

Cooperating Raleigh Colleges

Registrars Committee Meeting Minutes

Meredith College, Belk Dining Hall, Oak Room

Tuesday, October 25, 2016, 9 a.m.

Chair/Convener: Evie Odom

In attendance: **Meredith College:** Evie Odom, Registrar; Denise Dworznicki, Records Specialist; **Wake Technical Community College:** Holly Swart, Dean of Registration and Records; Manon Bradley, Registration and Records Information Coordinator; **Shaw University:** Jody Hamilton, Registrar; Tanya Barnes-Jones, Associate Registrar; **NC State University:** Charles Clift, Associate Registrar; Jordie Shaw, Assistant Registrar; Holly Cowfer, Inter-Institutional and CRC Coordinator; **Saint Augustine's University:** Martarash Torain, Registrar; **William Peace University:** JoAnn Sauls, Assistant Registrar; **CRC:** Jenny Spiker, CRC Director.

Welcome: Evie Odom welcomed the group to Meredith College and invited the group to introduce themselves. Several people's positions have shifted somewhat (see titles on the roster), and one person is new to the group, Martarash Torain, the new registrar at Saint Augustine's. The people who work most directly with cross registration are Holly Cowfer at NC State, JoAnn Sauls at William Peace, Tanya Barnes-Jones at Shaw, Denise Dworznicki at Meredith, Manon Bradley at Wake Tech and Martarash Torain at Saint Augustine's.

GoPass and transit plan on the Nov. 8 ballot: Jenny passed out a sheet with a City of Raleigh news release about three of the CRC schools (Saint Augustine's, Shaw and Wake Tech) joining Meredith and NC State in providing their students with the GoPass for free riding of buses in the city. That should help increase cross-registration since getting back and forth to the other campuses is one of the major barriers to participation. She also reminded them that the new Wake County transit plan is up for approval on the Nov. 8 ballot.

Brief overview of cross-registration: Jenny pointed out the sheet summarizing the CRC cross-registration process.

- This brought up the discussion about **whether online courses can be a part of CRC cross-registration**. Things have not changed since last year. Some schools allow online courses to be a part of the process, while others, such as NC State and Wake Tech do not. Shaw and William Peace allow cross-registration for those courses now. Peace's online courses are mostly for their adult students, and Shaw has increased its online courses significantly with now 30 to 100 per semester. The Chief Academic Officers discussed this topic at their meeting the previous week and asked Jenny to clarify it with the registrars and then bring it to the attention of the CRC Board of Directors at their Oct. 26 meeting. Wake Tech's online classes often fill up the fastest so it might be hard to get cross-registration in them if they were available. So far most of Meredith's online courses are in the summer when cross-registration isn't allowed. Holly said she wondered if adding online to CRC cross-registration would take away from the emphasis on students experiencing other campuses in person.
- **Some schools change cross-registration eligibility:** Shaw has changed so that now its students have to be full time with Shaw courses to take part. Wake Tech changed so that now its students can use a combination of their courses and cross-registration to be considered full time. NCSU uses both its courses and the others for a full-time designation.
- **Short application at Wake Tech and Shaw:** Both of these schools require cross-registering students from the other schools to do a short application. Wake Tech is working on getting this changed. All Wake Tech students who cross register enroll as a visiting or special student, and at Shaw they apply as a special student.

The cross-registration form: The groups asked Jenny to add a place for a Division head to sign, to make the place for the student's email easier to see and to take off the information about a permanent mailing address. She reminded them that the form is on the CRC website for them to download at any time.

Data from 2015-16: Jenny directed attention to the data in the packets for cross-registration during the 2015-16 academic year. That year resulted in transactions that included 455 total course completions compared to 489 last year, the largest in the past 21 years. The chart shows data for each school, and she also included a list of all the courses from each institution. The discussion emphasized how much variety there is among the courses being taken through cross-registration, everything from languages like Arabic and Chinese to physics and engineering.

CRC website information: Jenny also pointed out the Q&A section questions for the CRC website that were in their packets. She asked them to check the data on the CRC website to make sure it's accurate for each school. They suggested a rewording of the question: Q: What should I do if a course is restricted or full? A: Contact your school's registrar's office to get approval. It may require approval from a department head.

Other discussion topics: They discussed whether their schools were giving out actual diplomas at graduation, some changes in ROTC places where courses are now held and sharing the language used by each campus for distinctions and honors.

Spreading the word about cross-registration: Wake Tech said that since they are fairly new to CRC they are working to get the word out about cross-registration. They invited Jenny to a presentation last year, and Jenny said to let her know if anyone else wants to do something similar. Other groups to consider to spread the word could be first-year programs leaders, advising groups or faculty meetings.

Create a chart to share: The committee decided to create a chart that shows all the key calendar and registration dates and deadlines to share with each other for each semester. Manon agreed to create that and send it to the others.

--Submitted by CRC Director Jenny Spiker