



2015 MACRAO Standing Committee Charters

Auditing Committee (1 year appointment)

- Shall be composed of three members, appointed by the President with the approval of the BOD
- One member will serve as Chair and is appointed by the President
- Meet with the Treasurer/Treasurer-Elect prior to the annual meeting to conduct a detailed audit of all books and financial records of the Association for the past year and prepare a written report on the results of the audit for presentation to the membership at the business lunch of the annual meeting
- Post audit to the Association website within 30 days after the annual meeting has concluded

College Articulation (3 year appointment)

- Promotes communication and articulation between postsecondary educational institutions
- Monitors articulation agreements, and addresses specialized problems encountered by students in the transfer process
- Promotes and enforces the Michigan Transfer Agreement (MTA) in collaboration with the BOD
- Sponsors articulation workshop – Summer Summit
- Serves as liaison and a resource on transfer issues to education, government and community at large
- Coordinates approved annual conference session proposals

College Day/Night (3 year appointment)

- Promotes close communication between secondary schools and colleges and represents the Association in all aspects of college day/night programs in Michigan. These include the approved college day/night guidelines, evaluations and calendar of events.
- Works with MACAC representative in approval of the College Day/Night Calendar
- Establishes and promotes the annual approved College Day/Night Calendar
- Coordinates regional scheduling conflicts and redundant or inefficient services
- Coordinates approved annual conference session proposals

Conference Committee (1 year appointment)

- Assists the President-Elect to develop, promote, and execute the annual conference by serving as liaisons to meeting sites, exhibitors, caterers, speakers bureaus, and other service providers.
- Provides clerical assistance and budget management as directed by the President-Elect
- Manages all arrangements for the annual conference
- Arranges for guest speakers and AACRAO representation
- Establishes content and directs Web Editor and Newsletter Editor regarding annual conference information on the MACRAO website and newsletters
- Coordinates approved annual conference session proposals

Data and Technology Applications/Michigan Transfer Network (MTN) Governance (3 year appointment)

- Facilitates the ethical and effective utilization of technology and data. This includes: serves as the primary forum in which those interested in data acquisition, processing, analysis, interpretation, and dissemination can meet to discuss issues and concerns; informs members of existing and developing trends in technology; performs work in answering technology-based questions as identified by the BOD; develops and supports recommendations for organizational standards and procedures pertaining to technology; addresses legal and policy issues related to technology and their impact on higher education.
- MTN responsibilities: oversees the management of the MTN contract and the data contained on the MTN website; regularly reports MTN issues or concerns to the BOD; and provides training and support to the membership on the MTN. Per MTN contractual obligation, this committee must include members representing a two-year, four-year private, four-year public institution, the Immediate Past President and a Michigan State University technical representative.
- Coordinates approved annual conference session proposals

Enrollment Management (3 year appointment)

- Develops and promotes best practices in recruitment and retention, emphasizing strategic enrollment management functions at institutions of higher education
- Promotes an understanding of the institutional enrollment management concept
- Develops and promotes effective techniques to predict outcomes and assess results
- Serves as a resource on research, models and systems to help institutions achieve their enrollment and retention goals
- Maintains and Publishes the Michigan Uniform Guest Application
- Coordinates approved annual conference session proposals

Equity in Education (3 year appointment)

- Promotes equitable opportunities within higher education for marginalized populations
- Provides the Equity in Education recognition award in Michigan colleges and universities for outstanding programs
- Conducts the annual EIE Workshop
- Coordinates approved annual conference session proposals

Legislative Issues (3 year appointment)

- Keeps the membership informed about legislative issues impacting higher education through the use of the MACRAO Newsletter and website.
- Sponsors events related to current issues
- Serves as liaison to the AACRAO Federal/External Relations staff
- Educates and encourages participation in state and federal discussions and debates related to higher education issues
- Coordinates approved annual conference session proposals

Professional Development (3 year appointment)

- Undertakes projects assigned by the BOD
- Identifies and promotes activities and opportunities that complement or extend beyond the range of other standing committees (i.e., projects focusing attention on office organization and management, special publications and projects)
- Sponsors the Professional Development Workshop
- Educates and communicates with MACRAO membership
- Selects MACRAO Travel Grant recipients
- Selects MACRAO Outstanding Support Staff Service Award recipients
- Coordinates approved annual conference session proposals

Registrar Practices (3 year appointment)

- Undertakes projects concerned with improved registration techniques, grading policies and practices, and the maintenance of adequate and accurate records; suggests procedures for quality in production of transcripts and establishes standards for all areas of academic records management (security, storage, retention, retrieval, generation, recording and maintenance)
- Sponsors the Spring Drive-In Workshop
- Maintains and publishes the “What is an Official Transcript” brochure
- Maintains and publishes the “Family Educational Rights and Privacy Act (FERPA) Guidelines for Michigan Colleges and Universities” brochure
- Coordinates approved annual conference session proposals

Secondary School Relations (3 year appointment)

- Promotes the in-service training and professional development of admissions personnel on relevant issues, projects and activities
- Promotes communication and articulation between secondary schools and colleges and universities in Michigan
- Sponsors the New Professionals Workshop
- Sponsors the Mentorship Program
- Serves as liaison between MACRAO and MASSP and the State Board of Education
- Prepares the Model HS Guidelines Program for college-bound students
- Coordinates approved annual conference session proposals

Revised: February 20, 2015