Thoughts from the President

"Capitolizing On People” Sacramento, November 3-6, 1996

With the start of another calendar year, your PACRAO Executive Board is focused on living PACRAO's mission - to provide opportunities where common professional issues may be considered, to provide professional development opportunities and to contribute to the general advancement of higher education in the Pacific region. While the mission is supported by a variety of activities, I would like to highlight two, PACRAO-L and PACRAO's Home Page on the Web. Enhanced communication between you, your regional colleagues and your Executive Board is one of my goals for 1996. Through effective use of these two tools, along with the PACRAO newsletter, I hope to strengthen ties and relationships across our association. If you have not yet subscribed to PACRAO-L, I would encourage you to do so since it is one of the tools I will be using this year to gain your insights and ideas about PACRAO. And in late April, check out PACRAO's Home Page which should include updated information for the coming year. Here’s how to access them:

PACRAO-L: send an e-mail message to LISTSERV@ASUV.MINRE.ASU.EDU with the following command in the body of the note: Sub PACRAO-L Firstname Lastname.

PACRAO Home Page: http://www.reg.ucl.edu/PACRAO/

A BIG thank you to Arizona State University (PACRAO-L) and University of California, Irvine (Web Page) for maintaining these extremely useful tools for our association.

While communication is a strategic activity for 1996, my second goal in serving as your President is a personal one. My hope is to share with you specific authors or books which I have found illuminating and have made a difference in my professional development over the past 17 years. You will find that the ideas will complement the theme for our 1996 annual conference .... “Capitolizing On People,”

An author I would recommend to you is Max DePree who has written Leadership is an Art and Leadership Jazz. The books are short, easy reading and provide stories which highlight key concepts. In one section he speaks to traits common to all leaders or future leaders. This list may help you when considering new hires (I'm usually looking for future leaders) and promotions. I also hope you see yourself in many of these traits, while in others, see areas you may wish to develop for your own professional growth. Here's the list of common traits leaders possess, according to Max DePree:

- has consistent and dependable integrity
- cherishes heterogeneity and diversity
- searches out competence
- communicates easily at all levels
- understands the concept of equity and consistently advocates it
- leads through serving
- is vulnerable to others skills and talents
- is intimate with the organization and its work
- is able to see the broad picture (beyond his/her own area of focus)
- is a spokesperson and diplomat
- can be a tribal storyteller (an important way of transmitting our corporate culture)
- tells why rather than how

Janet Ward, University Registrar
Seattle Pacific University

Award and Membership Nominations!

The PACRAO Awards Committee asks for your input regarding awards for distinguished service and honorary membership, as well as the names of retirees. Awards are presented at the annual conference in November.

The Distinguished Service Award is considered for individuals at the end of their careers for significant professional leadership, or for those in mid-career, for a particular and significant contribution to the association.

Honorary Membership is considered for persons with a minimum of ten years of active service to the association, at the end of their career or as they depart to a different position in education.

Please contact Christine Kerlin with your nomination by June 1, 1996.

Christine Kerlin
Director of Admissions and Records
Central Oregon Community College
Bend, OR 97701-5998
or e-mail ckerlin@cocc.edu

Take a Look Inside

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Diversity Development
News Flash!!!!

Keep your eyes open for what's in store for you from the your Diversity Development Committee!!!! We've met in February and are planning for a dynamic speaker for the Diversity Development Breakfast (We're trying to come up with a catchy title). We're breaking tradition a bit by hosting a breakfast and using a full session. Those who couldn't attend the breakfast (because we anticipate these tickets will go fast! or it's too early for you!!), will still have an opportunity to listen to our speaker, Dr. Terrance Roberts, who has appeared on the Oprah Winfrey show. Look for our flyer and further information about this session in the PACRAO program, in your registration packet and on the WEB.

We've been busily planning informal and formal activities. On the informal front, we're suggesting a no host lunch on Sunday for new and "old" (not elderly) members who'd like to "connect" with one another early in the conference. We're also planning the "Diversity Development Connection". (new theme name)

Our activities are designed for you and what's important to your needs. Help us by informing a committee member or me about things you'd like to see happen. You can also call Masa Fujitani at (714) 824-6702. The following is a listing of Ad hoc committee members and their telephone numbers:

Masa K. Fujitani, Chair
Associate Director of Admissions and Records
University of California, Irvine
E-mail: mkfujita@uci.edu
(714) 824-6702
FAX 824-2951

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Assoc. Dean
Student Services
South Mountain Community College
Phoenix, AZ (602) 243-8123

Anne Delfin
Associate Registrar
Antioch Southern California
Los Angeles, California
(310) 578-1080, ext. 212

Herman Lee
Director Enrollment Services
Palomar College
San Marcos, California
(619) 744-1150, ext. 2171

Bill Ponder
Registrar
Pierce College
Tacoma, WA
(206) 964-6623;

Cliff Ramirez
Assistant Registrar
UCLA
(310) 206-1170

Rose Smith
Associate Director of Admissions
California State Poly University
Pomona, CA
(909) 869-3423.

Gaylea Wong, Associate Registrar,
Records, & Registration University of British Columbia, and member of the Program Committee will be working closely with the committee on program sessions concerning diversity and student access.

We strongly urge the membership to communicate with ad hoc committee members located near or in their region, Gaylea or with Masa about their suggestions for topics, speakers, and presenters for the Diversity Development Breakfast, for the 1996 conference program, and for the Diversity Development Connection. The 1996 Sacramento Conference theme of "Capitolizing On People" supports our goals to ensure that all members actively participate by serving on the Nomination and other committees and as Chairs, Presenters, and Recorders for the conference program. Please forward to a committee member, your names if you are willing to serve. Thank you for your participation!

The Conference '96 theme is, appropriately enough, "Capitolizing on People." After all, Sacramento is the California state capital, and the state capitol building is right across the street from the Hyatt Regency conference hotel.

With us to get us started on this theme will be keynote speaker Dr. Barry Posner, co-author of the best-selling book The Leadership Challenge, now in an expanded, revised second edition. We PACRAOan's are all in de facto positions of leadership, and the challenge always is to provide creative leadership to meet the needs of our campuses in the new, emerging environment of higher education. Barry Posner is an engaging speaker, whose message is that leaders are made, not born. Sound promising? Come to PACRAO '96 and be prepared to go away fired up with specific ideas for increasing your own leadership effectiveness on your campus!

Mark Your Calendars!

82nd Annual
AACRAO Meeting
April 15-19, 1996
Reno, Nevada
New At AACRAO?

If you plan to attend the annual AACRAO meeting in Reno, and you have never been to the national meeting before, you won’t be alone! The Member Orientation Committee spends its time planning ways for you to meet other first-time attendees, as well as helping you to navigate through the conference activities without fear or trepidation.

When you register, check the box for “first-time attendees/new members”. Simply checking this box will ensure that you are sent additional information about activities planned just for you. Tuesday's “get-acquainted” breakfast is sure to get you on the right track. And speaking of tracks, as you read through the annual meeting program, you’ll see interest tracks, designed to help you choose which sessions to attend. There’s even a New Member/Orientation Department within “AACRAO University”. Once at the meeting, stop by the welcome booth. Meeting other AACRAO folks, will enhance your annual meeting experience, and the Orientation activities are designed to help you do just that!

Everyone’s a Winner!

If you’re planning to attend AACRAO this April in Reno, you’re already a winner! In planning your events, please save Tuesday, April 16 from 7-9pm for the PACRAO and ARUCC president’s reception. Janet Ward and Karen LeDrew, presidents of the associations will be on hand to welcome you in the Reno room at the Reno Hilton. Come by to renew old relationships and make new acquaintances. Wear casual, school spirit attire, and bring a school pennant -- for you may win a president’s prize! We’ll be serving munchies or nachos and we’ll have a cash bar.

Electronic Forums

Many of us are familiar with the electronic bulletin boards or listservs which can help facilitate the exchange of information among colleges and universities across the country and around the world. Listservs can be used to communicate new items, request assistance or information, announce professional development opportunities, post conference and workshop reminders, advertise position openings, detail upcoming events, and other items of interest to the education community.

Once you have signed onto a listserv, you will normally receive a “welcome message” from the list's owner. Please save this message, since it will explain how to use the list. Here is a sampling of some of the pertinent listservs and other services, as well as directions on how to subscribe:

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<tr>
<th>Listserv Directory</th>
<th>Electronic Forums</th>
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<tbody>
<tr>
<td>ENROLL-L (discussion group on enrollment managements) Send an e-mail message to <a href="mailto:LISTSERV@VM1.SPSC.UMN.EDU">LISTSERV@VM1.SPSC.UMN.EDU</a> with the following command in the body of the note: SUBSCRIBE ENROLL-L Firstname Lastname</td>
<td></td>
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<tr>
<td>INTER-L (discussion group on international student concerns and issues) Send an e-mail message to <a href="mailto:LISTSERV@VTVM1.CC.VT.EDU">LISTSERV@VTVM1.CC.VT.EDU</a> with the following command in the body of the note: SUBINTER-L Firstname Lastname</td>
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<tr>
<td>PACRAO-L (discussion list for the PACRAO region) Send an e-mail message to <a href="mailto:LISTSERV@ASUVM.INRE.ASU.EDU">LISTSERV@ASUVM.INRE.ASU.EDU</a> with the following command in the body of the note: SubPACRAO-L Firstname Lastname</td>
<td></td>
</tr>
<tr>
<td>REGIST-L (discussion group involving academic records and registration) Send an e-mail message to <a href="mailto:LISTSERV@EVANSLVILLE.EDU">LISTSERV@EVANSLVILLE.EDU</a> with the following command in the body of the note: SUBREGIST-L Firstname Lastname</td>
<td></td>
</tr>
<tr>
<td>LISTSERV@SMALL-COLLEGE-REGISTRAR-L (small college registrar discussion group) Send an e-mail message to <a href="mailto:LISTSERV@EVANSLVILLE.EDU">LISTSERV@EVANSLVILLE.EDU</a> with the following command in the body of the note: <a href="mailto:SUBLISTSERV@EVANSLVILLE.EDU">SUBLISTSERV@EVANSLVILLE.EDU</a> Firstname Lastname</td>
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<tr>
<td>SPEEDE-L (discussion group for the use of Electronic Data Interchange, EDI in education) Send an e-mail message to <a href="mailto:LISTSERV@VM1.CC.VT.EDU">LISTSERV@VM1.CC.VT.EDU</a> with the following command in the body of the note: SUBSCRIBE SPEEDE-L Firstname Lastname</td>
<td></td>
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<tr>
<td>STAUATH-L (discussion group for those interested in NCAA policies and graduation rates) Send an e-mail message to <a href="mailto:LISTSERV@UBVM.BITNET">LISTSERV@UBVM.BITNET</a> with the following command in the body of the note: SUBSTAUATH-L Firstname Lastname</td>
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<tr>
<td>VPAD-L (discussion group for Veteran Program Administrators) Send an e-mail to <a href="mailto:LISTSERV@ASUVM.INRE.ASU.EDU">LISTSERV@ASUVM.INRE.ASU.EDU</a> with the following command in the body of the note: SUBVPAD-L Firstname Lastname</td>
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AACRAO Holds Additional FERPA Workshops

Due to overwhelming demand, AACRAO is holding four additional FERPA (Family Educational Rights and Privacy Act) Workshops in the Pacific region. If you are part of an educational agency or institution that receives funding from the Department of Education (and that’s just about everyone), these workshops will quickly familiarize you with important 1994 FERPA amendments, which regulate access to your students files.

To find out if you need to attend one of AACRAO’s Half-Day FERPA workshops, ask yourself what you would do in the following situations:

- A student requests a copy of his or her files
- The files mention other students
- The files are police records
- The files are health records
- The records were placed in the file before January 1, 1974
- The student lives in another state
- The student lives two blocks away
- The student cant afford to pay for a copy of the record
- Someone else, a parent or step-parent, supporting or nonsupporting, asks for a copy of her sons or daughters records.

Find out what is legal and appropriate behavior in the above situations and more--sign up for one of the following Half-Day FERPA Workshops in your area:

FERPA '96 “Minimizing Your Risks!”

Dates and Locations

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Feb. 13, 1996</td>
<td>Ontario, CA</td>
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<tr>
<td>Feb. 15, 1996</td>
<td>Phoenix, AZ</td>
</tr>
<tr>
<td>May 21, 1996</td>
<td>Seattle, WA</td>
</tr>
<tr>
<td>May 23, 1996</td>
<td>San Jose, CA</td>
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</tbody>
</table>

Workshops are held from 12:30 PM to 4:00 PM and cost $50 for AACRAO members and $60 for nonmembers.

For more information on FERPA Workshops or for registration materials, contact Gloria Rutberg, Manager of Meetings and Conferences, AACRAO, One Dupont Circle, NW, Suite 330, Washington, DC 20036-1171, phone (202) 293-9161, FAX (202) 872-8857, E-Mail rutbergg@aacrao.nche.edu.

Cyberspace Law for Nonlawyers

Three highly respected law school professors (Professor Larry Lessig, University of Chicago Law School; Professor David Post, Georgetown University Law Center; and Professor Eugene Volokh, UCLA School of Law) have written a FREE, online cyberlaw workshop called, appropriately, “CYBERSPACE LAW FOR NONLAWYERS.” CYBERSPACE LAW is specifically written for lay people like you and me, and the workshop’s lessons use easy-to-understand English — NOT legalese and Latin!

WHAT WILL THE WORKSHOP COVER?

CYBERSPACE LAW is going to help you learn the basic principles of — and unlearn some common myths about —

- copyright law
- free speech law
- libel law
- privacy law
- contract law
- trademark law

as they apply on the Net. Each CYBERSPACE LAW “lesson” should be about the size of an average TOURBUS post (about a page or two), and will be e-mailed to you through an e-mail distribution list. The CYBERSPACE LAW workshop will last a couple of weeks, and you’ll get two or three letters a week from the authors ... and, best of all, the entire workshop is FREE!

To subscribe to the workshop (for FREE!) send an e-mail letter to

LISTPROC REQUEST@COUNSEL.COM

with the command

SUBSCRIBE CYBERSPACE-LAW
yourfirstname yourlastname

in the body of your e-mail letter, replacing “yourfirstname” and “yourlastname” with your first and last names.

Patrick Douglas Crispen
pcrispen@ualvm.ua.edu
The University of Alabama
http://ualvm.ua.edu/~crispen/crispen.html
PACRAO Task Force
Appointed by President

The Executive Board met at the Sacramento Hyatt-Regency on January 26-28, 1996 with its primary focus being the adoption of the 1996 budget. The budget reflects the association's commitment to its mission of providing professional development opportunities for the membership through PACRAO's annual conference, summer success seminars, travel grants to the annual conference, the "PACRAO News," directory, and PACRAO Web Page.

At the conclusion of the budget discussion it became evident that the current cost structures were exceeding PACRAO's revenue base, which comes from membership fees ($50 per member institution) and net revenue from the annual conference. While our membership is at an all time high (492), the costs of doing business .... travel, paper, printing, postage, and putting on a quality annual conference have continued to increase. In fact, the last time PACRAO raised its membership fees was in 1985 when it changed from $35 to $50.

To help address the cost structures and revenue question, President Ward has formed a task force which will review current operations and provide recommendations for consideration by the Executive Board at its meeting July 26-28, 1996 in Portland, Oregon. The hoped for outcome is to provide a comprehensive recommendation which has taken into consideration the diverse needs of members across the Pacific region and which will provide financial stability to PACRAO's key, mission-driven programs focused on professional development.

Members of the task force were solicited from PACRAO's Past Presidents and the current Presidents of State and Province associations within the Pacific Region. You are encouraged to contact any member of the Executive Board or the Task Force to express your ideas or viewpoints. Stay tuned for more information.

Task Force
Janet Ward, Chair PACRAO President
Ron Heath PACRAO President-Elect
Nancy Sprotte PACRAO/AACRAO Past-Pres
Gerry Fisher CACCRAO
Charlene Mann AzACRAO
Bill Ponder WACCRAO
Bob Tufts OrACRA

PACRAO Psychic Hotline!

Are you lonely? No one to talk to, no one to understand and listen to your problems and concerns? Even consulting the Psychic Hotline didn’t help. The answer to your prayers is PACRAO-L. Over 200 PACRAOan’s are waiting to give you what you need. Big concerns will be manageable, problems will have solutions. Access to email. Don’t delay, subscribe now to the PACRAO listserver. It’ll make your day.

Hats off to OrACRAO!

OrACRAO has just achieved official recognition by AACRAO and will now be listed as one of the branch regional/state associations. In recognition of this, they have invited AACRAO Officer, Bill Haid to be the keynote speaker at their April 28-30 state meeting. Their state meetings always attract a number of first-timers and there are some schools who do not belong to AACRAO. It is felt that Bill’s perspective on the larger organization and professional will be well received.

Just a Reminder!

New and renewal membership period is open now! The organization offers many information and support services for the admissions and registration professional.

If you know of anyone who would benefit from membership but is not currently a PACRAOan, please E-mail their name and contact information to Tana Hasart (hasatl@gaiser.clark.edu).

Help us make 1996 the best year yet for membership!

PACRAOan’s PLEASE review the Directory for corrections or updates. Is your name and address correct? Do you have your current telephone number? Did you remember to include your E-mail address. If there are any changes, contact Tana.
MAIL ORDERS: This entire form should be mailed directly to PPI at the address below. Please allow 3 weeks for 1st class or UPS delivery.

*U.S. SHIPPING CHARGES: Include $1.50 per tape. ($3.00 min. $10.00 max.) Canadian/Overseas Shipping: $2.50 per tape. US funds only!

FACSIMILE: Please FAX the entire order form to PPI with your complete address and credit card information to 1-805-254-4774.

VIA INTERNET: Please forward the tape numbers with your street address, phone number, and credit card information (including exp. date) to E-Mail (Internet) 76032,2168@compuserve.com

PURCHASE ORDERS: This form must be accompanied by an original Purchase Order. Cassettes will be shipped with invoice enclosed. Please add 85.00 Invoicing Fee, Tax ID# 95-4062237.

Amount for Cassettes (US funds) $  
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Invoicing Fee (on P.O.'s ONLY) $ 
Sales Tax 8.25% (Calif. Only) $  
TOTAL OF ORDER $ 

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(805) 255-7774 • FAX (805) 254-4774

WEDNESDAY * NOVEMBER 8, 1995

[List of sessions and speakers]
The 69th Annual PACRAO Conference

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Individual PACRAO Cassettes............................................................................................................$8.75

☐ SPECIAL: Purchase 6 Cassettes, Get 1 FREE! ..............................................................................7 TAPES / $52.50

☐ 14 PACK: Purchase 12 Cassettes, Get 2 FREE + Storage Album ..................................................14 TAPES / $105.00

☐ All PACRAO Cassettes Listed...........................................................................................................SAVE 30% / $299.95

Sessions recorded LIVE at the Newport Beach Marriott Hotel & Tennis Club • November 5-8, 1995 • Newport Beach, California USA

SUNDAY * NOVEMBER 5, 1995

☐ 95PACRAO-1 OPENING GENERAL SESSION
Passion, Power & Purpose: Gearing Up for Your Future: Glenna Salisbury

MONDAY * NOVEMBER 6, 1995

☐ 95PACRAO-3 A3: Alternative Assessment Goes to College: Collaboration for the Transformation of University Admission Practices: Linda Parker, Bob Venable


☐ 95PACRAO-7 A7: Developing An On-Line Training Program for Employees: Ford Stevenson, Norm Frinlinson

☐ 95PACRAO-8 A8: Help! I'm New To The Registrar's Office: Mary Lou Rayless, Lou Ann Denny

☐ 95PACRAO-3 A9: FERPA I: The Basics: LeRoy Rooker

☐ 95PACRAO-11 A10: How Much Is Too Much? Academic Information and Enrollment Management: Rosania M. St. Onge, Jeffrey S. Sweger

☐ 95PACRAO-12 A1: Finishing the Course: Recruitment to Graduation; When Your Degree: Comm Itted to Helping Students, Mary Lou Rayless, Lou Ann Denny

☐ 95PACRAO-9 B1: Closing the Gap: Promoting Cultural Diversity on Campuses: Stephen L. Smith, Bill Ponder, Rose Smith

☐ 95PACRAO-3 B3: Developing a University Approach to Recruitment or 180 Ways to Meet Your Market!: Walter Harris, Donna Amos

☐ 95PACRAO-13 B4: AACRAO Academic Record and Transcript Guide: An Update from the Task Force and Its Recommendations: Gerhard Boil, Greta S. Mack

☐ 95PACRAO-16 B8: Touch-Tone Registration: The Basics: Jim Gee, Mike Standlay

☐ 95PACRAO-17 B7: World Wide Web: Beginning: Rick Smith, Byron Henry

☐ 95PACRAO-18 B8: The National Student Loan Clearinghouse: Is it the Right Thing, In the Right Place, at the Right Time?: Jeffrey M. Tanner, David Feltz

☐ 95PACRAO-20 B10: Legal Cyberspace: Paul Ward

☐ 95PACRAO-21 B2: Proposition 187: Institutionalized Racism or Save Our State?: Adem Green, Michael Fels, Augustin Gallego

☐ 95PACRAO-23 C3: Pathways: On the Road with UC's Vision, Part I: Carla Farni, Susan A. Wilbur

☐ 95PACRAO-24 C4: The BYU Student Picture Class Roll & "Raincheck" Refinement Report: Ron Bybee

☐ 95PACRAO-25 C6: Panel on Canadian Higher Education: Ron Heath, Greg Link, David Halstead

☐ 95PACRAO-26 C5: World Wide Web: Intermediate: Rick Smith, Byron Henry

☐ 95PACRAO-27 C7: The National Student Loan Clearinghouse: Up and Running: David Guzman, Gloria Kapp, Georgia McRae

☐ 95PACRAO-28 C8: Re-Engineering The Office: The Human Element: Bob McCluskey


TUESDAY * NOVEMBER 7, 1995

☐ 95PACRAO-30 E1: Internet Electronic Application for Graduate Admissions: JoEllen Graham, Charles Lowe

☐ 95PACRAO-31 E2: Non-Traditional Students and Postsecondary Education: Can It Work?: Sheila Brygady, Winona Zack, Anthony E. Greendridge

☐ 95PACRAO-32 E3: Pathways: On the Road With UC'S Vision-Part II: Stu Sugarman, Ann Cotton

☐ 95PACRAO-33 E4: International 182: The Basics of Transfer Credit from the International Record: Ann Williams, Paulette Hunter, Roger Miller

☐ 95PACRAO-34 E6: Time to Degree: Committed to Helping Students Graduate: Raylene Hadley, Monty Nielsen

☐ 95PACRAO-35 E8: Applying Optical Disk Technology in Admissions & Records: Roger Goodrich

listing continued on page two....
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