Board of Directors Meeting #11

November 20, 2002

Board Members in Attendance via Telephone: Mike Allen, Will Corprew, Gloria Nathanson, Ange Peterson, Bob Morley, Gene Schuster, Heather Smith, and Paul Taylor.

Staff Members in Attendance via Telephone: Janie Barnett, Amy Haavik, Jerry Sullivan

1. **Call to Order and Approval of Agenda**
   President Heather Smith called the meeting to order at 3:00 p.m. EST on Wednesday, November 20, 2002. The agenda was reviewed and approved without objection.

2. **Executive Director Update**
   Executive Director Jerry Sullivan reported on a good meeting with Gloria Nathanson and members of the IPAC Committee where they agreed to deal with evaluators in the same way. He discussed the IACRAO meeting and emphasized the programming quality in terms of new members and strategic enrollment management. Executive Director Sullivan also reported on his keynote speech on the transfer of students at the NACC meeting. He reported that this year's SEM Conference was the most successful in our history and that discussions about next year with Jim Black have begun. Executive Director Sullivan met with the Washington Council of Registrars, a group formed from the greater Washington, DC area, and plans to do so regularly. He mentioned the possibility of an AACRAO office employee spending a day in one of their member's offices. Executive Director Sullivan reported on AACRAO's position regarding the FBI letter asking for broad information on foreign students.

3. **Audit Committee Member at Large Appointment**
   It was reported that Charles Toomajian, registrar and associate dean for student services at Williams College has been appointed Member at Large to the Audit Committee.

4. **C&U Editor Appointment**
   Vice President Corprew noted that an advertisement for a new editor of C&U needs to appear in the next issue of AACRAO Update.

5. **SEM Conference**
   President Heather Smith reported on a well-attended and organized conference. Vice President Robert Morley noted that it could serve as a model for the technology conference. Executive Director Sullivan reported on $420,000 in known revenue with expenses not known yet.

6. **State and Regional Meeting**
   Associate Executive Director Barnett reported on a discussion with Joe Roof about the Strategic Plan.

7. **Taskforce Updates**

   Admissions Taskforce

   Vice President Peterson reported that six templates of an admissions taxonomy had been turned in. Vice President Peterson noted that the Admissions Self-Audit would be similar to the Registrar's Self-Audit. She reported that an Admissions 101 workshop has been planned for the 2003 Annual Meeting.

   Academic Record and Transcript Guide Taskforce

   Vice President Allen reported that final vetting on the Academic Record and Transcript Guide is in progress. He noted that Barbara Lauren has been very active in preparing a list of items for the board to review.

   Public Policy Taskforce

   President Smith reported that Barmak Nassirian will prepare the AACRAO Public Policy Statement for the February Board Meeting.

   Transfer Taskforce

   President Smith reported that the taskforce will meet either the last weekend in January or the weekend before. It was decided that she would chair the taskforce.

8. **Adjournment**

   President Smith adjourned the meeting at 4:00 PM EST.