

CISS Meeting Minutes

Friday, March 28, 2003

10:00 a.m. – 12:00 p.m.

**M-210 Theatre/Arts Complex
Macon State College**

Members Present:

Atlanta Metropolitan: Cora Mencer, Jeanette Luster, Ama Ohene-Bekoe

Clayton College: Jean Myers

Darton College: Aya Ogawa

Floyd College: Lynn Bacon

Georgia College: Dwight Call, Libby Davis

Georgia Perimeter: Richard Beaubien

Georgia Southern: Tanya Grubbs

Georgia State: Doug Podoll

Kennesaw State: Julio Espana

North Georgia: Ann Tallant

USG: Sue Sugarman

Valdosta State: Charlotte Davis

West Georgia: Sylvia Shortt

Meeting called to order and Introduction of Members Present

Meeting Minutes from 1/17/03 meeting approved

University System of Georgia Update: Sue Sugarman

- **SEVIS/Banner Issues.** In February, some members of the CISS committee who work with Banner and int'l student issues attended a workshop in Macon conducted by the USG Banner team. The USG technology staff are trying to develop "best practices" in all areas of Banner, and are interested in getting feedback with how Banner can be improved to work with SEVIS. They feel that since the USG is a relatively large client, SCT Banner will listen to their concerns.

Georgia Tech has taken the lead on working with Banner and is getting ready to do their first live batch up to SEVIS. Sheila Schulte recently forwarded to the listserv a Banner guide that was created for use at Ga Tech.

SCT Banner is releasing three phases of Banner upgrades to work with SEVIS. Phase II was released in late January (**Banner version 5.5.1**) and has a much-improved **GOASEVS** screen, which now contains all of the data fields in SEVIS. With this new version of Banner, one can basically ignore GOINTL and simply use GOASEVS.

Most campuses are not using version 5.5.1 yet. Schools should be aware that when they do upgrade to this version, there are many other issues with Banner besides just those screens that deal with SEVIS. There are many other screen upgrades and problems (dealing with admissions, financial aid, etc.) that may take priority.

Phase III is targeted to be released by SCT in late July, but might not reach campuses until sometime after that. Each institution has to coordinate the timing of the upgrades.

The importance of working with other offices was stressed. Many DSOs will need to work with admissions, etc., and it would be advantageous to hold a meeting with all of those involved to figure out new workflows and systems. It is important to get administrators at a higher level involved.

Special Registration: Important to inform students about Special Registration. Students who go should take along a SEVIS I-20, transcript and a letter from the DSO. Some schools reported out-of-status students who showed up for special registration were detained or deported.

Many schools seeing reinstatement denials.

SEVIS Suggestions:

- *Check over student lists regularly.* Some schools reported that students were being terminated from SEVIS due to technological glitches.
- *Check over the SEVIS I-20 carefully before you send it to the student.* Sometimes the SEVIS # doesn't print out, etc.

Problems w/ Batch:

- If you batch up a large number of records and only one has an error, none of the records will batch up and the problem record won't be identified.
- *Some special characters will affect the batch process.* For example, don't use the "&" sign or accents. Richard Beaubien will send out a listing of these special characters to avoid over the listserv.

SEVIS Newfront Software listserv is a good source of info. To subscribe, send an email to sevislist-subscribe@newfrontsoftware.com.

- **Homeland Security Committees.** As mandated by the chancellor, every campus has a homeland security committee. If you are not on the committee, it is a good idea to find out how to get on the committee or find out who is on the committee to ensure that issues for international students are addressed appropriately.
- **HTH Insurance Plan for International Students & Scholars.** The premium will remain \$43.50 for the 2003-2004 academic year. If you need more information about the plan, you can contact Sue. Many schools in the USG have agreed to go with HTH next year.
- **Residency Workshop:** The residency manual is currently being worked on and there are plans for a

residency workshop to be held sometime this year, possibly the summer. Doug Podoll and Susan Leisure will also probably do a session on residency issues at the summer GAIE conference. In the meantime, if schools have questions with regards to Georgia residency issues, they can contact Sue.

- **INS to BCIS/BICE transition.** As of March 1, 2003, the INS was converted to three different agencies, all under the Department of Homeland Security:
 - **BCIS (The Bureau of Citizenship & Immigration Services):** responsible for most of the applications for benefits, such as those processed by service centers.
 - **BICE (The Bureau of Immigration Customs & Enforcement):** responsible for investigations, detentions, removal, intelligence and SEVIS.
 - **BCBP (The Bureau of Customs & Border Protection):** responsible for inspections at the ports of entry, for the Border Patrol and the Customs Service

- **Driver's License / SSN issue resolution:** Sheila Schulte recently sent out an update over the GAIE listserv regarding how non-immigrants who do not qualify for a SS# (F-2s, H-4s, etc.) can apply for a Ga driver's license. They need to phone 678-413-8500 to make an appointment at DMVS in Conyers.

- **SEVIS User's Manual and OPT practical advisory from NAFSA and GAIE:** Schools should check out resources posted at the NAFSA site at <http://www.nafsa.org/iresources> and the GAIE website at <http://www.uga.edu/gaie>. The SEVIS User's Manual was updated on January 31, 2003 and can be found at <http://www.ice.gov/>.

- **USG International Student Guide Revisions.** This guide was created last year as a way to promote all schools in the USG to potential international applicants and was used on the recruitment trips funded by the Global Partnership Grant. Sue asked for feedback for revisions for the next edition. Some points discussed:
 - o The chart of degrees offered didn't accurately portray all of the majors available at two-year institutions
 - o Suggestion to include coding system to show which degree programs are available for each subject (e.g. "A" for Associates, "B" for Bachelor's, etc.)
 - o Important to show benefits of two-year schools (less expensive, credits transfer to satisfy Core, etc.)
 - o Need to show some general ballpark of costs, not necessarily exact figures since those are subject to change.

- **Global Partnership Recruitment Grant:** Tanya Grubbs gave an update on the grant proposal in Nancy Shumaker's absence. Nancy sent out a draft of the grant proposal a week earlier and is reworking last year's budget. She currently has letters of support from Armstrong Atlantic, GC&SU, Ga State, NGC&SU, and West Ga, and asked for schools to report to her if they have had any contact from prospective students based on the recruitment trips. Nancy planned to finish the grant proposal by the April 1 deadline.

- **SEVIS Issues Related to Joint Degree Programs Offered by USG and DTAE Institutions:** Schools that offer joint degree programs need to take care to keep track of concurrent enrollments of international students. The institution issuing the I-20 is responsible for reporting information in SEVIS. It may be helpful to create Banner holds on these students' records to ensure that they check in with the DSO, etc.

- **Special SEVIS / Int'l Educ Fees.** Some institutions are charging international students new fees to cover the costs of SEVIS. Ga State has proposed charging every enrolled student a \$5 International Education fee that would go to support SEVIS costs and offer scholarships for study abroad. This proposal first had to get approved through a Mandatory Student Fee Committee on the Ga State campus, and now is awaiting approval from the BOR.

Next Meeting: Friday, May 16 to discuss how Banner can assist with SEVIS. The committee hoped to have presentations on the basics of Banner and perhaps have Ga Tech present how they have been able to use Banner. The committee thought this would be a good meeting to bring staff from other offices that would assist with Banner (admissions staff, technology staff, etc.).

Announcement: Dwight Call explained the importance of this committee and how he was pleased with the many achievements, including the best practice recommendations to the SCIE. He announced that after nearly three years serving as chair, he would be resigning his position due to numerous other commitments he had. He wished the committee well and hoped to stay involved as he has time.

Meeting Adjourned

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