



Registrars Committee Meeting Minutes
Saint Augustine's College, Martin Luther King, Jr. Center
Wednesday, Nov. 17, 2010
1p.m. - 2:30 p.m.
Convener: Crystal Williams

In attendance: **Saint Augustine's College:** Ms. Crystal Williams, Registrar; Erica Ray, Assistant Registrar. **Peace College:** Ms. Mary VanMatre, Registrar; Ms. LaTonya Lee, Assistant to the Registrar. **Shaw University:** Ms. Jody Hamilton-Davis, Registrar; Ms. Regina Chukwu, Assistant Registrar; **NC State:** Mr. Charles Clift, Assistant Registrar; Mr. Daniel Corn, Inter-Institutional Services. **Meredith College:** Ms. Amanda Steele-Middleton, Registrar. **CRC:** Ms. Jenny Spiker, CRC Director.

Welcome: Dr. Connie Allen, new Provost, welcomed the committee to Saint Augustine's College.

Introductions and updates: Ms. Williams asked the members to introduce themselves and share news from their campuses. The group welcomed several people **new to the committee:** new Shaw Registrar Jody Hamilton-Davis and new inter-institutional coordinator Daniel Corn at NC State. Members talked about leadership changes at their institutions, including new NC State Chancellor Randy Woodson, new Peace president Debra Townsley, new Shaw president Irma McLaurin and new Saint Augustine's provost Connie Allen. Mr. Clift also talked about the grant that the Raleigh colleges and universities were awarded this fall from the Gates and MDC Foundations. NC State took the lead on the project called **Partners for Post-Secondary Success**, which aims to address the issue of improving post-secondary completion rates of low-income youth. Saint Augustine's reported that the college had its **SACS accreditation** visitation this month and it went well. Meredith had its last year, and Shaw and Peace are preparing for theirs next year. People encouraged each other to share what they've learned and any documentation about CRC or other pertinent information.

Background information: The minutes from the fall 2009 meeting were approved. 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 16 years. For the 2009-2010 academic year a total of 429 students completed courses compared to 397 the year before an average of 412 over the past 16 years. This year's documentation included lists of actual courses taken in cross-registration. The committee asked for that at last year's meeting, and it was agreed that that is very useful information. A number of people commented on the wide variety of courses in the reports. (See attached)

Jenny Spiker reminded the group about CRC's **new website**, www.crcraleighcolleges.org, and asked the committee members to check it for accuracy and completeness in explaining cross registration and sending people to the correct links on member institutions' websites.

Discussion Topics:

- **Definitions of full-time students.** Mary VanMatre asked how each of the institutions interprets what a full-time student is for CRC cross-registration purposes. She asked if there are CRC guidelines that all institutions need to follow or if that status is determined individually by each college or university. The CRC guidelines say it is up to each institution to determine the status of students eligible to be considered "full-time" for cross-registration purposes. In the discussion it was clear that different institutions use different circumstances for who is eligible and how many courses a student can take

through CRC cross-registration. Some colleges allow part-time students to register for CRC courses, and some handle the eligibility on a case-by-case basis.

- **Drop and Add dates and other deadlines.** After a discussion about how it's sometimes challenging to figure out how to match registration and drop and add deadlines, the group recommended that all of us involved with CRC need to get more information to advisers about key registration and related dates. Jenny offered to help distribute key dates. Charles suggested that the CRC office accumulate the deadline information and help distribute it to all CRC registration and records offices and as much as possible to advisers.
- **Distance and online education.** More of the colleges are getting more involved with online courses. Mary said that Peace will be having expanded distance education starting in January. Shaw has had distance education for awhile. At this point both of those colleges would welcome CRC registrations. NC State, however, still has a policy of charging fees for courses at the 600 level through its distance education area. Its fee-based system charges both NC State students and others extra for online courses. There are some courses with online components at NC State that are housed in the regular academic colleges that would allow CRC cross-registration as in regular courses. This area needs further exploration for CRC purposes.
- **Marketing courses with openings for CRC enrollment.** Jenny asked if they thought it was possible to publicize individual courses as good candidates for CRC cross-registration during registration periods. The consensus was that that would be difficult and that instead that is better to publicize the overall concept and process of cross-registration.
- **Tight deadlines for enrolling CRC students at NC State.** LaTonya asked Daniel if she could get the NC State guidelines for when CRC students are considered for enrollment, especially in the fall semester. He said as soon as he has the orientation schedule, he can get the guidelines and schedule to the other CRC registration offices.
- **Importance of faculty permissions for full courses.** Several people stressed the importance of having students directly contact faculty members teaching courses that are full but still possible to enroll in – but only with the faculty member's permission. It was agreed that email links to faculty directories would help this process.
- **Sending forms via email.** Everyone agreed that emailing forms between registrars' offices works. Some people still prefer faxes but all agreed email also works for notification of enrollment and even for grade reports.
- **Try sharing webinar enrollment.** When discussing the ways the committee members could share information and resources, it was suggested that the group watch for opportunities to sign up together for webinars on topics of shared interest.

Next meeting: Date in October 2011 to be announced; meeting to be at Meredith College.

--Jenny Spiker, Director, Cooperating Raleigh Colleges