S-SARA Steering Committee Minutes
October 27, 2016
Atlanta, Georgia

Steering Committee Members Present
- Jessica Acton (TX), Program Director, Academic Quality, Texas Higher Education Coordinating Board (*representing Rex Peebles*)
- Clay Barton (SC), Licensing Program Coordinator, Postsecondary Institution Licensing, Academic Affairs, South Carolina Commission on Higher Education
- Alana Boles (AR), Program Specialist, Academic Affairs, Arkansas Department of Higher Education
- Carl G. Camann (GA), Deputy Director, Georgia Nonpublic Postsecondary Education Commission (*representing Corinna Robinson*)
- Stephanie Bellard Chase (TN), Associate Executive Director, Tennessee Higher Education Commission (*representing Julie Woodruff*)
- Darlene Derricott (VA), Director of Academic Services, State Council of Higher Education for Virginia
- Menia Dykes (MS), Director of Accreditation, Mississippi Institutions of Higher Learning; Exe. Sec., Mississippi Commission on College Accreditation
- Commission/Council for Community and Technical College Education
- Kyle Foster (OK), Coordinator for Academic Affairs Initiatives, Oklahoma State Regents for Higher Education (*representing Daniel Archer*)
- Angela Lee (DC), Executive Director, District of Columbia Higher Education Licensure Commission, Office of the State Superintendent of Education, Government of the District of Columbia
- Koliwe Moyo-Stephens (MD), Online Education Analyst, Maryland Higher Education Commission
- Juliet Murawski (DE), Financial Aid and Scholarship Administrator, Delaware Department of Higher Education (*representing Shana Payne*)
- Terrence Scarborough (NC), Director for Licensure, University of North Carolina, General Administration
- Mark Stotler (WV), Director of Academic Programming, West Virginia Higher Education Policy Commission
- Larry Tremblay (LA), Deputy Commissioner for Planning, Research and Academic Affairs, Louisiana Board of Regents, CHAIR
- Robert Igo, Director of Compliance and Reporting, Penn State Outreach and Online Education
- Robert Reed, Associate Director, Distributed Learning, University of Central Florida
- Jeannie Yockey-Fine, Senior Advisor, State Regulatory Services, Cooley, LLP

Steering Committee Members Absent
- Greg Fitch (AL), Executive Director, Alabama Commission on Higher Education
- Cristi D. Ford, Associate Vice President, Center for Innovation in Learning and Student Success, University of Maryland University College
- Robert Keown, Executive Director, Georgia Virtual Technical Connection, Technical College System of Georgia

SREB Staff and Consultants Present
- Wanda Barker, Director, Educational Technology Cooperative
- Kris Biesinger, Consultant, SARA
- Mary Larson, Director, Student Access Programs and Services
- Joan Lord, Vice President, Education Data, Policy Research and Programs
- Betsey Martin, Coordinator, Student Access Programs and Services
- Phil Moss, Consultant, Theadultlearner.org

NC-SARA Staff Present
- Marshall Hill, Executive Director, National Council for State Authorization Reciprocity Agreements (NC-SARA)

Invited Guests
- Theresa Antworth (FL), Vice President of Special Programs and External Relations, Independent Colleges and University
- Jillette Battle (TN), State Authorization Coordinator, Tennessee Board of Regents
- LeAnn Detillier (LA), Assistant Commissioner for Program Administration, Louisiana Board of Regents
- Samuel Ferguson (FL), Executive Director, Commission for Independent Education, Florida Department of Education
- Patricia Landis (PA), Division Chief, Higher and Career Education Pennsylvania Department of Education
- Sarah Levy (KY), Director of Postsecondary Licensing, Kentucky Council on Postsecondary Education
- Pat Neri (GA), Georgia SARA Coordinator, Georgia Nonpublic Postsecondary Education Commission
- Claire Norris (LA), Senior Policy Advisor, Louisiana Board of Regents
- Travis Powell (KY), General Counsel and Associate Vice President, Kentucky Council on Postsecondary Education
- Rhesa Rudolph (FL), Assistant Executive Director, Commission for Independent Education, Florida Department of Education

Meeting Called to Order:
Larry Tremblay called the meeting to order at 10:17 a.m. and initiated a roll call of the voting members.

Introductions and Welcome
Joan Lord welcomed all attendees and highlighted the number of SREB states who have either joined SARA or are being considered for membership.

Mary Larson reviewed meeting logistics and the packet of information that was provided. She reaffirmed that only Steering Committee members can vote. She asked that each speaker identify him/herself and also introduced Travis Powell and Sarah Levy who were participating in the meeting by phone.

Election of New Chair
Larry opened the floor for nomination of a new chair. Larry nominated Alana Boles. Jeannie Yockey-Fine seconded nomination. Carl Camann motioned to close the nomination process and Terrence Scarborough seconded the motion. Alana Boles was unanimously approved as the new chair. Meeting was turned over to Alana.

Alana Boles began her role as chair by thanking Larry Tremblay for his service.

Adoption of Minutes from Prior Meetings
The June 9, 2016, minutes were approved as amended:
      Page 1 – Lane Goodwin is actually program manager as opposed to coordinator.
      Page 3 – Introduction of the South Carolina application should say South Carolina instead of Georgia.

Motion to accept: Larry Tremblay (LA)
Seconded: Menia Dykes (MS)
Vote: Minutes approved unanimously as amended.

Review of New State Applications
Before the review of each state being considered for approval, Alana Boles asked each state when reviewed to confirm the effective participation dates for the press announcement and for institution application submission. She also invited the state representatives to talk about the process they implemented to prepare the state to submit the SARA application including whether or not legislation was required and whether or not there were any particular challenges that were encountered.

All present were reminded that only members of the Steering Committee were eligible to vote.

Kentucky (Initial Application)
      Introduction of application by Travis Powell and Sarah Levy (by phone)
      Kentucky application was presented, and discussion followed.
      Motion to accept: Larry Tremblay (Louisiana)
      Seconded: Clay Barton (South Carolina)
      Voting results: Unanimous Approval
      Effective operational date is Dec. 1, 2016.

Pennsylvania (Initial Application)
      Introduction of application by Patricia Landis
      Pennsylvania application was presented, and discussion followed.
      Motion to accept: Terence Scarborough (North Carolina)
      Seconded: Carl Camann (Georgia)
      Voting results: Unanimous Approval
      Effective operational date is Jan. 1, 2017.

Louisiana (Renewal Application)
      Introduction of application by Claire Norris
      Louisiana's renewal application was presented, and discussion followed.
      Motion to accept: Clay Barton (South Carolina)
      Seconded: Darlene Derricott (Virginia)
      Voting results: Unanimous Approval

Virginia (Renewal Application)
      Introduction of application by Darlene Derricott
      Virginia's renewal application was presented, and discussion followed.
      Motion to accept: Larry Tremblay (Louisiana)
      Seconded: Menia Dykes (Mississippi)
      Voting results: Unanimous Approval

West Virginia (Renewal Application)
      Introduction of application by Mark Stotler
      West Virginia's renewal application was presented, and discussion followed.
      Motion to accept: Clay Barton (South Carolina)
      Seconded: Darlene Derricott (Virginia)
      Voting results: Unanimous Approval

NC SARA Update
Marshall Hill, Executive Director, National Council for State Authorization Reciprocity Agreements (NC-SARA), provided updates on the following topics:
      ACICS & Accreditation
      NC SARA Board Meeting Outcomes
            Policy Manual (a consolidation of the Policies and Standards document and the FAQ's).
            Policies and wording changes in the new Policy Manual include:

- New language about the financial score to consider when an institution has a corporate parent
- Definition for affiliate members
- Language around what happens when an institution loses SARA eligibility
- Section on institutions charted and owned by US Government
- Clarification that AG's can continue to do their job to apply their consumer protection laws (fraud, misrepresentation and abuse) against any institutions, including SARA institutions
- An index to aid in searching

Data Reporting Requirements & Manual
NC-SARA as a 501c3
- Audit of FY2016 completed
- Purchased office equipment/furniture
- Insurance(s) in place
- WICHE debt – cash flow issues in the beginning and information technology; should be paid off by the end of this fiscal year
- Looking at the student face of SARA and how can we help students deal with issues; is there a role for SARA to offer a catalog of programs similar to EC. Voluntary for institutions – very beginning of discussions. Putting together concept papers to be circulated among the steering committees.
- 1200 institutions
    - 65 percent public
    - 36 percent independent nonprofit
    - 4 percent for profit

Department of Ed Rules
Clarification of physical presence & branch campus membership discussion underway

Update on SARA Activities in SREB Region and Nationally
New York and New Jersey are in the process of applying to become SARA states through NEBHE. Connecticut has been approved. Massachusetts has appointed special commission to review SARA membership. California and Florida are also not SARA members.

SREB SARA State Reports
With the three states approved at this meeting, SREB has 14 SARA states and one affiliated district. Each state in attendance provided an update for the other members.

NC-SARA Reminders
Marshall Hill reminded folks of several things:
- There is a 25 percent late fee charged to institutions that do not renew on time.
- Provisional membership was created at the request of one state. We are hoping that it won't be used and that states will work with institutions to fix a problem and then have them return to the application process when a full approval can be given.

Next Meeting Date
June 6, 2017, in Atlanta. Agenda will allow for same day travel.
Suggestions of other times and locations welcome.

Adjournment
The meeting adjourned at 2:07 p.m.