institution at a time. The basic understanding is that it's up to the home institution to determine how many courses or hours a student can take and in what semesters. The restrictions vary from campus to campus. Mr. Corn reminded the group to be alerted to the fact that a CRC student might erroneously get a computer-generated notice about going over the limit of courses. That happens because NCSU limits its non-degree seeking (NDS) students to 30 hours and sometimes the computer includes cross-registration students in that cohort.
- Registration dates – The group agreed to send each other their registration dates and to encourage more coordination of those schedules.
- Online courses – As online courses become more available, the group needs to follow those developments. NC State is changing some things about fees for its distance education courses. Traditionally anyone taking an online course at NCSU (including NCSU students) has had to pay an additional fee. That is changing for some categories but so far no change has been announced for CRC cross-registration. Shaw has always let CRC students take online courses without extra fees.

Next meeting: The group will consider meeting again in June. More information to come on that.

--Jenny Spiker, Director, Cooperating Raleigh Colleges