



UMACRAO
Conference

Make It Happen

Minneapolis, MN
November 19-21, 2014

UMACRAO Conference November 19-21

Meeting at a Glance

WEDNESDAY, November 19

12:00 p.m. – 7:00 p.m.	Registration and Check-In
1:00 p.m. – 3:00 p.m.	FERPA for One and All
3:00 p.m. – 4:00 p.m.	Vendor Area Open
3:15 p.m. – 4:00 p.m.	First Time Attendee Session
4:00 p.m. – 5:30 p.m.	Welcome and Opening Session
5:30 p.m. – 6:30 p.m.	Social
5:30 p.m. – 6:45 p.m.	Vendor Area Open

THURSDAY, November 20

7:00 a.m. – 9:00 a.m.	Registration and Check-In
7:15 a.m. – 8:15 a.m.	Breakfast
8:00 a.m. – 8:15 a.m.	General Announcements
8:20 a.m. – 9:20 a.m.	Concurrent Sessions 1
9:15 a.m. – 12:00 p.m.	Vendor Area Open
9:30 a.m. – 10:30 a.m.	Concurrent Sessions 2
10:30 a.m. – 11:00 a.m.	Beverage Break
11:00 a.m. – 12:00 p.m.	Concurrent Sessions 3
12:00 p.m. – 1:50 p.m.	Lunch AACRAO and WACRAO updates Business Meeting
2:00 p.m. – 3:00 p.m.	Concurrent Sessions 4 – VENDOR SESSIONS
3:00 p.m. – 6:00 p.m.	Vendor Area Open
3:10 p.m. – 4:10 p.m.	Concurrent Sessions 5
4:15 p.m. – 5:00 p.m.	What can UMACRAO do for U?
5:00 p.m. – 6:00 p.m.	Social Hour
6:00 p.m. – 8:00 p.m.	Banquet

FRIDAY, November 21

7:30 a.m. – 8:30 a.m.	Breakfast
8:15 a.m. – 8:30 a.m.	General Announcements
8:15 a.m. – 11:00 a.m.	Vendor Area Open
8:30 a.m. – 9:30 a.m.	Concurrent Sessions 6
9:45 a.m. – 11:15 a.m.	Roundtable Sessions
11:30 a.m. – 1:00 p.m.	Lunch and Closing Speaker

WEDNESDAY, November 19

12:00 p.m. – 7:00 p.m.

Registration and Check-In – Regency Balcony

1:00 p.m. – 3:00 p.m.

Preconference Session: FERPA for One and All – Regency Room

Come spend two hours with everyone's favorite student data privacy law, FERPA. The session will cover the basics of FERPA and allow time for a deep dive into applying it.

Tina Falkner, Director, Continuity and Compliance, University of Minnesota – Twin Cities

Cheryl Fisk, Assistant Dean of Academic Affairs & College Registrar, Crown College

3:00 p.m. – 4:00 p.m.

Vendor Area Open – Greenway Promenade

3:15 p.m. – 4:00 p.m.

First Time Attendee Session – Regency Room

4:00 p.m. – 5:30 p.m.

Welcome and Opening Session – Regency Room

5:30 p.m. – 6:30 p.m.

Social – Greenway Promenade

5:30 p.m. – 6:45 p.m.

Vendor Area Open – Greenway Promenade

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Breakfast – Regency Room

8:00 a.m. – 8:15 a.m.

General Announcements

9:15 a.m. – 12:00 p.m.

Vendor Area Open – Greenway Promenade

Concurrent Sessions 1

8:20 a.m. – 9:20 a.m.

1.1 Crossing the Finish Line: Why Seniors Depart Higher Education When So Close to Degree Completion – Greenway AJ

When analyzing the retention and graduation data at Concordia University, St. Paul (CSP), the administrators noticed that the majority of students left after their freshman or sophomore years, which is the common timeframe for student departure, according to the current retention literature available. However, a small number of students came within 15 credits of completing their bachelor's degree, but never finished their final degree requirements. This presentation will focus on why these students left the university when so close to degree completion and how, with collaboration of the Academic Advising Center and Registrar's Office, CSP plans to combat this late student departure issue.

Renee Rerko, Director of Academic Advising, Concordia University, St. Paul

1.2 Lights, Action Video: Getting It Done with YouTube – Greenway BC

Most of us already know that if you need to know how to do something, you search for a YouTube video. Students are always searching for solutions online, so the Office of the Registrar at Iowa State University started making YouTube videos for some of their most common processes, such as registration and schedule changes. The videos were done with very little investment, yet provided a valuable resource for faculty and staff as well as the students. Learn what you need to get started as well as some best practice suggestions.

Char Hulsebus, Communications Manager, Iowa State University

1.3 University Policy - The Interlocking Bricks of Consistency – Greenway DE

In higher education, the regulatory environment can feel like it's being demolished and rebuilt every day. University policy is often the foundation for consistent practices and approaches across the organization. With added scrutiny on proprietary institutions and online programs, consistency in managing the academic experience is increasingly important for Capella University. This presentation outlines how one school constructed a compliance and exceptions monitoring process with data tracking, annual reviews and consistent communications. Capella's policy "master builders" use compliance tracking and exceptions monitoring to ensure that everything is awesome, and no bricks are coming loose that could weaken the University's integrity.

Elizabeth JohnsonKnapp, Policy Compliance Specialist, Capella University

Jennifer Cantrell, Policy Exceptions Specialist, Capella University

1.4 MOOCs and the Granting of College Credit – Greenway FG

MOOCs (Massive Open Online Courses) have become a regular part of the higher education landscape. While many students are taking advantage of these types of courses, few earn actual college credit for their efforts. In recent years, several methods for granting college credit have been established for some of these courses. Crown College launched its first MOOC in the summer of 2013 and developed a process that allows students who complete the MOOC the opportunity to earn college credit. This session will provide a brief overview of MOOCs, what they are, their purpose, and how college credit is currently being granted. Then the session will discuss the process that Crown developed for granting credit for its MOOC.

Cheryl Fisk, Assistant Dean of Academic Affairs & College Registrar, Crown College

Dale Lemke, Christian Ministry Program Chair/School of Online Studies & Graduate School, Crown College

1.5 What Are You Reading? – Greenway HI

Ever wonder what your colleagues are reading to stay up to date in the profession? It might be publications from AACRAO (or other professional organizations), blogs, journals, or books. Come to this session prepared to share titles and join the conversation.

Julie Fell, Senior Associate Registrar, University of Iowa

Concurrent Sessions 2

9:30 a.m. – 10:30 a.m.

2.1 Tuition Reset: Concordia University, St. Paul – Greenway AJ

Colleges and universities are facing increasing pressure to keep tuition affordable. After more than three years of study and research Concordia University in St. Paul announced a tuition reset (\$10,000 amount, or 33.7%) for 2013-2014 academic year. The decision required several major changes including revisions to financial aid packages for new and continuing students and a major marketing campaign directed at internal and external audiences. In this session the CSP team will discuss how the university came to make the decision, the implementation and two years of results with this new model.

Kristin Vogel, Associate Vice President for Traditional Enrollment Management, Concordia University, St. Paul

Eric LaMott, Senior Vice President and Chief Operating Officer, Concordia University, St. Paul

2.2 Processing and Tracking Students on the GI Bill – Greenway BC

This presentation will demonstrate the workflow process we've incorporated at the University of Iowa for GI Bill Certification and tracking of students using the GI Bill. Our presentation will demonstrate the workflow process that we've implemented to get these students certified, as well as the various reports we've created to make tracking and compliance with VA rules easier. Through the use of our imaging system as well as the reports portal from our Student Information System, we have made this process much smoother for ourselves and for the students that we serve.

David Johnson, Senior Database Administrator, University of Iowa

2.3 Mining Student Data to Find "The Graduates" – Greenway DE

The University of Minnesota is mining student data to improve graduation/retention rates. This session will explore using data driven analysis to promote timely student degree progress and to identify barriers to achieving that progress. The U of M is working with campus resources to understand student issues and needs. Three elements drive student behavior: policy, curriculum and student services. Each will be examined and how data is used to analyze these efforts. Proposed solutions will be shared. Learning Outcomes: Identify potential problem areas pertaining to timely degree progress; How to use campus resources to mine student data; Ways to create solutions on your campus.

Tina Falkner, Director, Continuity and Compliance, University of Minnesota – Twin Cities

Rachel McKessock, Coordinator, Student Degree Progress, University of Minnesota – Twin Cities

2.4 Building Successful Transfer Paths Using Articulation Agreements – Greenway FG

This session will explore how to use articulation agreements to enhance transfer options and opportunities for students. Articulation agreements are contracts between a "sending" institution, which is typically a 2 year institution to a "receiving" institution, typically a 4 year institution. These agreements can be complex and tedious but they also create seamless transfer pathways for students. Together, we will explore ways to use these agreements to maximize student transfer options and partnerships between institutions.

Sara Kellogg, Associate Director of Cohort Retention, Concordia University, St. Paul

2.5 PeopleSoft UserGroup – Greenway HI

Come and join your colleagues to discuss how you are using PeopleSoft. Bring your questions and network with others to discover how you can better use your system.

10:30 a.m. – 11:00 a.m. Beverage Break – Greenway Promenade

Concurrent Sessions 3

11:00 a.m. – 12:00 p.m.

3.1 Implementing CRM with a Cross-Generational Team – Greenway AJ

This session will include a snapshot of CRM implementation for staff within the Graduate School of Education. The admissions and recruiting team represent 3 generations who have adapted to this change differently. An overview will be given of the change management process, training plan, and implementation of a new CRM system in place of a home-grown database. The session will examine lessons learned, insights into how new technology has impacted the team and how the CRM has required the development of new models for teamwork given that each generation has adapted differently.

Sarah Wanger, Director of Outreach, Saint Mary's University

3.2 Data, Data and More Data: A Business Intelligence Approach – Greenway BC

The University of Iowa is in the process of implementing an institutional wide Business Intelligence solution to meet the increasingly challenging data requests. The campus demands a solution that offers in-depth analysis of institutional performance, enables fast and better decision making, and facilitates quick response to opportunities and threats. The UI has decided on a Business Intelligence solution that will rely heavily on the data cube technology. This presentation will focus on a few prototypes that we developed. We will cover the framework of these products, and how they will perform and integrate in our current data environment. We will also demonstrate the features and potential of this solution and the impact it may have on the business process of the campus.

Guangming Du, Lead Database Administrator, University of Iowa

Thomas Kruckeberg, IT Director Registrar's Office, University of Iowa

3.3 Should I Stay Or Should I Go? – Greenway DE

Record retention - does your institution have a records retention policy? Is your office abiding by it? How do you know offices across campus with their shadow systems are following the policy or do they have their own policies? Come explore two state institutions' policies and we will discuss best practices. We also will be referencing AACRAO's updated publication "Student Record Management: Retention, Disposal, and Archive of Student Records".

Sarah Harris, Senior Associate Registrar, University of Iowa

Diane Rupp, Associate Registrar, Iowa State University

3.4 Navigating the Sea of Details: Semester Conversion – Greenway FG

In Fall of 2013, Bethel Seminary changed from a quarter calendar to a semester calendar. This session will outline the process the registrar's office pursued to make a successful conversion. We will address timeline, transcript, degree compliance, student advising, and policies associated with Bethel's conversion. The purpose of the address will be to share what we did (both the good and the bad) as a resource for those who might be considering a calendar conversion in the future.

Nick Matchefts, Bethel Seminary, Associate Registrar

3.5 Getting Involved in UMACRAO (Panel Discussion) – Greenway HI

Come and learn about the opportunities to get involved on a UMACRAO committee. Learn the benefits from such involvement, the time commitment, and the variety of options available to you.

Joni Krueger, Registrar/Assistant Dean of Instructional Data, Augustana College

Rhonda Kitch, Registrar, North Dakota State University

Lori Beseler, Associate Registrar, Winona State University

Susan Battles, Associate Registrar, Concordia University, St. Paul

Julie Fell, Senior Associate Registrar, University of Iowa

12:00 p.m. – 1:50 p.m.
Lunch – Regency Room
AACRAO Update – *Tina Falkner*
WACRAO Update – *Christine Glynn*
Business Meeting

Concurrent Sessions 4 – VENDOR SESSIONS

2:00 p.m. – 3:00 p.m.

4.1 Diplomas, Getting It Right – Greenway AJ

Attend this fun and informative presentation on the easiest way to order diplomas and the fastest way to get them into the hands of your students. Learn about simple online ordering, direct mailing to the students in 10 days or less and how we 'get it right!' Just send us the order and forget about it, happy graduates make everybody happy!

Elizabeth Kunde, Executive Director, Paradigm, Inc.

4.2 eTranscript Exchange: Turning Credentials Into Opportunities – Greenway BC

Thousands of high schools and post-secondary institutions are sending and receiving transcripts electronically. It just makes sense to enjoy the tracking, communication, and enhanced security that Parchment's patented PDF technology and Exchange Platform can bring. Save up to 85% of the time you spend processing transcripts, and gain 100% peace of mind for you and your students by adopting a platform that will support your credential needs today and in the future. Join Parchment in a discussion about our mission to help students turn their credentials into opportunities through simple and secure eTranscript exchange.

Leah Spitz, Regional Manager, Higher Ed Solutions, Parchment

4.3 Student Planning Plays Important Role in Graduation Initiatives & Student Success – Greenway DE

More and more institutions are striving to raise graduation rates and increase service to their students. With the common goal of helping students complete the college educations that prepare them for the real world, Joe Jolesch will speak of the programs in place to support students achieving this goal. He will also demonstrate how students & advisors use the schedule planner throughout the year and the benefits it brings to Enrollment Services, Academic Advising, IT and the Registrar's Office. College Scheduler provides a web-based schedule planner for use by students & advisors to create schedules each semester. Students are able to search for all their classes, enter breaks they'd like to schedule around and the schedule planner returns all possible schedules with up to the minute data. Our institutions experience increased enrollment credit hours, increased on time graduation and time savings in academic advising! Real time course demand reports available to Registrar's Office. Integrates with Banner, Colleague, PeopleSoft, Home Grown, Jenzabar & DegreeWorks. Used by 120+ institutions around the country.

Joe Jolesch, Account Executive, College Scheduler LLC

4.4 How CourseLeaf Helps Manage Change to Curriculum, Catalogs, and Schedules - Greenway FG

Is your curriculum change process a labyrinth of forms and processes? Does your catalog accurately reflect approved course and program changes? Are your schedulers buried under a mound of spreadsheets? CourseLeaf from Leepfrog provides innovative solutions for curriculum, catalog, and schedule management. CourseLeaf solutions are characterized by intuitive interfaces and tools for end-users and administrators, powerful integration with SIS databases, and embedded business processes driving data collection forms and approval workflows. CourseLeaf CIM forms save faculty time through intuitive, responsive interfaces utilizing faculty-friendly data models. CourseLeaf CAT combines the power of a built-in relational database with the beauty and design flexibility only achieved with WYSIWIG edit control over content display. CourseLeaf Section Scheduler CLSS provides effective visual tools to afford efficiency to the otherwise labor-intensive task of planning, changing and approving the class schedule. Attend our session and experience the benefits your institution can receive when they implement exceptional solutions designed to simplify the end-user experience and give administrators control over change. Let CourseLeaf do the “heavy-lifting” in your change management processes.

Joanie Shafer, Account Executive, Leepfrog Technologies

4.5 Making Graduation Great: Using High Tech Solutions to Take the Hassle out of the Tassel – Greenway HI

Registrars deal with a lot of information when it comes to graduation ceremonies. Too often though data collection is considered a hassle, but switching processes can be seen as a time-consuming barrier. Rhonda Kitch, Registrar at North Dakota State University and Ken Fisher from EventIQ will share a real-life example based on this scenario. Rhonda and Ken will go in depth to explain the steps that NDSU took to find a solution, how they partnered with EventIQ and how the company's web registration tool "took the hassle out of the tassel." North Dakota State University ceremony contrasts with another school -- University of Portland -- which had different challenges with its' ceremonies. Portland issues tickets to the ceremonies and allows grads to choose seats for their guests. Still, both ceremonies have similarities in the sense that both campuses have had experience with online registration tools that didn't entirely meet their needs and sought improved online registration services for their Ceremonies. Ken and Rhonda will use their 25 years combined experience with higher education to share examples of other processes connected to graduation that will take the Hassle Out of the Tassel.

Ken Fisher, Business Development Director, InviteRight SchoolTools

Rhonda Kitch, Registrar, North Dakota State University

3:00 p.m. – 6:00 p.m.

Vendor Area Open – Greenway Promenade

Concurrent Sessions 5

3:10 p.m. – 4:10 p.m.

5.1 Path to Purple - 2 Yr Community College Partners/4 Yr University Partner – Greenway AJ

WSU and RCTC share a university campus in Rochester, MN. They have developed a co-enrollment model to help community college students to either follow articulated AS degrees or AA degrees for Bachelor completion with shared staff and resources. Let us share our success with the Southeastern Minnesota Educational Link.

Carl Stange, Director of Admissions, Winona State University

Paula Carlsen, RCTC WSU Advisor, Rochester Community and Technical College

Trent Dernbach, Student Success & Career Advisor, Winona State University, Rochester

5.2 All Online Catalogs Are Not Created Equal – Greenway BC

There's a reason why schools encounter difficulty using page-based Web content management systems to present their online catalogs. Learn why your peers at Des Moines Area Community College, Hamline University, Macalester College, South Dakota State University, Winona State University, among many others chose Acalog, the Academic Catalog Management System. See how a data driven, relational system provides greater ease of use, eliminates errors, delivers shorter implementations and enables faster catalog production cycles. Furthermore, discover how Curriculog transforms a cumbersome and complex curriculum path into an intuitive, automated process, and is the most flexible system on the market for curriculum development.

John Schoenborn, Account Executive, Digarc

5.3 Student Veteran Success: Perspectives from the Iowa Consortium of Veteran Excellence – Greenway DE

The Iowa Consortium of Veteran Excellence (ICOVE) is a collaborative endeavor between the Veteran Health Administration, Veteran Benefit Administration Vocational Rehabilitation and Employment services, the Creative Services within the Government Printing Office, Halfaker and Associates, and the University of Iowa. ICOVE is funded by the VA Center for Innovation to develop comprehensive programing geared to helping Veterans and Service Members transition from the military into post-secondary education, succeed on campus, and ultimately obtaining full time employment following graduation with a particular focus on those coping with service related problems (e.g., posttraumatic stress disorder, traumatic brain injury). There are seven components that are currently under development including a transition course with accompanying textbook, couple and parent workshops, peer mentoring program, career services, faculty/staff educational programing, educational programing for student health personnel on best practices for treating common post-deployment problems, and employer development. These components will be pilot tested at the University of Iowa in the spring 2015 semester, and based on outcomes, the program may be broadly disseminated.

Larry Lockwood, Assistant Provost and University Registrar, University of Iowa

Michael Hall, Neuropsychologist, Iowa City VA Health Care System & Director, Iowa Consortium of Veteran Excellence, University of Iowa

5.4 The Essential Prior Learning Assessment Toolkit – Greenway FG

Whether you are in the first steps of planning for prior learning assessment or have a well-established PLA program, this presentation can help you enhance your infrastructure and create a positive experience for students. This session will explore tools to efficiently provide consistent support throughout the student Prior Learning Assessment (PLA) life cycle including: What is PLA and how to leverage it with your student population; Who sets the standards of prior learning assessment and implementation best practices; How to create buy-in from academic leadership; Identifying the student's sources of prior learning; Developing relevant resources for staff and students; Supporting and coaching students through PLA development through an online Prior Learning Assessment lab; Empowering stakeholders across the institution in support of PLA students.

Heather Meeks, Academic Associate, Prior Learning Assessment, Capella University

Daniel Butcher, Supervisor, University Policy & Prior Learning Assessment, Capella University

5.5 Ch-Ch-Ch-Change: Developing a Strategic Plan to Deliver Successful Change – Greenway HI

Participants will learn about a variety of change management techniques to build engagement and optimize resources to implement successful change initiatives regardless of scale. Important touch points will be developing a communications strategy and creating a communications and change management plan. Participants will also have the opportunity to work through a "real-world" scenario and put strategy to use.

Amber Cellotti, Coordinator, Office of the Registrar, University of Minnesota – Twin Cities

4:15 p.m. – 5:00 p.m.

What Can UMACRAO Do for U? – Greenway HI

Joni Krueger, 2014-2015 UMACRAO President

This is a roundtable, open discussion forum on what the UMACRAO organization could/should do for the members, ideas for the conference, etc. (This is the session formerly known as the Fireside Chat.)

5:00 p.m. – 6:00 p.m. – Regency Balcony

Social Hour

6:00 p.m. – 8:00 p.m. – Regency Room

Banquet

(Throwback Thursday Theme – Black and White Attire)

FRIDAY, November 21

7:30 a.m. – 8:30 a.m.

Breakfast – Regency Room

8:15 a.m. – 8:30 a.m.

General Announcements

8:15 a.m. – 11:00 a.m.

Vendor Area Open – Greenway Promenade

Concurrent Sessions 6

8:30 a.m. – 9:30 a.m.

6.1 Restructuring a Small College Registrar's Office: A Midpoint Review – Greenway AJ

After starting at a new college, I discovered that office duties were not distributed well among staff positions. Together as a staff, we've taken on the task of itemizing and documenting what we do with the goal of reworking which staff members do which tasks. Come hear a midpoint review of how this has worked and where the road will take us.

Jason Clapp, Registrar, Coe College

6.2 A Suite of Transcript Services...A Great Fit for All Institution Sizes and Types! – Greenway BC

How does your transcript ordering/delivery process work today? Would you like to make the ordering process easier for your students and provide administrative efficiencies for your office? Would you like to be able to provide a secure electronic transcript delivery option for your students? Concordia College, Moorhead and Minnesota State University Moorhead have implemented and are using the National Student Clearinghouse's Transcript Services. MSUM will discuss how utilizing the ordering service and electronic delivery has improved efficiencies and provided their students with great service. eTranscripts is an automation/integration option that is available for Ellucian schools. It provides hands-free processing and electronic delivery of transcripts in approximately 15 minutes. Concordia College, Moorhead has been using the NSC's Transcript Ordering for some time and is in the final stages of eTranscript implementation.

Heather Soleim, Registrar, Minnesota State University Moorhead

Ericka Peterson, Registrar, Concordia College, Moorhead

Nancy Penna, Regional Directory, National Student Clearinghouse

6.3 Say Yes: Improvisation Skills to Build Teams and Increase Confidence – Greenway DE

Learn how improvisation techniques can help you build teams and increase your own confidence, particularly in the area of public speaking and meeting participation. Learn how to turn difficult situations into positive interactions, as well as tips to help you work your way through a variety of public speaking formats.

Participants in this session will be offered the opportunity to join in some exercises (what better way to learn than to practice?), and those who wish to learn but not participate are also welcome.

Ingrid Nuttall, Director of Academic Records, University of Minnesota – Twin Cities

6.4 Learning Better Together: Impact of Academic Learning Communities on Student Scheduling- Greenway FG

This presentation will give an overview of how learning communities at Iowa State University are defined and how the Registrar's Office works to facilitate successful academic learning communities during high demand times. Topics covered will include process improvements that have been made as well as current challenges – including balancing high demand courses. In addition, a discussion of the pro's and con's from the academic community perspective will be detailed. In closing, we will discuss ISU's annual assessment and tracking of retention and graduation rates.

Diane Rupp, Associate Registrar, Iowa State University

Shawna Saad, Assistant Registrar, Iowa State University

6.5 Banner UserGroup – Greenway HI

Come and join your colleagues to discuss how you are using Banner. Bring your questions and network with others to discover how you can better use your system.

9:45 a.m. – 11:15 a.m.

Roundtable Sessions

R1 Registrars - Medium & Large Schools – Greenway AJ

R2 Registrars - Small Public < 5,000 Enrollment – Greenway BC

R3 Admissions – Greenway DE

R4 Registrars - Private (all sizes) – Greenway FG

R5 Two-Year Colleges Admissions and Registrars – Greenway HI

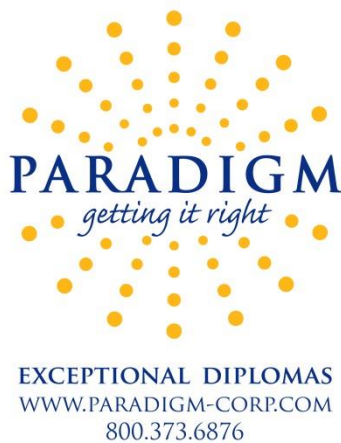
11:30 a.m. – 1:00 p.m. – Regency Room

Lunch and Closing Speaker

Dr. Richard Brynteson,

Fulbright Scholar and Professor of Organizational Management

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