**ICCAROO Meeting Double Tree Hilton Alsip, IL October 26, 2016**

Call to order Jackie King

9:15 a.m. Birds of Feather Discussion

Numerous topics were brought up during the hour discussion, the following are to list a few:

1. Does any school assign advisors, or specific advisors for their students?

JWCC (John Wood Community College) said they assign by major and program at their institution. Veterans have their own advisor’s, and they have career advisors as faculty. Some other schools said they use student planning. Some schools had consulting for planner. OCC (Oakton Community College) assigned to specific advisor’s.

1. When do you sign the advisors?

JWCC 1st Academic advisor is assigned once they have their first real appointment to discuss their future. Once a program is discussed and chosen, then the advisor will post it to the student’s account. Joliet Junior College doesn’t assign advisor’s veterans and international students. Joliet Junior College and Oakton Community College use “Grades First” program software. Assigned admissions representatives some have traditional and on-traditional students.

1. Jackie King brought up the question do you change the students program during the middle of the term? Sandy from COD (College of DuPage) said that they back date to the beginning of the term. Cody from JWCC spoke about the importance of not changing a program multiple times in one term. By changing multiple times in a term, it can cause issues with the NSC (National Student Clearinghouse), and gainful employment reports. Whoever is in charge of the gainful employment can have difficulty to do there reports. COD mentioned that they allow students to change to audit until midterm. JWCC reports gainful employment with graduate information not for non-graduates. They also report enrolled, withdrawn and graduate for gainful employment.
2. Jackie King brought up the next question about A1 (Step service Place) COD-has what they call campus central to name a few they have financial aid, veterans. Kishwaukee College is currently working on moving to A1 called (Enrollment Services). JWCC said for the majority it’s all together, but students do have to go to various offices.
3. Jackie King asked what school does your school do Dual Enrollments? Kishwaukee is currently working on cross training folks departmentally. What can we do to help students better?
4. What can we do to help students better? Jackie said that Kishwaukee just visited Oakton Community College, and they have a very nice one-stop facility. Carl Sandburg College mentioned that they have a one stop place called Student Services for current students. If they are new students, they are directed to the Welcome Center.
5. Katherine Thompson COD purposed the question how other offices are processing high school transcripts with cumulative GPA. Presently at COD, faculty are reading the reading and writing requirements GPA to count towards placement exam. Kishwaukee does it as well. JWCC, says they use a conversion scale for GPA formula with scale for GPA. System is set up for 4.00 scale for banner. COD uses an unweighted GPA all other schools are using weighted and unweighted GPA. AP honors make since, online courses, GPA, etc. Kishwaukee go back 5th semester for high school transcripts, if the student needed to take English 101. The student would need at least 3.00 GPA to enroll in ENG.101. Kishwaukee also can go by 6th semester high school transcript to see if they have a 3.50 GPA to enroll. On September 1st for high school transcripts. COD uses intelligence capture software. Waubonsee some students might wait until they have graduated from high school to send in final transcripts to Waubonsee Community College. They asked what is the timeline to enter final transcripts versus placement test. JJC (Joliet Junior College) said they use GED or Highsat exam for placement at JJC. For English marked manually. 3 points JWCC allows re-take for exam to see if they do better on placement test. Kishwaukee one school testing college of algebra. COD if the score is low on writing, then they have to take a remedial course with higher course. The courses are blended together with the English 101 students. COD said they use the LASSIE Exam- to test time management skills etc. Students who have a “C” or better scored highest on motivation and time management. Most schools don’t have mandatory orientation. For online classes Waubonsee and JWCC do it for the first time online users. COD uses Smart Start to help new students. COD has my access lab, staffed only by students to help new students. Online portal opens all summer at COD. JJC are doing a soft implantation this year for international students called STAR. Students need to take time to go through and do the tutorials.
6. Do any schools allow access to online account before school starts? COD allows the students to access the new course 2 weeks before classes begin. Most schools in discussion don’t upload syllabi and course information until the 1st day of school in new term. A lot of schools leave it up to their faculty to upload the syllabi. Some of the schools suggest to turn on course one week before classes begin, incase homework is due the first day so that class begins.
7. Carol of Oakton Community College said that their school does a lot of cooperative agreements and send students to other schools if they don’t’ offer that program. They said they aren’t doing chargebacks presently. JWCC they have a dual credit orientation/dual enrollment and online courses. They have a recruitment office that handles all of their dual credit enrollment. Kishwaukee said they have someone that works part of the year to help with dual credit.
8. Angela brought up topic IBC (International Baccalaureate Credit) if schools have implemented polices yet. Katherine Thompson from COD said she has heard of IBC, but hasn’t done anything with it.

**10:00-10:45 a.m. Business Meeting & Officer Elections**

Officer Election

Elected Officers

Jill Pearson – President

Jackie King – Past President

Secretary – Angela Snow

Officer Positions to be Elected

Treasurer- Diana Alfearez from College of DuPage

Historian- Katherine Thompson from College of DuPage

President elect – Carol Di Cola Oakton Community College

Secretary Report-Angela Snow reported on the June 16, 2016 ICCAROO Spring/Summer meeting hosted by Richland Community College Decatur, IL

9:15 a.m. Presentation “Motivating Staff to be Extordinary” by Jennifer Harbaugh & Todd Burrell, SIUE

Both Jennifer and Todd are highly motivated presenters. They spoke about an hour about how to motivate staff. They motive staff by offering to get an item from the treasurer test. It might be a dollar item from the dollar store the staff would get for doing something well, or a $10 Starbucks gift card.

10:30 a.m. ICCB Update by Jeff Newell

11:00 a.m. “Presentation Transfer is our future” by Dena Lawrence My Credits Transfer

12:00 p.m. Lunch/Business Meeting

1:00 p.m. “Going Going Gone Tales of a Paperless Office” by Katherine Thompson College of DuPage

2:15 p.m. Birds of Feather

Treasurer’s report- Sandy Heinemann reported the treasurer report that the current balance of the ICARRO is $2,192.76, and we still have members that haven’t paid for the 16-17 school year. Fall membership we are starting to get money coming in for new members and fall membership. The cost for membership for one year is $40.00. JWCC said that there can be a lot of turnover at schools, and we can lose contact with the primary contact. It would be good for ICCAROO to reach out to the schools who haven’t paid and find the primary contact. Cody Baggett volunteered to help find primary contact at schools. Sandy will be the treasurer until January 1st for ICCAROO to give time for the Carol to get trained.

President’s Report- Jackie King had no report

President elect’s report- Jill Pearson gave awards to Jackie King our outgoing President, and Cody Bagget past president for ICCAROO. Jill reported that having the ICCAROO meeting in June was a good time of year for staff to get out of the office to attend the meeting. The attendance wasn’t as high as we hoped, but still good information given by the presenters. Rock Valley College, Rockford, IL will host the next ICCAROO meeting June 2017.

Old Business- None

New Business- JWCC Cody Bagget spoke about CTHE division of ICCB liaison for civil rights audits. Two schools are selected every year for an ADA audit. Cody said they have changed their formula for schools that have been selected. Some have been exempted if it was 5-10 years in the past. A1-E1 Data indicator, minority disabilities, non-traditional ICCB Perkins data. JWCC said they had 35-40 findings at least from last audit. Cody said they will measure the mirror off the floor to checking the toilet heights at your facility. There is a checklist, and schools need to comply with the office of civil rights. Civil rights issues if you don’t comply to standards. 2010 can abide by 2010 standards, if after 2010 they go by new ADA standard each of the facilities on campus. Formula has changed!

There was a discussion on what standards placement tests that schools use for admission. Alekss\*is used by Joliet Junior College for math placement tool. Aleks\* has learning and prep tools. It also has an initiator for a pre-test to see where students are at for placement and Aleks\* has training modules. JWCC uses Aleks\*for math instruction and not textbooks. All their math classes use Aleks\*. There was discussion that there is a new Math test and cut scores for the Accuplacer math exam for 2017-2018 year. Cut scores aren’t yet available.

Katherine Thompson-Chair of AACARO’s Community College Issues Committee is trying to find people to join the committee. She posed some of the following questions:

What are the current issues a 2-year school is experiencing that the 4 year schools don’t? 2-year enrollments and ethics standards have changed being enrollment focused. Carol from Oakton Community College said keeping engaged with students, and keeping kids on campus. Tuition rates not always flexible on rates at JWCC. What do we do to keep students on campus, and increase enrollment? Kiswaukee College said the cost of athletics can be difficult. What is the cost to benefit of having athletics? Kishwaukee said 4-year athletic programs are well known, but not as much as the 2-year schools.

Some schools don’t have diversity of students of campus. What are schools doing to prepare for a diversity based student population? What resources can we have available for these students and or international students.

Katherine said that AACARO is looking for proposals for the 2018 conference. McHenry has a good presentation for adult students.

Kishwaukee said that the ICCB retention schedule has changed, they used to be due by September 1st, now they are due July 1st. Records/Registration/Recruitment is up next for review next. There is also a new template to be used and a new set of questions.

Adjournment: Sandy COD and Marc from WCC seconded it

P.S. Jill Pearson new President of ICCAROO said she might look for a new kangaroo and put the old one to rest.