**Steering Committee Members Present**

* 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)
* Nicholas Buono (DE), Education Specialist, Delaware Department of Education (participation by phone)
* Morgan Champion (FL), Director, Postsecondary Reciprocal Distance Education, Florida Department of Education
* Darlene Derricott (VA), Coordinator of Academic Services, State Council of Higher Education for Virginia
* LeAnn Detillier (LA), Assistant Commissioner for Program Administration, Louisiana Board of Regents
* Emily Dow (MD), Assistant Secretary for Academic Affairs, Maryland Higher Education Commission *(representing Koliwe Moyo-Stephens)*
* Menia Dykes (MS), Director of Accreditation and MCCA Executive Secretary, Mississippi Institutions of Higher Learning
* 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
* Patricia Landis (PA), Division Chief, Higher and Career Education, Pennsylvania Department of Education (participation by phone)
* 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 (participation by phone)
* Sarah Levy (KY), Director of Postsecondary Licensing, Kentucky Council on Postsecondary Education
* Rex Peebles (TX), Assistant Commissioner, Academic Quality and Workforce, Texas Higher Education Coordinating Board
* Robert Reed (Member At-Large), Director, UCF Online, University of Central Florida
* Corinna Robinson (GA), Executive Director, Georgia Nonpublic Postsecondary Education Commission
* 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
* Kevin Williams (VI)**, Vice Provost of Access and Enrollment Services, University of the Virgin Islands** (*representing Camille McKayle*)
* Julie Woodruff (TN), Assistant Executive Director and Lead Attorney for DPSA, Tennessee Higher Education Commission
* Jeannie Yockey-Fine (Member At-Large), State Regulatory Services Advisor, Cooley, LLP

**Steering Committee Members Absent**

* 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**

* Joan Lord, Vice President, Education Data, Policy Research and Programs
* Wanda Barker, Director, Education Technology and Multi-State Cooperative Programs
* Elisa Jaden, Coordinator, Student Access Programs and Services
* Kris Biesinger, Consultant, SARA

**NC-SARA Staff Present**

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

**Invited Guests**

* Keri Ferro (WV), Director of Statewide Academic Initiatives, West Virginia Higher Education Policy Commission
* Pat Neri (GA), Georgia SARA Coordinator, Georgia Nonpublic Postsecondary Education Commission

**Meeting Called to Order:**

Alana Boles called the meeting to order at 10:00 a.m. and initiated a roll call of the voting members.

**Introductions and Welcome**

Joan Lord welcomed all attendees and provided updates regarding changes in SARA staff; introducing Wanda Barker as the Director of Education Technology and Multi-State Cooperative Programs, and Elisa Jaden as the Program Coordinator for Student Access Programs and Services. She shared that Mary Larson has joined the NC-SARA staff and Betsey Martin has become a 5th grade Earth Science teacher.

Wanda Barker welcomed the group, expressed her enthusiasm in this new role and assured the group that she is in regular contact with Mary as she takes on the role of SREB-SARA regional director for state authorization. She outlined the agenda and welcomed Marshall Hill to this meeting.

**Update on NC-SARA Activities**

Marshall Hill gave an update providing information regarding the NC-SARA Board’s next meeting November 3, 2017 in Minneapolis, MN.

SARA Membership Update:

* 48 member-states plus Washington DC and the US Virgin Islands, leaving Massachusetts and California still to join. Puerto Rico is preparing its initial application.
* There are 1650 member-institutions.
* 1650 member-institution breakdown:
	+ 46% are small institutions – enrollment below 2,500 FTE
	+ 37% are medium institutions – enrollment from 2,500 to 9,999 FTE
	+ 17% are large institutions – enrollment above 10,000 FTE
	+ 6% are for-profit institutions
	+ 40% are private/non-profit/independent institutions
	+ 54% are public institutions
	+ 50% of the reported enrollment are from for-profit institutions

Enrollment Reporting:

* Institutional response and accuracy of data improved with the changes made this year.
* For-profit schools have 50% of reported SARA enrollments.
* The data enrollment report can be found on the NC-SARA.org website.
* Have begun conversations with big student information system providers about how they might provide fields in their software, which will improve accuracy of enrollment numbers.

Renewals: NC-SARA has a 99% renewal rate. Non-renewal tends to always be institutional miscommunication.

Audit: No material findings; however, there is a recommendation not to retain more funds in an account than the bank is insured to cover.

Institutional Fees: Same since inception - $2000 for small, $4000 for medium and $6000 for large institutions. During the November 3rd meeting, fees will be set for 2019-2020. Marshall will recommend that the fees stay the same. When there are more funds than are needed to operate adequately, NC-SARA may lower fees. NC-SARA is now supported 100% by fee revenue.

Staffing: NC-SARA needs more staff and the Board approved 2-3 positions. Mary Larson has transitioned from SREB to NC-SARA to smooth student relations and to expand the information that is provided for students.

NC-SARA is interested in creating a searchable, online program database to serve prospective students, but the board has not approved this yet. NC-SARA will reach out to SREB institutions that used the electronic campus to get the benefits as a selling point for the Board.

Reserve Funds: Each regional compact is to be appropriated funds for certain situations, such as lawsuits. The goal of $215,000 for each compact has been achieved; NC-SARA needs ½ its annual operating budget, approximately $600,000 to $700,000, in reserves.

Provisional Status: The Board will address the need to “plug the hole” of provisional approval to SARA. Institutions can be approved initially on provisional status and placed on provision status when renewed; however, there is no language that addresses what might be implemented should an institution fall below the SARA approval requirements between the renewal cycles.

By-Law issue: Currently, two of the regional compact presidents sit on the Executive Board. Traditionally, all 4 presidents have decided which two will serve. The term limits for compact president service on the Board are recommended for removal.

No Board members’ terms expire this year, but it is time to re-elect officers and members of the Executive and Finance Committees.

The Board will have a discussion without any action planned at this time on some topics such as how best to handle recommendations for change, low financial stability scores and processes to have policy recommendations come before the board.

**Introductions of Everyone in Attendance**

**Adoption of Minutes**

The June 6, 2017, minutes were approved as amended:

Motion to accept: Robert Igo (Member At-Large)

Seconded: Terrence Scarborough (North Carolina)

Vote: Minutes approved unanimously.

The August 4, 2017, minutes were approved as amended:

Motion to accept: Robert Keown (Member At-Large)

Seconded: Clay Barton (South Carolina)

Vote: Minutes approved unanimously.

**Review of State Application Renewals**

**Alabama**

The Alabama application for renewal was presented by Timothy Vick and discussion followed.

 Motion to accept: Daniel Archer (Oklahoma)

 Seconded: Darlene Derricott (Virginia)

 Voting results: Unanimous Approval

**Georgia**

The Georgia application for renewal was presented by Pat Neri and discussion followed.

 Motion to accept: Julie Woodruff (Tennessee)

 Seconded: Timothy Tick (Alabama)

 Voting results: Unanimously Approved

**Maryland**

The Maryland application for renewal was presented by Emily Dow and discussion followed.

 Motion to accept: Rex Peebles (Texas)

 Seconded: Corinna Robinson (Georgia)

 Voting results: Unanimously Approved

**Mississippi**

The Mississippi application for renewal was presented by Menia Dykes and discussion followed.

 Motion to accept: Jeannie Yockey-Fine (Member At-Large)

 Seconded: LeAnn Detillier (Louisiana)

 Voting results: Unanimously Approved

**Texas**

The Texas application for renewal was presented by Rex Peebles and discussion followed.

 Motion to accept: Mark Stotler (West Virginia)

 Seconded: Corinna Robinson (Georgia)

 Voting results: Unanimous Approval

**State Reports**

All members in attendance either in person or by phone provided an update of SARA activities in their state.

**Renewal Application Cover Letter Discussion and Other Suggestions/Comments**

Kris Biesinger opened discussion regarding the Renewal Application cover letter, sharing that at least one state included information that has been covered by the state representative when the vote to approve is requested. The cover letter could provide a state update while also highlighting any changes that have occurred to legislation, policy, fees, etc. Since much of the documentation provided is duplicative of what was included in the original application, this would help to focus attention on any actions or changes that merit review. All agreed this is a good idea and that for future renewal applications; such information will be included either in a cover letter or an attached summary document.

Morgan Champion suggested that conducting a survey regarding the SPE liaison role and organization structure would help facilitate linkages between states that are similarly organized. The SREB will facilitate the preparation of such a document.

**Next Meeting**

Majority ruled that the next Steering Committee meeting will be June 5, 2018.

There will be a special telephone webinar meeting for Puerto Rico’s application.

Bob Igo (At-Large) moved that the meeting be adjourned.

Clay Barton (SC) seconded the motion. The meeting adjourned at 2:50 p.m.