

**American Association of Collegiate Registrars and Admissions Officers
Minutes of the Meeting of the Board of Directors**

January 16, 2013

Conference Call

Board Members in Attendance: Jim Bouse, Melanie Gottlieb, Luisa Havens, Tracey Jamison, Nancy Krogh, Paul Kyle, Adrienne McDay, Nora McLaughlin, Brad Myers, Jeff von Munkwitz-Smith

Board Nominees in Attendance: Tina Falkner

Staff Members in Attendance: Janie Barnett, Matthew Ogle, Mike Reilly

Call to Order

President von Munkwitz-Smith called the meeting to order at 3:03 p.m. Eastern Time on January 16, 2013.

Approval of Agenda

MOTION 2013.01.01 – It was duly moved and seconded to approve the agenda as amended.
APPROVED

Approval of Consent Agenda

MOTION 2013.01.02 – It was duly moved and seconded to approve the consent agenda as amended. APPROVED

Reports of Committees

Finance and Investments Committee

Vice President Krogh reviewed the November financial reports with the Board.

Reports of Officers

Vice President for Admissions and Enrollment Management

Vice President Jamison informed the Board about a plan to highlight specific admissions presentations at the Annual Meeting, Transfer Conference and SEM Conference.

Vice President for Access and Equity

Vice President Havens reviewed next steps for the report of the Task Force on Institutional Gender Identity Recognition. Vice President Havens will move forward with the plan with the appropriate program committees.

Vice President for International Education

Vice President Gottlieb discussed the proposed list of committee members with the Board of Directors.

MOTION 2012.01.03 – It was duly moved and seconded to approve the nominations to the Task Force on International Admissions and Credential Evaluation with the understanding that Vice

President Gottlieb will expand the membership list and that the Board will welcome an adjustment to the charge as appropriate. APPROVED

Vice President for Information Technology

Vice President Bouse reviewed the draft document he distributed before the Board meeting regarding the charge from the AACRAO Board to the appointee to the PESC Board of Directors. He asked for feedback and will request a vote at the February Board meeting.

Past President

Past President McLaughlin informed the Board of the work of the Awards Committee and their recommendations.

MOTION 2013.01.04 – It was duly moved and seconded to approve the following awards as recommended by the Awards Committee: APEX Award for Student Success, Distinguished Service Award, Elbert W. Ockerman State and Regional Professional Activity Award, Award for Excellence in International Education, and Thomas Bilger Citation for Service.

MOTION 2013.01.05 – It was duly moved and seconded to approve the Honorary Membership awards as recommended by the Awards Committee. APPROVED

President-elect

President-elect McDay reviewed the Board new member orientation schedule she distributed prior to the meeting. The schedule will be added to the Board Handbook. She also discussed the webinars the Governance Committee will host regarding the bylaws changes to be considered at the business meeting at the 2013 Annual Meeting.

Reports of Staff

Executive Director

Executive Director Reilly reviewed the current progress of the office renovation plan. He also noted the work that AACRAO staff is doing on the website and on the Association's communications strategy.

Associate Director of Board Services Ogle informed the Board of the new website to host their documents and asked for feedback as the Board begins to use it. He also asked for feedback on the new file sharing service being used for the Board meeting documents.

Adjournment

MOTION 2013.01.05 – It was duly moved and seconded to adjourn the meeting of the Board of Directors. APPROVED

The Board of Directors meeting adjourned at 4:39 p.m. Eastern Time on January 16, 2013.

Attachments

Consent Agenda

List of Nominations to Task Force on International Admissions and Credential Evaluation

AACRAO Task Force Team, April 2013 – June 2014

Committees and their Focus

1. **Administrative Steering Committee (A):** Eight individuals representing Committees **B & C**, Committees will partner for related issues.
2. **Research Committee (B):** Trends (history, current, future); Industry vision, interactions and relationships with AACRAO (associations, agencies, schools, government); Immigration Issues/visas; Student needs (financial, cultural support, academic support),
3. **Credentials Committee (C):** Review and evaluation of Interactions and relationships with and among AACRAO and credentials agencies (finances, transcript evaluation standards, policies); recruitment issues; study abroad.
4. External support representatives to participate and be called on as needed/ad hoc.
5. The Task Force will present a written report to the *AACRAO Board of Directors* by June, 2014.

Chairs of Committees B & C also serve on the Steering Committee to assure interaction among the committees. The Steering Committee & Ex Officio Members also serve on either B or C.

Steering Committee (A)

Gloria Nathanson Task Force Chair

Associate Director (Ret), UCLA Office of Undergraduate Admissions and Relations with School

David Hawkins

Director, Public Policy and Research, NACAC

Johnny Johnson

Professor Emeritus, Monterey Peninsula College

Dr. William Paver

Executive Director, Foreign Credentials Service of America

Sheila Schulte

Senior Director, NAFSA: Association of International Educators

Robert Watkins

Assistant Director, Admissions, Graduate & International Admissions Center, University of Texas at Austin

Chairs of Research (B) and Credentials (C) Committees (TBD)

Research Committee (B)

Tom Black

Associate Vice Provost for Student Affairs and University Registrar, Stanford University

Peggy Blumenthal

Senior Counselor to the President, International Institute of Education

Chris Foley

Director of Undergraduate Admissions, Indiana University – Purdue University Indianapolis

Fred Han

China Academic Degrees and Graduate Education Development Center (CDGDC)

Alex Lu

EducationUSA China

V. Shelby Stanfield

Vice Provost and Registrar, The University of Texas at Austin

Eileen Tyson

Director, Client Relations, Educational Testing Services

Matt Washburn

Program Officer for Europe, U.S. Department of State

Dr. Belle S. Wheelan

President, Southern Association of Colleges and Schools Commission on Colleges (SACS)

John Yopp

Associate Provost for Educational Partnerships and International Affairs, University of Kentucky

Credentials Committee (C)

Mariam Assefa

President, World Education Services

Susan Bedil

Executive Director, International Education Research Foundation, Inc.

Ken Bus

Director of International Education Programs, Glendale Community College

Sherri Gaugh

Registrar, San Juan College

Nancy Katz

Director, Evaluation Services, Inc

Liz Reisberg

Higher Education Consultant, Reisberg & Consultants

Tom Roberts

Director Emeritus, Institute for Study Abroad

Sandra Rodriguez

President, SDR Educational Consultants

Jasmine Saidi

President, Academic Credentials Evaluation Institute, Inc.

Margit Schatzman

President, Educational Credential EvaluatorsI

Ex Officio

Melanie Gottlieb *

Director of Admission Operations, Webster University (AACRAO VP for International Education)

Dale Gough

Director, AACRAO International Education Services

Jeff Petrucci

Associate Executive Director, Business Affairs, AACRAO

External Advisors

John Deupree

Executive Director, American International Recruitment Council

Joel Jones

President Emeritus, Fort Lewis College

Nancy Keteku

Regional Educational Advising Coordinator for Africa, EducationUSA

Rick Torres

President/CEO, National Student Clearinghouse