

Idaho Association of Collegiate Registrars and Admissions Officers Board Meeting

**January 11, 2018**

**9:00 a.m.**

**College of Western Idaho NCAB**

**Board Members**

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| Ashley Larson, Idaho State University, Admissions Chair | Dan Guthrie, College of Southern Idaho, Past-President |
| Aubi Crabtree, Idaho State University, Secretary/Treasurer |  |
| Corinne Mccullough, Idaho State University, Technology Chair | Katie Price, Boise State University, President |
| Dana Gaudet, Idaho State University, OSBE Representative | Samantha Grapes, College of Western Idaho, Registrar Chair |
| Greg Franz, College of Idaho, President-Elect |

**Agenda Items**

1. IACRAO conference 2018
	1. IACRAO Diversity Representative – make sure we include in the planning session
	2. Planning meeting today!
2. Higher Education Tour February 12-March 23
	1. Legislators in attendance
		1. Friday, February 23rd at both Caldwell and Middleton HS
		2. Infographic – what to include?
			1. See infographic notes
	2. Media news story to promote awareness of tour?
		1. Contact the media to invite them to tour: Ashley will email regional coordinators
			1. Region 1 North Idaho North- Teresa B.
			2. Region 2 North Idaho South- Rachel P.
			3. Region 3 Treasure Valley- Dana G.
			4. Region 4 Magic Valley- Dan & Maritza contact the media to invite to tour
			5. Region 5 Southeast South- Ashley L.
			6. Region 6 Southeast North- Ben H.
		2. Could we invite media students to come and film at certain schools to create a video for the nextstepsidaho.gov website?
			1. Let’s look at this for next year with more time on our hands
	3. Magazine distribution- what’s the plan?
		1. Owner of Alpha Graphics cannot hold the magazines for us, 4 pallets at Idaho State being held.
		2. Jarred had them mailed for higher education tour. We need to figure out how many need to go to each region and then send them out. Ashley can possibly bring them to Treasure Valley.
		3. Corinne will work with Aubi to figure out how to get them shipped to North Idaho
		4. How can we make sure that the books are handed out to all of the students? Is there a standard way to do that? Arrive early to hand them out day of.
		5. Capital High School wants theirs beforehand to hand out to juniors at their information session.
	4. Video updates
		1. Received a lot of feedback on video from contacts at universities. Soapbox just came back to work on 01/08/18, received copy of contract but not exact pricing. 50% up front, 50% due at end.
		2. Universities need to provide feedback ASAP.
		3. Can we compromise with a compressed time frame for the next go round?
		4. Can we use the old video for this year if the new video is not available on time?
	5. Scanner technology meeting
		1. With Admissions staff Monday, January 29th at 11 a.m.
		2. Need to schedule for high school counselors
		3. This may be too late for this year, but if so, we can start working on approval for next year.
			1. Gotocollegefairs.com has a useful tool for scheduling schools, the format would be more effective for planning, this would help with higher ed tour
			2. We will record the meeting
			3. Ashley can work with Holly to schedule a meeting to discuss/demonstrate the fair planning software, would we want to involve the new admissions chair after conference elections <http://gotocollegefairs.com/fair-planners/fairplanner-software.asp>
			4. We could use state data to create student barcodes ahead of time, print them out and bring it along
3. Website updates
	1. Consolidate calendars?
		1. We will have IACRAO events calendar and delete the different ones
	2. Directories- how should we do this so the counselors are responsible to update on their own?
		1. Work study project?
		2. Google forms?