

March 15, 2019

AARF Meeting Notes

Attending

Corey Zink

Kris Clarkson

Jody Finnegan

Weston Whitworth

Alan Frantz

James Martin

Laura McKenzie

Ali Crane

Nicole Joseph

Deb Green

Karen Fullmer

Kelly Moor

Todd Johnson

Susanne Forrest

JoAnn Hertz

Old Business

- Spriden & Banner ID's – Lisa Lewis
- Residency Updates—Laura McKenzie
- Finance Holds—Weston and Cody
- Texting & Chatbots—Randy or Stuart
- Parking – Lewis Eakins
- Using ISU email – JoAnn Hertz
- Academic Renewal – Alan Frantz, Jacque Baergen, JoAnn Hertz

New Business

Drop/ Delete for Non-Attendance Discussion

A current opportunity that needs to be addressed is, “**What to do about known students who did not drop (and should have) due to not being in attendance?**” (This mainly and initially concerns first-time students and students considering attending ISU, then delaying or attending elsewhere.)

Current processes:

- **Student did not attend, did not drop self, and has an outstanding bill at ISU-** Generally, students (and/or parents) find out they are still enrolled after receiving notification of an overdue bill, often after it has been sent to collections – sometimes as long as 3 years after the semester in question.
- **Student is advised to petition for late withdrawal and then petition for tuition and fee refund. If approved, W's are added to student transcripts.** Petitioning for late withdrawals leaves a student with 'W' on what may be an otherwise good transcript.

- **10th day enrollment reporting errors**-Due to including students who are not attending, ISU's enrollment reporting is incorrect to the Clearinghouse/NSLDS. Students may be reported from two different schools as attending. May impact audits and Title IV funding.
- **Negatively impacts financial aid awards both present and future**- A portion of the student's financial aid award may need to be returned if the student did not attend. 'W' on the academic transcript impacts the student's 67% completion rate of all credits attempted and may impact future financial aid eligibility.
- **The burden of addressing these issues currently falls directly on student** – Students who have submitted Admission Deferrals and/or Scholarship Hold forms have mistakenly assumed that either of these forms will take care of their enrollment in classes. Students are confused as to what actions are needed when they decide not to attend ISU.
- **A barrier to continued enrollment**- Outstanding bills with ISU, denial of financial aid, impacted academic transcripts, and all the paperwork to deal with these situations through several departments/committees are possible barriers to a student's return and a definite negative impact on ISU's student-centric mission.

Proposed solution to address current need: Advising suggested a petition be submitted by the student/advisor to address all matters at once, i.e. registration and tuition/fee removal. This petition would be submitted to the Office of the Registrar at the time it is discovered that a student did not attend but is still enrolled. It would include a statement from the student indicating they did not attend, confirmation of non-attendance from the instructors in whose classes the student was enrolled, and confirmation from Financial Aid about aid distribution status (and any other items needed by the affected offices). Question: Is it acceptable if the petition is signed by an advisor on behalf of the student ("per student phone call") or does the petition require a handwritten signature from the student?

Concerns:

Laura McKenzie expressed concern about meeting the regulations of enrollment reporting, as after the Census day reporting is complete, the burden rests on the school to show the student did not attend. She will need to do further research and include James Martin to address the Financial Aid side of it.

Non-first time students (those who have previously attended) are a secondary category of students who could be impacted when they are registered but do not attend. If the Office of the Registrar changes reports to show these students did not attend, those with outstanding financial aid loans may have their "loan grace-period" affected.

Future business: It was agreed the university needs a future holistic/preemptive solution to this situation. Some suggestions included:

- Discussion by administrators regarding a disenrollment plan and/or advanced payment plan.
- Changing the tuition due date to be before Financial Aid's disbursement date.
- A paper bill (or carefully phrased post card) sent to each student by mail.
- An Early Alert System used by the ISU Faculty for students who have not logged into Moodle or attended classes by a certain date.
- Using the Admission Deferral (possibly Scholarship Hold) forms as a trigger to drop any classes in which the student may be enrolled.

Additional Business:

1. Academic Renewal policy to be addressed hopefully at May 10 meeting.
 - Academic Standards would like to be informed of the discussion. There are a few items in the policy that AARFF will discuss and possibly submit to Academic Standards for review and revision.
 - Should the student have all graded courses or can 'S' and 'U' count into the academic renewal policy?
 - Should it help only the students in the probationary situation as it does now or should those in Good Standing also have an opportunity?
 - AARFF members were challenged to look at other school's Academic Renewal Policies in an effort to add to this discussion.
2. Next AARFF meeting agenda will include an update from Office of the Registrar on Residency Changes. One change to the Residency policy that would be helpful to have confirmed is that any ISU graduate will be considered an Idaho resident if they go on to a graduate program at ISU.

Additional questions are:

 - Is this being used in both graduate and undergraduate recruitment?
 - How can SBOE items and other updates be shared broadly with the ISU community?
 - Would an HR training be a good way to get these updates/changes out to ISU departments?
3. Weston and Cody submitted a paper on the Executive Summary: Registration Hold Analysis FY19 (Weston had left by the time we discussed – this will be added to future meeting agenda)
 - Concern was expressed about the percentage of Probation Workshops holds. However, members felt it was not too high given that:
 - It is a self-correcting hold.
 - It is not perceived as the reason students do not register.
 - The hold may be in place indefinitely or for one or more semesters (whenever the student returns s/he has to complete it). We should evaluate

the probation holds to determine if the probation hold process would benefit from modification.

- These students need to see an advisor.
- Corey Zink has a dissertation concerning probation on campuses that he will share once completed.
- An early alert system would help identify students to get them help before they end up on probation.
- The fairly open enrollment policy of State Board impacts the number of students on probation.
 - Questions were asked about our accrediting agencies and if SBOE admissions policies would be of concern to accreditors.
- Admissions (New Freshman):
 - Assured Admission: 2.5 GPA or higher, minimum of Math 18 ACT or SAT 520, and minimum English 18 ACT or 25 SAT.
 - Conditional Admission: 2.25 GPA or higher, minimum Math ACT 12 or SAT 310, and minimum English 12 ACT or 20 SAT.
 - Currently, no requirements are placed on Conditional Admits to assist them with their lower academic preparation levels.
 - **Possible Conditional Admission requirements to discuss with/refer to Scott Scholes, Lyn Redington:**
 - Must take ACAD 1104
 - Mandatory maintenance meetings with advisors
 - Limiting credits was discussed but deemed not in the best interested of students
 - Non-Degree Seeking Admits: below 2.0 GPA

Roundtable

No time.

Next AARFF Meeting: May 10, 2019 at 9:00-10:30 in the SNAKE RIVER ROOM -- SUB

Meeting adjourned 10:30 am