

A.R.U.C.C.

THE ASSOCIATION OF REGISTRARS OF THE UNIVERSITIES AND COLLEGES OF CANADA
L'ASSOCIATION DES REGISTRAIRES DES UNIVERSITÉS ET COLLÈGES DU CANADA

CONTACT

SEPTEMBER

1983

SEPTEMBRE

1. ASSOCIATION ACTIVITIES

1.1 ARUCC Biannual Conference, Halifax, N.S.

Maritime Hospitality and National Concerns
June 26-28, 1984

Mark the dates on your calendar now and plan to spend a few days before or after the conference exploring the Maritimes. Suggested travel itineraries will be circulated along with the main conference information mailing this fall.

See you there!

1.2 Call for Papers

ARUCC members are urged to present topical papers at the June 1984 conference. If you have one now or are planning to write one, please consider sharing it with your colleagues nation-wide.

Notify Bernie Liengme, ARUCC President and Conference Program Chairman of your intent by 30 September please.

1.3 Fee Reminder

It's membership fee time again; membership fee statements were mailed in July. If you haven't already renewed yours, do it today before the fall rush.

1.4 National Involvement With Western Group

ARUCC Executive members combined their June Board meeting with the annual conference of WARUCC (Western Association of Registrars of the Universities and Colleges of Canada) held this year in Vancouver June 26-29, 1983.

1.5 Task Force on Student Records Underway

The following areas of concern have been identified:

1. **Elements to Include in the Student Record** - The student record extends into many campus areas. What criteria might be applied to determine the records to be collected and retained.
2. **Classification of Data Elements** - Once the decision is made to collect data, it should be classified as confidential, restricted, public record. Criteria to assist in this classification might be outlined.
3. **Notification of Student of Records Held** - When the university retains information (data elements), who should be responsible for ensuring that the student is apprised of the contents of these records and of the means of correcting any information so held.
4. **Access to Records** - This involves the right of access by various users both within and outside the university to the various classifications of data elements. Maintaining confidentiality of data elements.
5. **Release of Records** - A guide to release of transcripts and other identified information.
6. **Transcript Elements** - An attempt to identify those data elements that should be included on the official transcript. A list of optional items will be considered.
7. **Retention and Purging of Records** - What must we keep; what might we keep.
8. **Security of Records** - (a) storage of and access to active files; (b) storage of and access to inactive files; (c) vulnerability of files to disaster; and (d) ability to re-create files destroyed by disaster.
9. **Release of Unidentified Data for Statistical Reports**
10. **Other Items** - yet to be determined.

In each case consideration will be given to both the traditional "hard copy file" and the "on-line computer record".

The Task Force Report will be presented during the 1984 National Conference. Task Force Leader: Ron Heath, Associate Registrar, University of Guelph.

1.6 Task Force on Equivalencies

Second Task Force has been struck to establish a national policy on the equivalency of foreign academic credentials, with particular reference to India, Pakistan & the Philippines.

Definition of Task:

- To thoroughly review and research the current practices used by Canadian post-secondary institutions in granting academic equivalency for admission, advance standing, and employment purposes.
- To clearly understand the rationale on which these decisions and practices are based.
- To review and comment on the desirability of establishing a national equivalency bureau; this bureau to serve as a resource centre to institutions, government, and business, and to monitor and advise on changes in educational patterns overseas.
- To undertake a detailed review of the standing and equivalency of academic credentials from India, Pakistan, and the Philippines. If time and resources permit this may be expanded to include middle east countries such as Iran, Iraq, and Saudi Arabia.

Task Force Leader: Desmond C. Bevis, Director of Admissions, The University of Manitoba.

An interim report will be presented at the June 1984 National Conference.

2. **CONFERENCE CALENDAR**

2.1 Conference on Paid Educational Leave

Over the past few months a Skill Development Leave Task Force has been looking into the concept of paid educational leave. Under the aegis of the federal department of Employment and Immigration, a three-day meeting has been scheduled on October 25-27 in our nation's capital to discuss the report of the Task Force. Approximately 300 persons from labour, business, government, and education will be invited to attend; about 80 delegates are expected. Further details on this meeting can be obtained from the ARUCC Secretariat.

2.2 COPS Conference

Another initiative of Employment and Immigration, as part of their Canadian Occupational Projection System (COPS), is the planning for a Second National Occupational Outlook Conference scheduled for January 17-18, 1984.

2.3 International Meetings of University Administrators

The Third International Meeting of University Administrators will be held in Canada during the summer of 1984. It will take place at the University of Waterloo during the week commencing 16 July but the final dates have still to be settled. It will be preceded or followed by a Study Tour of Universities in the U.S. and Canada.

The Fourth International Meeting of University Administrators will be held in India, probably either in Bombay or New Delhi in January 1986 and this likewise will be followed or preceded by a Study Tour.

2.4 Joint Meeting of ACE-AUCC

The American Council on Education and the Association of Universities and Colleges of Canada are holding a joint three-day meeting in Toronto, October 12-14. Some 1,500 delegates are expected. The theme is NORTH AMERICAN HIGHER EDUCATION SHAPING THE FUTURE. Included are timely sessions on topics such as International Recognition of Academic Degrees, and Universities and the Upgrading of Professional Qualifications. Registration material has been sent to AUCC member institutions; additional copies available upon request from ARUCC Secretariat.

3. **GOVERNMENT RELATIONS**

3.1 Canada Post Rate Changes

Effective January 1983 some significant changes were made in the eligibility of bulk rates. Large volumes and presorting are now required with either 5,000 similar pieces in one province or 10,000 across Canada for any one mailing to obtain the third class rate. Albeit, the savings are substantial if these figures are attained. Suggestions here followed by some universities are to use an outside agency for the sorting and to consider joining forces with other nearby institutions in order to combine mailings.

3.2 Canadian Evidence Act

Changes in the Canadian Evidence Act are being made which will now recognize computer printouts as original documents for evidence in courts.

3.3 Student Financial Aid

Bill C-161, a federal act to amend the Canadian Student Loans program was passed in June. Two major changes are: the extension of the student loan repayment period for unemployed graduates and eligibility of part-time students. In addition, the maximum loan for full-time student was raised to \$100 per week of study from \$56.25. During a regular eight-month study period, students

will be eligible for up to \$3,200. The maximum loan for part-time students is \$2,500. As announced in the August 13th edition of the Canada Gazette, the maximum rate of interest to be charged to students, effective from August 1, 1983 to July 31, 1984, is 12.25 per cent.

3.4 Universities Amendment Act in Alberta

Bill No. 48 has been given first reading in the Alberta legislation which introduces a Universities Amendment Act, 1983. This Act provides for the granting of a baccalaureate by private colleges which meet established criteria, and for the establishment of a Private Colleges Accreditation Board (a non-incorporated body) as the principal mechanism for the accreditation of a program of study proposed by a private college. The Private Colleges Accreditation Board will consist of 13 members appointed by the Minister of Advanced Education: a chairman, 4 academic staff members of universities nominated by the Universities Co-ordinating Council, 4 academic staff members of private colleges, and 4 members of the public.

Under the Bill, the Accreditation Board would (a) determine the minimum standards for the approval of a program of study leading to a baccalaureate that may be granted by a private college, (b) establish and implement procedures for (i) the review and approval of courses of study, (ii) the review and approval of the academic credentials of the instructional staff, (iii) the inspection and approval of libraries, laboratories and other related instructional facilities, and (iv) the examination of available financial support. The Accreditation Board would also establish procedures for the periodic evaluation of approved programs of study.

4. MEMBERSHIP NEWS

4.1 Recent Appointments

Bishop's University - Greg Marcotte is leaving his present post after 6 years of service where he was Registrar, as well as Secretary of the Senate, to become Director of Admissions at the University of Ottawa/Université d'Ottawa effective September 15. A replacement is expected to be announced shortly.

The University of British Columbia - Effective April 1, 1983 Allan C. McMillan became Associate Registrar, filling the position left vacant by the death of John Piercy.

Université Laval - The former Registrar, Marc Boucher, has become the head of the University Press. Effective 15 June Pierre Allard became the new Registrar.

Université de Sherbrooke - Le Conseil d'administration de l'Université a nommé, le 30 mai 1983, le Pr Jules Delisle du Département de génie électrique au post de registraire pour un mandat de quatre ans à compter du 1er juin 1983. Le Pr Delisle est à l'emploi de l'Université depuis 1961. De 1967 à 1971, il a dirigé le Département de génie électrique, et en 1973, il était nommé doyen de la Faculté des sciences appliquées, post qu'il a occupé jusqu'en 1971.

4.2 Two-Part Tuition Fee

A new structure for academic fees, the first of its kind to be introduced in a Canadian university, was approved by the Board of Governors of The University of Manitoba on March 24. A total academic fee payable by students will consist of two components:

- a standard tuition fee payable by all regular session students regardless of the program in which they are registered; and
- a supplementary course services fee which is charged on a per credit hour basis (for example, a normal program in arts and science for a regular academic session consists of 30 credit hours). For medicine, dentistry and graduate studies this fee will be an overall per student fee since the programs are not uniformly organized on the credit hour system.

5. **READING OR REFERENCE**

5.1 Access to Higher Education for Mature Students: A Guide for Advisers

This 73-page publication contains information obtained from a survey in which universities, polytechnics and colleges of higher education in England and Wales were invited to supply information on any current formal admission regulations and procedures, special schemes designed to admit mature applicants to degree courses and advisory literature. Available from Open University, North West Region, Chorlton House, 70 Manchester Road, Chorlton-cum-Hardy, Manchester M21 1PQ.

5.2 Census of Canada

The final phase of data from the 1981 Census of Canada - information collected from one out of every five households in the nation - is available. The information released in April, includes data on ethnicity, religion, home and official language, completes the most detailed demographic portrait ever taken of Canadians. When combined with data released over the past year on age, sex, marital status, families, households, fertility, education, migration, occupation, industry and labour force activity, the 1981 Census provides Canadians with an invaluable tool both for assessing the present and planning for the future. A complete

listing of all 1981 Census publications is available in a free Census catalogue entitled **Products and Services** from the 1981 Census. If you have not yet obtained a catalogue, you may do so by writing to: Publication Sales and Services, Statistics Canada, Ottawa, Ont. K1A 0V7

5.3 Cost of Attending University

The following are the highlights in the recent annual release by Statistics Canada **Tuition and Living Accommodation Costs in Canadian Universities/Frais de scolarité et de subsistance dans les universités canadiennes**, catalogue 81-219.

For the academic year, 1982-83, a full-time Canadian undergraduate student living on campus pays between \$3,000 and \$4,000 for the year of study. Of that amount, approximately 1/4 to 1/3 is for tuition fees and the remainder for living expenses. These amounts do not include personal costs such as transportation, clothing books, etc. Six provinces charge differential tuition fees for foreign students. These fees are 50% to 700% higher than those for Canadians or permanent residents studying within the same province.

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Les étudiants canadiens de premier cycle, vivant dans une cité universitaire devront déboursés de \$3,000 à \$4,000 pour l'année scolaire 1982-83. D'un quart à un tiers de ce montant sera consacré aux frais de scolarité, le reste, aux frais de subsistance. Ce montant ne comprend pas les dépenses personnelles comme le transport, l'habillement, l'achat de livres, etc. Six provinces exigent des frais de scolarité différents des étudiants étrangers. Ces frais sont de 50% à 700% plus élevés que pour les résidents permanents du Canada étudiant dans la même province.

5.4 In-House Training Program

A survey has recently been conducted through the Professional Development Committee of CAUBO (Canadian Association of University Business Officers) which shows the details of training programs for 26 universities in Canada. Results available from the ARUCC Secretariat.

5.5 Inventory of Research Into Higher Education in Canada

The above title is a well-known publication of AUCC. Included in the 60-page edition are numerous references to studies pertaining to admissions, grades, and student financial aid. Available for \$6.00 prepaid from the Association of Universities and Colleges of Canada, Publications Department, 151 Slater St., Ottawa, Ont. K1P 5N1

5.6 Management and Leadership in Higher Education: Applying Modern Techniques of Planning, Resource Management, and Evaluation

The goal of this book is to help administrators meet the challenges of the 1980's while maintaining the necessary standards of higher education. To attain this the authors

suggest the use of planning, resource management, and evaluation for all programs and administrative units. This type of management involves planning for all areas. "A combination of education, leadership, management skills, and initiative is necessary to insure quality planning." The authors take a holistic approach to university administration by incorporating planning and the "management of resources to attain institutional goals". **Management...** is divided into three parts with ten chapters and is available for \$16.95 U.S. from Jossey-Bass Inc., 433 California Street, San Francisco, CA 94104 U.S.A.

5.7 National Universities Week

Universities from coast to coast will join in a week-long celebration this fall to mark the achievements of Canadian higher education. National Universities Week (NUW) has been scheduled for October 2-8. The theme is WE HAVE THE FUTURE IN MINDS/L'AVENIR EN TETES... The purpose of the week is to demonstrate the essential role of Canadian universities in community, regional and national development. It will draw attention to the value of teaching, scholarship, research, and cultural and public service activities, and will emphasize university contributions to business, industry and the economic life of Canadian society.

NUW is a joint endeavour of the AUCC, the Council of Western Canadian University Presidents (COWCUP), the Council of Ontario Universities (COU), the Conference of Rectors and Principals of Quebec Universities (CRPQU), and the Association of Atlantic Universities (AAU).

5.8 Report on Admission Standards in the United States

Colleges and universities should raise their admissions standards to help turn back a "rising tide of mediocrity" that has undermined the quality of American education over the last two decades, a national commission recommended recently. In a report submitted to President Reagan after more than a year of study, the National Commission on Excellence in Education called for tougher requirements for high school graduation, higher salaries for teachers, and new incentives to attract academically gifted students into the teaching profession. Offering a bleak diagnosis of the state of American schools and colleges, the 36-page report said the U.S. has lost its international preeminence in education after having "squandered the gains in student achievement made in the wake of the Sputnik challenge". Copies of the Commission's report **A Nation at Risk** may be obtained at a cost of \$4.50 from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

5.9 Scholarship Guide for Commonwealth Postgraduate Students

Nearly twelve hundred separate award schemes are listed in the new edition of this guide. The 330-page book describes

sources of financial aid for graduates of Commonwealth universities who wish to undertake postgraduate (including post-doctoral) study or research at a Commonwealth university outside their own country, e.g. awards tenable in Britain or Australia by Canadian or Malaysian graduates, and awards tenable in Canada or Africa by UK or Indian graduates.

Scholarships, grants, loans, assistantships, demonstratorships, etc. are listed. All subjects of study or research are covered in which the universities offer facilities. Substantial appendices contain information about (a) awards tenable at some major non-university institutions in the Commonwealth and (b) awards open only to graduates of universities in the Commonwealth country of tenure. There is an index.

Like its companion volumes (**Awards for Commonwealth University Academic Staff, Grants for Study Visits by University Administrators and Financial Aid for First Degree Study**) **Scholarships Guide** has been prepared by and is available from The Association of Commonwealth Universities, John Foster House, 36 Gordon Square, London, England WC1H 0PF. The price is 7.90 pounds post free (by surface overseas) and 11.25 pounds by printed paper airmail (including price of book).

5.10 Strategies for Effective Enrollment Management

The above title is a recent book published by the American Association of State Colleges and Universities. It is based on the results of a 1981 enrollment survey which was sponsored by AACRAO. The book, which costs \$13.95 U.S. may be purchased through HASCU Publications, Suite 700, One Dupont Circle, N.W., Washington, D.C. 20036.

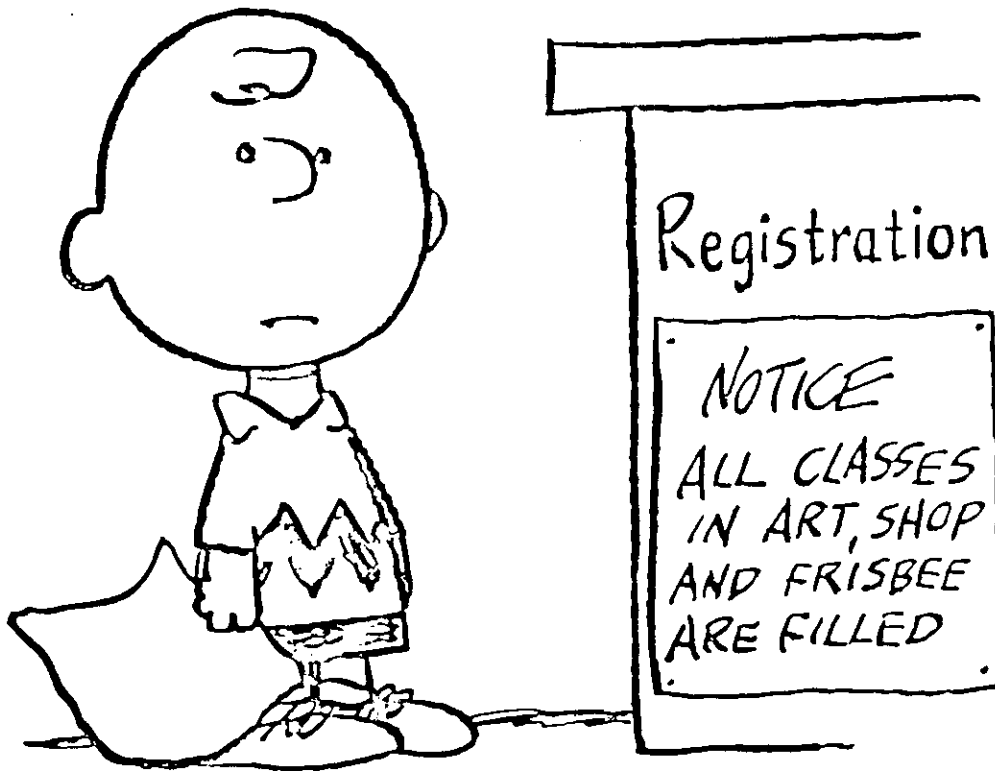
5.11 University Graduates and Jobs

Statistics Canada recently released a comparison of the occupations and industrial sectors entered by university graduates in 1971 and 1978. The study examines three aspects of the relationship between education and employment: it provides descriptive statistics on the occupations graduates entered early in their careers and the changes that occurred between 1971 and 1978; describes the industries that hire grads, and considers graduates in terms of (a) their traditional dependency on the public sector for employment, and (b) the effect on graduation patterns from 1970 to 1981 of the slow-down in public sector growth. **University Graduates and Jobs: Changes During the 1970's** shows a shift in fields of study leading to employment in the public sector to those associated with placement in the private sector. Available from Statistics Canada for \$8.45.

6. POSTSCRIPT

6.1 Charlie Brown Comment on Fall Registration

**Life is full of choices,
but you never get any!**



6.2 P.P.S.

I need more **CONTACT** with the membership! Please send me articles for the next edition on new ideas and systems, appointments, etc. to be shared with your counterparts.

Attention: Diane Morris, Editor CONTACT, Registrar, Mount Saint Vincent University, Halifax, N.S. B3M 2J6 or telephone (902) 433-4450.