OHIO ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

New Member Handbook

www.ohioaacrao.org

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Dear New Member & First Time Attendee:

This handbook is designed to provide new members with some background information on the Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO) and our national affiliate, the American Association of Collegiate Registrars and Admissions Officers (AACRAO). It will also provide you with a basic understanding of OACRAO's membership and governance structures and provide you with many suggestions on ways to become involved in the work of the association.

We hope that you will become an integral part of OACRAO and that you will enjoy the benefits and rewards of belonging to an association made up of professionals dedicated to the advancement of higher education in Ohio and across the nation.

The Membership and Mentoring Committee

MISSION

The mission of the Ohio Association of Collegiate Registrars and Admissions Officers is to provide professional development regarding best practices and standards, and guidelines in records management, admissions, enrollment management, administrative information technology and student services to higher education officials in Ohio, including, but not limited to:

1. Provide a forum for the exchange of information and ideas among members.
2. Provide mentoring and professional development opportunities for the membership.
3. Foster a spirit of unity, cooperation, and professional pride among our members and others in the higher education community.

MEMBERSHIP

Institutional Memberships are extended to collegiate-level, degree-granting institutions of higher education in Ohio, and to other institutions of higher education as approved by the Board of Directors.

Honorary (lifetime) Individual Memberships in OACRAO are granted by the Board of Directors to members who have met the following criteria:

- A minimum of ten years active participation as an OACRAO member.
- A minimum of ten years' service within an OACRAO member institution.
- Outstanding contributions to the profession and OACRAO.

Honorary Members are entitled to all benefits that accrue to members, including voting rights and placement on the OACRAO listserv.

Corporate Memberships/Members are partners in the success of OACRAO and its mission even though they are not at a college or university. Corporate Members are companies and other organizations that work with us frequently and have an interest in our mission. While corporate members are not eligible for voting membership, they are eligible to serve on a number of OACRAO committees and join the OACRAO listserv.

BENEFITS

OACRAO supports your professional development by:

- Sponsoring an annual meeting every fall in which members share their expertise with others in the profession and meet to discuss relevant issues and concerns affecting their professions.

- Sponsoring workshops to improve the skills of individuals with responsibilities relative to records management, admissions, enrollment management, information technology, administrative and student services. Special workshops for support staff are also provided from time to time.

- Providing opportunities for involvement and interaction in OACRAO's professional activities committees, such as:
    - Program Committees: Admissions and Enrollment Management, Information Systems and Data Management Committee, Professional Development, and Records and Registration.
    - Operational Committees: Bylaws, Communications, Fiscal, Government Relations, Local Arrangements, Membership and Mentoring, and Scholarship.

  See below for descriptions of these committees or a QR code to learn more.

- Maintaining an association website at www.ohioaacrao.org. The website provides access to association information such as: the membership directory, the OACRAO Newsletter, the association's constitution and bylaws, meeting minutes and a wealth of other information of interest to the membership. This website also provides links to other State and Regional Association websites and to the AACRAO website.

- Maintaining an association listserv to provide better communication to our membership. Not only is this listserv used to communicate association business, but it can also be utilized to solicit information and feedback from your colleagues across the state or as a venue to discuss relevant issues and concerns affecting our profession. OACRAO-L is also often used as a place to advertise relevant job opportunities at member institutions. Go to the website above to get information on how to join the listserv and the guidelines for use.

- Maintaining an association directory that provides a listing of membership institutions and specific contacts at that institution. The association directory also includes a listing of our corporate and honorary members, a listing of past presidents, and the OACRAO Bylaws.

- Providing special recognition and awards for distinguished service to the association and the profession.

GETTING INVOLVED

Annual Conference

Each autumn, OACRAO hosts a statewide 3-day conference. This is an opportunity for institutions to share information and for individual members to learn about best practices, new business partner opportunities, and networking.

Workshops

OACRAO sponsors workshops throughout the year. This has traditionally included a summer workshop for support staff, residency workshops, and other workshops on specific subjects relevant to the registrar and admissions fields.

Voting Membership

Each member institution has an opportunity to designate one or more institutional representatives and voting members based on enrollment. Institutional representatives and voting members have voting rights at meetings.

Presentations

The annual conference and workshops are made possible through the presentations of you and your colleagues. If you have a subject you would like to hear more about or have an area where you are able to share information, contact the Vice President of Programs.

Committee Membership

All voting members are eligible for appointment to one of the various operating and program committees. Committee memberships are for three years unless otherwise noted. To volunteer to serve on a committee, a link will be provided to sign up at the annual conference or in an email sent to the listserv.

Listserv

The OACRAO ListServ serves as a means by which OACRAO members can communicate with each other. It provides a way to inquire about best practices from colleagues, send notices and disseminate other OACRAO-related information. Only members of OACRAO can post to the ListServ.

Mentoring

The membership and mentoring committee offers the OACRAO Mentorship Program each year. This program provides members with an opportunity to connect based on professional strengths, experiences, areas for growth, and shared interests.

OFFICER DUTIES

President

Assumes full responsibility for the activities of the Association; presides over meetings of the Board of Directors and other ad hoc meetings of officers and committees; acts as liaison with AACRAO for OACRAO in all matters; convenes the OACRAO annual conference, prepares the agenda and presides over the business meetings during the annual conference.

President-Elect

Assumes the duties of the President when the President cannot; chairs the budget committee and serves as the Board of Directors liaison for the Fiscal Committee; coordinates dissemination of all information distributed under the Association's name.

Past-President

Chairs the Resolutions Committee, Nominating Committee and Bylaws Committee; develops the committee membership list and submits to the Board of Directors.

Vice President, Membership

Coordinates recruitment of new members and new member institutions to the Association; maintains the membership database; develops need assessment mechanisms to ensure

that the Association is meeting the needs of the membership; chairs the Membership & Mentoring Committee.

Vice President, Programs
Chairs the Program Committee and is responsible for the program for the annual conference; develops program sessions, speakers and recorders in conjunction with the program committees; establishes theme for conference; identifies conference room and special equipment needs.

Vice President, Workshops
Coordinates the development of Association workshops; develops budget and works with Communications Committee to develop workshop publicity and mailings.

Secretary
Attends all meetings of the Board of Directors and keeps record of decisions made; attends annual conference and writes a brief summary of proceedings (including business meetings); serves as Board of Directors liaison with the Communications Committee.

Treasurer
Provides notification and assessment of membership dues; collects all income for the association and processes expenditures; keeps an accurate accounting of the books for presentation to the Fiscal Committee; develops and recommends the annual budget; serves on the Budget Committee.

See current Board of Directors here:

OPERATING COMMITTEES

Fiscal Committee:
Consists of the President-Elect, President, Treasurer and three voting members, each serving a three year term. The committee works to develop the Organization budget, review dues, and fiscal policies. The committee is responsible for auditing the Treasurer's books for the preceding year. The committee meets via email/phone and once at the annual meeting.

Bylaws Committee:
Consists of the immediate Past-President (chair) and no less than two voting members. The committee is responsible for preparation of any appropriate articles of incorporation or bylaw amendments or revisions of current amendments as deemed necessary by the membership.

Communications Committee:
Consists of a chairperson, the Newsletter Editor, the Web Master and additional voting members chosen from a pool of volunteers. Responsible for publicizing items of interest to the membership and for maintaining the Association's website. The Secretary acts as liaison for the Board of Directors.

Government Relations Committee:
Consists of a chairperson and additional voting members selected by the Immediate Past-President from the pool of committee volunteers. Responsible for alerting the membership to local, state and federal initiatives that could impact higher education and our profession. Also responsible for coordinating OACRAO's relationship with state agencies, as well as, elected and appointed officials. This committee and its members should provide communication and education on behalf of our organization, but may not engage in lobbying activities on behalf of the organization. Appointments to this committee shall be three years in length (with option for renewal upon recommendation of the Board of Directors). The President Elect shall be the liaison from the Board of Directors.

Local Arrangements Committee:
Consists of a chairperson (or co-chairs) and additional voting members chosen from a pool of volunteers. Responsible for physical arrangements for the annual meeting.

Membership and Mentoring Committee:
Consists of the Vice President/Membership Development (chair) and additional voting members chosen from a pool of volunteers. The committee is responsible for Association membership development such as periodic assessments to ensure that members' needs are being met. Also responsible for identifying new members to the organization and development of new member and mentoring activities for the association.

Nominating Committee:
Consists of five voting members with the Immediate Past-President acting as chair. Responsible for preparing a slate of candidates for officers of the Association. Also prepares the slate of candidates for the Nominating Committee and oversees the election process at the Annual Meeting. Prepares the slate of candidates for the Garland G. Parker and Linus J. Ryland awards.

Scholarship Committee:
Consists of a chairperson, vice-chairperson and additional voting members chosen from a pool of volunteers. Committee members will review scholarship applications received and participate in the selection process. Members help facilitate the silent auction by soliciting donations and/or staffing the silent auction and split the pot raffle table as available during the annual conference. Responsibilities of the chair and vice-chair include: notifying OACRAO members of the scholarship application; reviewing applications; selecting and notifying the scholarship recipients; reviewing and updating OACRAO's website scholarship information; hosting the silent auction and split the pot raffle to raise scholarship funds; and giving an annual report to OACRAO membership at the annual meeting.

Program Committee:
Consists of Vice President/Program (chair) and the chairperson and vice-chairperson of each of the four programming committees. The committee is responsible for planning the program for the Annual Conference. See next section for more information.

PROGRAM COMMITTEES

The Program Committees are responsible for the development of sessions at the annual conference. Desired committee size of each is 8 to 10 members. Program Committee members are asked to fulfill a three-year term. During any one year, the time commitment consists of attending a planning meeting and then arranging within a few weeks thereafter to find a presenter for one of the sessions proposed by your committee. The arranging consists of email and phone contacts that can be accomplished from your office. You can even network to secure presenters. It is not necessary to have in-depth knowledge of the session's topic, and you will not be expected to be a presenter yourself. The Four Program Committees and their individual responsibilities follow.

Admissions and Enrollment Management Committee:
Admissions; recruiting; post-secondary enrollment options; equal educational opportunities; financial aid; international student issues; study abroad programs and information on education in other countries.

Information Systems and Data Management Committee:
Automated information systems; data collection, analysis and reporting; enrollment reports and institutional studies; and current and future technologies.

Professional Development Committee:
Office management; office organization; and general membership professional development

Records and Registration Committee:
Academic calendars, grading policies and practices; records management and registration techniques.

SPECIAL AWARDS

The Nominating Committee makes recommendations to the Board of Directors for two members to receive the following awards at the Annual Meeting:

The Garland G. Parker Award
The Garland G. Parker Award (instituted in 1990) is given for outstanding distinguished service to the profession at both the state and national level. Candidates may be current, former or retired OACRAOians. The award is named for Garland G. Parker, who served in a variety of roles at the University of Cincinnati including University Registrar. Dr. Parker also served his state and national colleagues as the President of OACRAO in 1966 and the President of AACRAO in 1976.

The Linus J. Ryland Award

The Linus J. Ryland Award (instituted in 1995) is given for outstanding service to the profession and to OACRAO. Candidates may be either actively involved or retired from OACRAO. The award was named for Linus J. Ryland who served as Assistant Registrar at Miami University from 1978 to 1993 and Associate Registrar from 1993 to 1995. He served as OACRAO president in 1987.

NEWSLETTER

The OACRAO Newsletter is the responsibility of the Communication Committee with an editor, appointed by the president. The newsletter is distributed to the listserv once a month.

All newsletters include a president's message and important updates regarding OACRAO.

Newsletters are also available on the OACRAO website.

OUR PROFESSION

Some historians have traced the origin of the registrar profession to the Middle Ages -- approximately the 14th century. During this period, the structure of early universities was greatly influenced by the organizational pattern established at the University of Paris. Under this pattern, the individual responsible for governing the university was designated as the "Rector". This position evolved from the office of the "Proctor" who supervised the students from individual nations at the university. Later, when an administrator for corporate powers was needed, the position of Rector was instituted. Both the Proctor and the Rector were elected administrators. As the university grew in importance, a Secretary was elected who functioned as a "Vice-Rector."

The office which probably preceded the registrar was that of "Major Beadle." The Major Beadle performed many functions including informing faculty members of meetings, helping faculty members with discipline, ringing bells for chapel, walking at the head of academic processions, and keeping a register of all graduates. Also, the Major Beadle's salary was paid from fees imposed upon prospective graduates, licentiates, and masters of the university. If the Major Beadle disclosed confidential university matters, his salary was not paid. Before he could assume the position, the Major Beadle was required to swear allegiance to the nation, the faculty, and to the Rector of the university. Later, Major Beadles were given the additional title of "Grapharins" which may be translated to mean clerk or registrar. These Major Beadles were assigned the responsibility for keeping the official graduation register and the matriculation list of the university.

In America, colleges were established in the 17th century and were modeled, for the most part, on the British universities. These colleges included the College of William and Mary, Harvard College, Kings College and Yale College. At these colleges the registrar was often a faculty member who assumed the responsibility for college entrance requirements and admissions procedures.

Throughout the 19th century, as the importance of college education was emphasized, admission requirements tended to become very specific and quantitative. As a result of the emphasis placed upon college admissions standards, the need for the Office of the Registrar became apparent.

The registrar profession, as it is known today, is attributed to the efforts of Ezra Gillis, who is considered to be, by many individuals, the father of the registrar profession. One of Gillis' major accomplishments was the establishment of the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Some private institutions had what they called field representatives and admission counselors prior to WWI, Columbia University opened an Office of Admissions in 1915. However, separate admission offices were developed in later years. Perry (1970) reported that admissions developed as a specialization in institutions after WWII. The G.I. Bill of Rights of 1946 made the admissions office and staff a necessity. Junior and community colleges were developed largely as open door admission, while most colleges and universities were moving to selective admission, therefore requiring additional staff for screening applications. Two events dealing with professional organizations marked the emergence of admissions as a specialized field: The Association of College Admissions Counselors (1937) (now the National Association of College Admission Counselors) and the American Association of Collegiate Registrars (1910) added “and Admission Officers” to the title in 1949. By 1952 when Harvard University established its Office of the Dean of Admissions, admissions had become a separate office of its own, involving recruitment, interviewing, testing, counseling, evaluation and placement, orientation, research, and publications. At some institutions, the Registrar oversaw admissions and at others the Director of Admissions oversaw the Registrar’s office. The first consolidated administration under one dean occurred in 1870 at Harvard University.

AACRAO www.aacrao.org

The American Association of Collegiate Registrars and Admissions Officers (AACRAO) is a nonprofit, voluntary, higher education association that had its beginning with a meeting of 15 registrars in Detroit in August 1910. With a membership of more than 22,000 higher education professionals at approximately 2,100 institutions in more than 30 countries, collectively representing over 16.4 million enrolled learners, the association provides advocacy, research, and policy-based guidance and training to higher education professionals to smooth the path for learners at every stage of their journey.

Visit the AACRAO website to learn more about the events, resources, programs offered, ways to get involved, and the history behind this community.

Mission: AACRAO advances and supports a richly diverse, globally interconnected community of higher education professionals as well as the institutions, organizations, and learners they serve through its resources, leadership, and advocacy.

Vision: As a leading voice in higher education, AACRAO envisions a community centered on learner success driven by professional excellence and leadership in enrollment and academic services.

Goals for the association:

Strategic Plan: The goals and strategies are intended to set direction and focus for the association over the coming plan period, 2026 – 2031. They articulate where AACRAO will lead and what the association will prioritize, not the specific activities or operational decisions through which that work will be carried out.