

**Minutes: Registrars and Admissions Officers Constituent Group
Thursday, November 6, 2003**

An e-mail was sent a week before the conference to all of those who had registered and had "registrar", "records", "registration", "admission", "enrollment", "financial aid", "student accounts", "student services", or "student affairs", in their title. This included those titles which indicated that the person provides IT support for these areas. Twenty four individuals attended the noon constituent group meeting. The attendees had the opportunity to visit over box lunches and then Harold Pace called the group to order. Each person introduced themselves and stated one of their main areas of interest for this EduCause conference. Based on the lists of interest, Pace facilitated the following discussions:

(1) Choosing an SIS system: What are the important considerations when choosing SIS software? Those attending suggested that the selection process should be "run" by functional users on a campus in collaboration with the IT community; that benchmarking visits to peer institutions which has recently made software decision is important; that the functional users should not go into the process married to a software solution...stay flexible, as all of the major software solutions are running successfully on several campuses; an RFP or RFI process is important; and, a review of what each company provides along side the needs of the institution is essential.

(2) E-Portfolios: There are several companies providing e-portfolio solutions for campus communities. Often the information in these e-portfolios is self-reported. The self reporting in this electronic form of such information as rank-in-class, grades earned, grade point average, honors, standing, and other academic information could be of concern to those keeping the official records of these academic accomplishments. When the portfolio is hosted by the institution as an official site, viewers might assume that the information provided in the e-portfolio is official. It was suggested that the group become familiar with e-portfolios and any such initiatives on their own campuses. After the meeting, Peter DeBlois of EduCause shared the following sites which may be of interest to those wanting to learn more about e-portfolios and some e-portfolio initiatives. The EduCause National Learning Infrastructure Initiative at <http://www.educause.edu/nlii/keythemes/eportfolios.asp> ; the Open Space Portfolio Initiative at <http://www.theospi.org> the E-Portfolio Virtual Community of Practice at http://www.educause.edu/vcop/e_port.asp ; and, the American Association of Higher Education E-Portfolio Resources at <http://webcenter1.aahe.org/electronicportfolios/index.html>

(3) Transition of Student Service Staffs: With more technology demands on admission and registrar offices and less data entry requirements, one registrar has adopted a strategy to fill open positions with applicants who have a bachelor degree, and good reporting, writing, and technology skill sets. The group agreed that technology skills are important for new employees, even if the person does not hold a bachelor degree.

(4) Retention of Imaged Documents: An attendee with imaging responsibilities raised issues concerning images of admission documents which are created as part of the admission process. Who owns these documents and who is responsible for applying good retention of record standards to such records? As part of the discussion, reference was made to the AACRAO retention of records guide. It was noted that regardless of the state of the records (paper, microfilm, electronic, etc.) the guide would still apply.

(5) IT Support Staff: As part of a discussion concerning the relationship of IT support to functional (student service) offices, one attendee offered his institutions successful structure for IT support to student service offices.

(6) SSN as a Primary Identifier: The group also discussed the elimination of the SSN as a primary identifier. A helpful EduCause session, on this topic titled *Planning for the Elimination of the SSN Best Practices* was referenced.

Pace also discussed the support we are receiving from EduCause by them providing a ListServ for our use. Several of those present were encouraged by the possibility that this ListServ could fill a need for a more technically focused discussion of various student service responsibilities. The address of the ListServ was posted for attendees to pass on to their colleagues (<http://www.educause.edu/cg/reg.asp>) and it was noted that they do not need to be a member of EduCause to join the list.

***** Participation and subscription information for this EDUCAUSE Constituent Group discussion list can be found at <http://www.educause.edu/cg/>.