

**Cooperating Raleigh Colleges**  
**Registrars Committee Meeting Minutes**  
**William Peace University, Board Room, Upstairs, Main Hall**  
**Friday, Nov. 8, 2019, 3 p.m.**  
**Convener/Chair: Melanie Fuller**

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

**Welcome and introductions:** William Peace University President Brian Ralph welcomed the committee to Peace and thanked all of them for the important work they do for CRC. He also thanked Jenny Spiker for her service to CRC as she prepares to retire at the beginning of this January. Then each member of the committee introduced his or her self, and each said how long they have been in their registrar's office. That range went from three months for the new Meredith registrar Shelly McMahon to 16 years for NC State's registrar Charles Clift,

**Brief overview of CRC cross-registration process:** Jenny pointed to the sheet in their packets that has the summary of the cross-registration process on one side and the Approval Form on the other side. The committee suggested the following additions:

- Under Restrictions on the summary sheet, change the third line to add Wake Tech at the end. It will then read "Not available for fee-based courses, such as Distance Education courses at NC State University and Wake Tech Community College."
- They said to add a line on the Approval Form about disability services. Put it above the last line on the bottom and have it say: "If you receive disability services, contact the institution where you'll be taking a course to let their disability team know you are coming."

**Cross-registration Reports:**

- **Spring registration dates from all the campuses.** Jenny pointed to the list of the registration dates for this spring in the packets and reminded them that she also put them in the last email she sent them.
- **2018-19 data and comparisons to past data.** She pointed to the sheet with the data summaries from the reports they sent her and also to all of those sheets in the left side of the packet—a summary for each institution. She summarized that again this last set of data had the most completed courses in the last 24 years—525 compared to 509 in the previous year and the lowest number of 320 in 2005-06. The average over those 24 years is 422. Melanie said that she thinks it's good that the numbers are going up. The two institutions that have the most cross-registration with each other are Meredith and NC State, partly because the campuses are so close together that transportation is not as much of a problem as it is between the other institutions. Tina asked how parking worked for the students from other campuses. For the most part, they said students either take public transportation or have someone drop them off or they walk so they don't need to worry about parking.

The next part of the conversation about cross-registration was about **ways to get the word out to students**. One of the problems is that now students and sometimes even faculty members don't pay as much attention to email as they used to. (Someone suggested we use chalk on sidewalks!) Charles

suggested that we could ask people to add cross-registration to their division newsletters or campus newsletters. Melanie said we should communicate more with advisers, and Denise suggested we communicate more with admissions staff members. And they could ask the new CRC director to come to some faculty meetings to talk about as was done a number of times in the past. And maybe they could use social media. Students often take cross-registration courses at other campuses to allow them to be a part of some sports like lacross or a marching band

### **Feedback on what's working and what may need changing:**

- **Academic forgiveness policies.** This was a topic that the Chief Academic Officers committee asked them to discuss. For the most part they had not considered those policies to affect cross-registration, but they discussed expurging ineligible students and those who did poorly in their classes. Ronnell said NC State has a form they can use to appeal. Melanie said they had a couple of students who were affected under that policy. Charles said NC State has been trying to keep students enrolled longer than they used to. Students can now appeal for the ability to stay. It is now more difficult for first-time students to get suspended at NC State so these policies have helped the retention rates.
- **How to deal with students in cross-registration who have disabilities.** Shelly said the first thing to do is to ask students if they require disability services. Several people said it can be uncomfortable putting that on papers so perhaps the CRC and institutional websites should be sure they have links to the disability services on each campus. They would then be able to get the appropriate person to contact. They also suggested that we bring together disability services officers for a meeting and include this topic on their agenda. Charles suggested they find out how to relate to each other and let them know we're giving students their contact information
- **Help students find available courses for cross-registration.** Jasmine said that Wake Tech students sometimes have a hard time finding all the available courses on college websites and the CRC website.
- **Conversation about national student clearing house and dual programs.** A few suggestions were made for those topics and for VA related courses. Meredith says they don't include cross-registration students in the national student clearing house numbers, and the other schools agreed with that.

**Future meetings.** They agreed to have another meeting on February 28<sup>th</sup> at 3 p.m., probably at Saint Augustine's.

**Cake! And Flowers!** Thanks to all of you for the cake and flowers you brought for my last meeting with you. What a great group you have been for CRC!