

Idaho Association of Collegiate Registrars and Admissions Officers Board Meeting

**November 27, 2017**

**4:00 PM**

**Google+ Hangouts**

**Meeting Minutes**

**Board Members**

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

**Agenda Items**

1. Justin Horn leaving CWI –
	1. Katie will take over IACRAO website duties for now.
		1. Katie and Justin met on 11/30/17 to review website.
	2. Do we need to elect someone else to this position for remainder of year?
		1. Board decided not to re-elect anyone for this position this year.
2. College Application Week
	1. November 6-10th
		1. How did things go?
			1. State Board of Education was pleased with the week, over 20,000 applications were submitted. Average student completed about 2 applications.
			2. Dana Gaudet will talk with Dana Kelley about having school sign up online to RSVP for representatives. Some schools were frustrated with sign-up process being a paper survey. How can we simplify?
	2. Thoughts for next year (Dana)
		1. Make College Application Week two weeks or a month long event?
		2. Board decided to keep it one week long versus changing to longer period of time
		3. Board wants to consider changing the name to “College Preparation Week”
			1. Will bring this up at the annual conference for all members to vote on
		4. Board wants to align the date better with the Apply Idaho letter that goes out to students/families
3. Higher Education Tour 2018
	1. Ashley Larson is working with Melissa Mallory from CWI to begin the scheduling process. Melissa is coordinator for Treasure Valley and higher education tour overall.
	2. Each institution will provide IACRAO with a list of counselor contacts for their regions. Katie will reach out to NNU, LCSC, NIC, U of I, EIC, BYU-I, and Boise Bible. Lists due to Ashley Larson by December 18th for next board meeting.
	3. Scanner technology- Ashley update
		1. How do we get this set up now?
			1. Ashley has called gotocollegefairs.com to ask them about the cost/whether we can use the scanners for something besides a fair
	4. Video updates- Corinne will receive a rough cut video soon.
		1. Final cost?
			1. Corrine is waiting on the final cost and final video
	5. Book updates
		1. Ordered/Distributed
			1. Patty Sanchez from OSBE is wondering about her books- sent to Corinne
				1. Patty’s books were ordered
		2. State Board of Ed update- not going to help fund
			1. Aubi sent out invoices, waiting on a few to be returned.
4. IACRAO Conference 2018
	1. CWI will be location
		1. Planning meeting to follow in January
			1. Avoid May 23-25 because of PNACAC conference
			2. Can we make the conference a Thursday/Friday?
			3. June 4-8? Would these dates possibly work better for everyone?
			4. Planning meeting will be a full day event 9-4 p.m. with lunch for board members week of January 8th-12th.
	2. Proposal to add diversity representative to executive council
		1. Dana will discuss this idea at 2018 IACRAO conference
5. IACRAO Survey
	1. Admissions survey deadline December 29, 2017
		1. See email attachment
	2. Registrars survey
		1. Sam will send out soon
6. Website Updates
	1. Add “What’s Next” presentations –Ashley updating and sending to Justin – where are we at with this?
	2. Add newest version of higher education book- Corinne sending electronic version to Justin- is this on site yet?
		1. Will upload to site
	3. Regional directories- how do we want to go about updating these?
		1. Exploring the possibility of having schools update the directory on the iacrao.net website on their own vs. google sheets. Process TBD.
7. New Business
	1. Andrea Orozco from Boise State is working on a project to collect information about “what’s next” after students complete the Apply Idaho admissions application at each school for Treasure Valley Education Partnerships (TVEP).