



**Registrars Committee Meeting Minutes**  
Peace College, President's Dining Room, Belk Dining Hall  
Tuesday, September 22, 2009  
10 a.m. - 12:30 p.m.  
Convener: Mary VanMatre

**In attendance:** **Peace College:** Ms. Mary VanMatre, Registrar; Ms. LaTonya Lee, Assistant to the Registrar. **Shaw University:** Dr. Courtney Lamar, Interim Registrar and Assistant Vice President for Academic Quality. **Saint Augustine's College:** Ms. Crystal Williams, Registrar. **NC State:** Dr. Louis Hunt, Vice Provost and University Registrar; Mr. Charles Clift, Assistant Registrar; Ms. Kia Bradsher, Administration and Support Associate. **Meredith College:** Ms. Amanda Steele-Middleton, Registrar; Ms. LyAshia Webb, Records Specialist; Marie Sumerel, Director of the Career Center and Advising; Angela Shores, Assistant Director for Academic Advising. **CRC:** Ms. Jenny Spiker, CRC Director.

Dr. Debbie Cottrell, Provost, welcomed the committee to Peace College.

**Welcome:** Ms. VanMatre asked the members to introduce themselves and share news from their campuses. The group welcomed several people new to the committee: new Meredith Registrar Amanda Steele-Middleton, Interim Registrar at Shaw Courtney Lamar, new Assistant Registrar at NC State Charles Clift. They also recognized Marie Sumerel and Angela Shores from Meredith, who were there to bring us the perspective of those working directly in academic advising.

**Background information:** The group looked at the charts showing cross-registration activity across the campuses (see attached). In general the activity has been steady in the last several years.

**Discussion about topics the group needs to consider:**

- How do we respond to programs that are at capacity? Programs such as Dietetics at Meredith and the Business programs at NC State are examples where access for CRC students needs further addressing.
- Do we have a consistently applied and well understood system for notifying CRC students about whether they've been accepted for CRC enrollment in specific courses?
- What do we do if prerequisites are not the same across the campuses?
- How can we help direct students to under-enrolled courses?
- Could CRC cross-registration help with providing joint minors?
- Is it clear how many courses students can take through CRC cross-registration?
- Could we encourage more students to enroll in courses stressing diversity?
- Following the CRC Board's interest in exploring joint faculty appointments, should music programs be among those to consider for more coordination, perhaps even dual degrees?
- Is it time to ask Peace to revisit its policy on women-only during day-time classes?
- Should we consider cross-registration in degree completion and online programs?
- Should we have guidelines about attendance when college calendars differ?
- How do the institutions indicate when a student drops a course through cross-registration?
- Do we need new cross-registration forms?
- Could we use the UNC online registration process as a model for CRC cross-registrations?

**Suggestions for CRC web site content:**

- **Academic calendars for all institutions**
- **Information and a link to the CFNC (College Foundation of NC) transfer student information**
- **Links to all course schedules**
- **An FAQ section**

**Action Items from the meeting:**

- Create a subcommittee to study the patterns and guidelines for cross-registration procedures and the priorities for CRC students taking advantage of cross-registration. Courtney Lamar volunteered to lead that subcommittee.
- Find ways to include information about CRC at student orientations and in first-year experience programs.
- Continue to work on ways to communicate with advisers about CRC cross-registration.
- Coordinate with the CRC director the information and links to be put on the new CRC web site.
- Obtain more clarity about CRC student access to events and facilities at member colleges (gyms, sports events)

**Next meeting:**

The group agreed to meet again in February 2010 to follow-up on these issues. Date and place TBA.

--Jenny Spiker, Director, Cooperating Raleigh Colleges