**Steering Committee Members Present**

* Jessica Acton (TX), Program Director, Academic Quality, Texas Higher Education Coordinating Board (*Representing Rex Peebles*)
* Daniel Archer (OK), Assistant Vice Chancellor, Academic Affairs, Oklahoma State Regents for Higher Education
* Clay Barton (SC), Licensing Program Coordinator, Postsecondary Institution Licensing, Academic Affairs, South Carolina Commission on Higher Education
* Alana Boles (AR), Program Director for Private Career and Out-of-State Education, Arkansas Department of Higher Education, CHAIR (10/20/16-10/20/18)
* 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

Commission/Council for Community and Technical College Education

* Patricia Landis (PA), Division Chief, Higher and Career Education, Pennsylvania Department of Education
* 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
* Sarah Levy (KY), Director of Postsecondary Licensing, Kentucky Council on Postsecondary Education
* Camille McKayle (VI), Provost and Vice President for Academic Affairs, University of the Virgin Islands
* 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*)
* Pat Neri (GA), Georgia SARA Coordinator, Georgia Nonpublic Postsecondary Education Commission

(*Representing Corinna Robinson*)

* Terrence Scarborough (NC), Director of SARA North Carolina, North Carolina State Education Assistance Authority
* Mark Stotler (WV), Director of Academic Programming, West Virginia Higher Education Policy Commission
* Timothy Vick (AL), Director of Operations and Fiscal Services, Alabama Commission on Higher Education
* Julie Woodruff (TN), Assistant Executive Director of Postsecondary State Authorization and Lead Attorney, Tennessee Higher Education Commission
* Robert Igo (Member At-Large), Director of Compliance and Reporting, Penn State Outreach and Online Education
* Robert Keown (Member At-Large), Executive Director, Georgia Virtual Technical Connection, Technical College System of Georgia
* Robert Reed (Member At-Large), Director, UCF Online, University of Central Florida
* Jeannie Yockey-Fine (Member At-Large), State Regulatory Services Advisor, Cooley, LLP

**Steering Committee Members Absent**

* LeAnn Detillier (LA), Assistant Commissioner for Program Administration, Louisiana Board of Regents
* Rex Peebles (TX), Assistant Commissioner, Academic Quality and Workforce, Texas Higher Education Coordinating Board (represented by Jessica Acton)
* Shana Payne (DE), Director, Higher Education Office, Delaware Department of Higher Education (represented by Juliet Murawski)
* Corinna Robinson (GA), Executive Director, Georgia Nonpublic Postsecondary Education Commission (represented by Pat Neri)
* Cristi D. Ford (Member At-Large), Associate Vice President, Center for Innovation in Learning and Student Success, University of Maryland University College

**SREB Staff and Consultants Present**

* Wanda Barker, Director, Educational Technology Cooperative
* Kris Biesinger, Consultant, SARA
* Mary Larson, Director, Student Access Programs and Services

**NC-SARA Staff Present**

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

**Invited Guests**

* Nick Buono (DE), College Success Program Manager, Delaware Higher Education Office
* Morgan Champion (FL), Director of Postsecondary Reciprocal Distance Education
* Samuel Ferguson (FL), Executive Director, Commission for Independent Education, Florida Department of Education
* Rhesa Rudolph (FL), Assistant Executive Director, Commission for Independent Education, Florida Department of Education
* Laura Vieth (GA), Standards Administrator, Georgia Nonpublic Postsecondary Education Commission

**Welcome, Roll Call and General Reminders**

Mary Larson welcomed all attendees and conducted a roll call to confirm sufficient Steering Committee attendance for voting and to gather information as to other attendees on the call. She reviewed a list of expected conference call behaviors that was distributed along with the agenda for today’s meeting. The list included:

* Mute your phone when not speaking.
* State your name before speaking, each time you speak.
* Keep background noise to a minimum.
* Maintain a good cell phone reception.

She introduced Alana Boles, Chair of the SREB SARA Steering Committee.

**Meeting Called to Order:**

Alana Boles called the meeting to order at 2:10 p.m. and stated that the purpose of today’s meeting was to discuss Florida’s state application to join SARA and to vote on their preparedness to join SARA.

Alana introduced Morgan Champion who will serve as Florida’s representative to the Steering Committee if Florida is approved as a SARA state. Morgan highlighted some of the actions taken by the state to prepare to become a SARA member, much of which was included in the packet of information distributed in advance of the meeting by the SREB.

The Governor signed legislation to allow Florida to join SARA on June 9, 2017. Reciprocity Rules must be approved by the Florida Department of Education on September 13 and filed with the Secretary of State on September 27. The first date applications can be accepted will be October 17 if rules are approved on September 13.

Yesterday, August 3, Florida had a meeting of their recently established Postsecondary Reciprocal Distance Education Council, the entity that will serve as the state portal entity. As part of the meeting the Council voted to approve the draft rules for managing SARA in Florida as well as the fee structure that will be implemented.

The fee structure is as follows:

0 - 2,500 FTE: $1500

2,500 - 9,999 FTE: $3000

10,000 or more FTE: $4500

Discussion included questions associated with the current position prior to SARA approval for out-of-state students who are participating in internships/externships in Florida. The response provided by Florida representatives was that so long as no instructor is establishing a presence in Florida associated with these experiences, students are welcome to participate. Once Florida is part of SARA, the policies and procedures associated with being a member will apply.

Additional discussion related to the complaint process – where it is advertised and how complaints are filed. All institutions have access to the complaint form, as it is an online submission process through the student information system that tracks the life of a complaint. First recipient for the complaint is the home institution. Several other states affirmed that their processes are similar and are efficient ways to ensure that institutions engage in the conversation early.

A question was asked as to what entity has the final say regarding a complaint that escalates beyond the institution. Sam Ferguson reinforced that it is the Postsecondary Reciprocal Distance Education Coordinating Council that will make the final decision.

No inquiries have been received by Morgan Champion’s office regarding the gap between the end of SECRRA and Florida’s approval to become a SARA member.

Sam Ferguson thanked Morgan, Marshall and Jeannie Yockey-Fine for all of the assistance in getting to this point in the process.

The motion to approve Florida as a member of SREB SARA contingent upon finalizing the rules and regulations was made by Jeannie Yockey-Fine (At-Large).

Pat Neri (GA) seconded the motion.

Motion passed unanimously.

Mary indicated she will keep everyone informed as to the next steps which include approval by the SREB President and then completion of the identified timeline to meet Florida’s requirements to be ready to accept applications by October 17.

Alana reminded participants of the upcoming SARA meeting in Austin, TX on September 6-8 for state portal entity primary contacts. Additionally, the next SREB SARA Steering Committee will be held in Atlanta with dinner provided the evening of October 16 and the meeting running from 9:30 a.m. - 3:00 p.m. on October 17. Alabama, Georgia, Maryland, Mississippi and Texas are states up for renewal.

The meeting adjourned at 2:30 p.m.