

# NEACRAO COMMITTEE INTEREST FORM

As a member of NEACRAO, you can make a contribution to its continued success and growth, as well as to your own professional development, by becoming involved with one of several committees, which work to develop sessions of interest for the Annual Meeting. If you have any questions about what would be involved, please contact a member of the Executive Committee. You should know, however, that your first responsibility would be to attend a planning meeting in December. If you would like to become involved, complete this form and mail it to:

Kathy Posey, Registrar  
Bennington College  
One College Drive  
Bennington, VT 05201-6003

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Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

### **Institutional Information** (check all that apply)

Type:	Highest Degree:	Enrollment:
<input type="checkbox"/> Public	<input type="checkbox"/> Associate	<input type="checkbox"/> Up to 2,500
<input type="checkbox"/> Private	<input type="checkbox"/> Baccalaureate	<input type="checkbox"/> 2,500 to 10,000
	<input type="checkbox"/> Master's	<input type="checkbox"/> Over 10,000
	<input type="checkbox"/> Doctorate and/or Professional	

### **NEACRAO Membership Information**

How many years have you been a member of NEACRAO? \_\_\_\_\_ How many Annual Meetings have you attended? \_\_\_\_\_

If you have previously been on a committee, which one? \_\_\_\_\_

When? \_\_\_\_\_

### **RANK Areas of Interest**

#### **Standing Committees:**

<input type="checkbox"/> Professional Development & Ethics	<input type="checkbox"/> Admissions Management	<input type="checkbox"/> Registrar & Records
<input type="checkbox"/> Workshops & Seminars	<input type="checkbox"/> Recruitment & Marketing	<input type="checkbox"/> Management Information Systems
<input type="checkbox"/> Multicultural	<input type="checkbox"/> Enrollment Management	<input type="checkbox"/> Institutional Reporting
	<input type="checkbox"/> Transfer Articulation	

#### **Annual Meeting Committees:**

<input type="checkbox"/> Local Arrangements	<input type="checkbox"/> Program	<input type="checkbox"/> Reverse College Day	<input type="checkbox"/> Exhibitor
<b>OVER</b>	<b>OVER</b>	<b>OVER</b>	<b>OVER</b>

## NEACRAO Standing Committees

**Professional Development & Ethics** is responsible for identifying and implementing opportunities for the professional growth of the membership. The Committee also is responsible for articulating and presenting principles of ethical practices for admission officers and registrars and for recommending membership for institutions that are not accredited.

**Workshops & Seminars** serves as a clearinghouse and/or delivery organization for various workshops, seminars, conferences, institutes, and the like that are suggested by other committees or members. The Committee may submit workshop ideas for the Annual Meeting and develop ideas that could lead into NEACRAO-sponsored conferences at other times during the year. The Committee also encourages other committees to submit ideas for workshops and seminars.

**Multicultural** assists NEACRAO to achieve diversity of membership. The Committee also helps to insure that NEACRAO be pro-active in increasing the number of minority students and staff in New England's institutions of higher education. The Committee is charged with encouraging minority participation in the organization and with recommending and developing Annual Meeting program topics and workshops focused on minority concerns.

**Admissions Management** examines the functions and procedures of the admission office including manual and electronic data collection, the credit evaluation process, staffing issues and budgeting. Promotion and dissemination of techniques for effective management of these areas is the primary charge of the Committee.

**Recruitment & Marketing** educates the membership in the theory and practice of recruiting and marketing in higher education. Specific attention is given to the ethical dimension of such activity.

**Enrollment Management** focuses on the interaction of the campus offices that together have significant impact on the student's decision to enroll and continue in attendance. The principal focus of this committee is the necessary convergence of goals and procedures of admissions, financial aid, records, advising, retention, and institutional research.

**Transfer Articulation** reviews the issue of transfer admissions including recruitment, evaluation and transfer of credit. Examination of current practices and the promotion of information sharing are emphasized.

**Registrar & Records** promotes awareness of the diversity of the registrar management functions by examining principles and procedures of registration, scheduling, room utilization, enrollment certification, commencement activities, academic calendars, etc. For records management, the Committee reviews information to be included in educational records, the formats of such information, security and storage issues, degree audits systems and procedures, the recording of non-traditional learning credit on the transcript, etc.

**Management Information Systems** reviews current trends and developments in information systems related to the activities of admissions and records. The Committee promotes effective data gathering techniques and delivery systems that enhance the decision-making process.

**Institutional Reporting** promotes the importance of information gathering, as well as how and to whom the information is disseminated. The Committee focuses on ways information can be used, e.g. in long-range or strategic planning, forecasting, and/or marketing. This committee emphasizes the interaction between admissions and records for updating and maintaining the data. Special attention is also paid to the security of the information and conformity with federal legislation.

**PLEASE COMPLETE COMMITTEE INTEREST FORM ON THE OTHER SIDE.**