**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, College Success Program, Delaware Department of Education
* Morgan Champion (FL), Director, Postsecondary Reciprocal Distance Education, Florida Department of Education
* Darlene Derricott (VA), Director of Academic Services, State Council of Higher Education for Virginia
* LeAnn Detillier (LA), Assistant Commissioner for Program Administration, Louisiana Board of Regents
* Menia Dykes (MS), Director of Accreditation Office of Academic and Student Affairs, Mississippi Institutions of Higher Learning
* Cristi D. Ford (Member At-Large 10/2016 – 10/2018), Associate Vice President, Center for Innovation in Learning and Student Success, University of Maryland University College
* Robert Igo (Member At-Large 10/2016 – 10/2018), Director of Compliance and Reporting, Penn State Outreach and Online Education
* Robert Keown (Member At-Large 10/2017 – 10/2020), Executive Director, Georgia Virtual Technical Connection, Technical College System of Georgia
* Michael Kiphart (MD), Director of Academic Affairs, Maryland Higher Education Commission
* 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
* Camille McKayle (VI)**, Provost, University of the Virgin Islands**
* Rex Peebles (TX), Assistant Commissioner, Academic Quality and Workforce, Texas Higher Education Coordinating Board
* Travis Powell (KY), General Counsel and Associate Vice President, Kentucky Council on Postsecondary Education (*representing Sarah Levy*)
* Robert Reed (Member At-Large 10/2016 – 10/2018), 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, West Virginia Council for Community & Technical College Education
* Timothy Vick (AL), Director of Operations and Fiscal Services, Alabama Commission on Higher Education
* Julie Woodruff (TN), Assistant Executive Director and Lead Attorney, Tennessee Higher Education Commission VICE CHAIR (6/2016-10/2018)
* Jeannie Yockey-Fine (Member At-Large 10/2017 – 10/2020), State Regulatory Services Specialist, Hogan Lovells US LLP

**Steering Committee Members Absent**

* Sarah Levy (KY), Executive Director of Postsecondary Licensing, Kentucky Council on Postsecondary Education (*represented by Travis Powell*)

**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 (ETMCP)
* Elisa Jaden, Coordinator, Student Access Programs and Services
* Keisha Simmons, ETMCP Coordinator
* Kris Biesinger, Consultant, SARA

**NC-SARA Staff Present**

* Mary Larson, Associate Director, Student and Institution Support, National Council for State Authorization Reciprocity Agreements
* Marianne Boeke, Associate Director, Policy Research and State Support, National Council for State Authorization Reciprocity Agreements

**Invited Guests**

* David Baez Davila (PR), Director, Education Support Programs, Puerto Rico Council on Education
* Keri Ferro (WV), Director of Statewide Academic Initiatives, West Virginia Higher Education Policy Commission, West Virginia Council for Community & Technical College Education
* Sharlene Harris (VI), Interim Vice President of Information Services and Institutional Assessment, University of the Virgin Islands
* Karen King-Sheridan (MD), Associate Director of Collegiate Affairs, Maryland Higher Education Commission
* Damaris Nolasco-Ortiz (PR), Assistant to the Executive Director of Communications, Puerto Rico Council on Education
* Pat Neri (GA), Georgia SARA Coordinator, Georgia Nonpublic Postsecondary Education Commission
* Laura Vieth (GA), Deputy Director, Georgia Nonpublic Postsecondary Education Commission

**Meeting Called to Order**

Alana Boles called the meeting to order at 9:57 a.m. She welcomed all participants and reminded attendees that only members of the Steering Committee are eligible to vote. She turned the floor over to Wanda Barker who extended a welcome from SREB, indicated a few changes to the order of today’s agenda and initiated introductions from all in attendance. She recognized Mary Larson and Marianne Boeke from NC-SARA, both with items that would be covered on the agenda.

**Introductions of Everyone in Attendance**

**Adoption of Minutes**

The October 17, 2017, minutes were approved as amended:

Motion to accept: Daniel Archer (OK)

Seconded: Robert Igo (Member At-Large)

Vote: Minutes approved unanimously.

**Review of New State Applications**

**Puerto Rico**

The Puerto Rico application was introduced by David Baez Davila with commentary from his colleague, Damaris Nolasco-Ortiz. Highlights of shared information included:

* The effective date for accepting applications is between July and August of 2018.
* Fees for territory-based institutions will duplicate those of NC-SARA.
* Legislation was not necessary.
* Approximately 5-6 people worked on the application that was initiated at least two years ago.
* Puerto Rico Council on Education licenses all institutions of higher education in the territory except military institutions and exempt religious institutions.
* Distance education offerings have waited to scale up pending SARA approval.

Motion to accept: Corinna Robinson (Georgia)

Seconded: Patricia Landis (Pennsylvania)

Voting results: Unanimous Approval

**Review of State Application Renewals**

**Delaware**

The Delaware application for renewal was presented by Nicholas Buono and discussion followed.

Motion to accept: Terrence Scarborough (North Carolina)

Seconded: Clay Barton (South Carolina)

Voting results: Unanimous Approval

**District of Columbia**

The District of Columbia application for renewal was presented by Angela Lee and discussion followed.

Motion to accept: Patricia Landis (Pennsylvania)

Seconded: Julie Woodruff (Tennessee)

Voting results: Unanimously Approved

**North Carolina**

The North Carolina application for renewal was presented by Terrence Scarborough and discussion followed.

Motion to accept: Menia Dykes (Mississippi)

Seconded: Darlene Derricott (Virginia)

Voting results: Unanimously Approved

**South Carolina**

The South Carolina application for renewal was presented by Clay Barton and discussion followed.

Motion to accept: Corinna Robinson (Georgia)

Seconded: LeAnn Detillier (Louisiana)

Voting results: Unanimously Approved

**Update on NC-SARA Activities**

Mary Larson and Marianne Boekeprovided a NC-SARA update and referred participants to the PowerPoint presentation included in each attendee’s packet. Reference the PowerPoint for more details. Below are information highlights:

* NC-SARA has expanded their staff: Shannon Walker, Victoria Brieske and Marianne Boeke have been added to existing staff of Marshall Hill, Mary Larson, Jennifer Shanika and Holly Martinez.
* The Board met in May and a draft of the minutes from that meeting is included in the Steering Committee packets. Among other actions of the Board, they approved NC-SARA creating a searchable program catalog similar to what was available through the Electronic Campus. This service is expected to become available next spring.
* State Portal Entity liaisons will be able to see which of their institutions have submitted enrollment data through a new process. This year institutions were invited to voluntarily submit out-of-state learning placement information, a submission that will become required next year. Detailed information on both the current process and the voluntary process were discussed in a webinar offered on April 4. The recorded webinar in addition to an extensive FAQ can be found on the NC-SARA website.
* NC-SARA continues to look at the Financial Composite Score as a criterion included in the institution application process. Information regarding why this was included can be found in Appendix A of the NC-SARA Manual. Institutions may include a more recent DOE score than the one posted on the website; however, the more recent score will then become what is used even if it is lower than the one that is posted. The DOE is aware of the issues surrounding currency of posted scores is creating for SARA. Only private institutions that do not receive a DOE score may use an outside accounting firm to generate the financial score using the DOE methodology. States that uniformly impose higher financial regulations on all institutions in the state are permitted to do so under SARA.
* NC-SARA will be assuming responsibility for the SHEEO surveys that have historically been conducted to acquire and document information regarding state authorization requirements and contacts. The survey will go to each state regulator and a late summer release of this on the NC-SARA website is anticipated.
* Some modifications to the institution application are in the works to increase accuracy of information supplied for review.
* NC-SARA makes no institution contact changes in the Sales Force system. This responsibility has become the sole responsibility of the SPE liaison in order to ensure that the SPE knows when changes occur.
* NC-SARA is creating a checklist that covers what an institution agrees to do when they become approved as a member of SARA. Draft is expected by September.
* State Portal meeting this year is September 18-20, 2018 with the location yet to be confirmed. NC-SARA will cover the costs for two people per state to attend the meeting. Registration information expected in early July. While Marianne has a list of suggested topics for the meeting, meeting attendees should feel free to send recommendations to Marianne.

**SREB Transitions**

Joan Lord, Vice President for Education Data, Policy Research and Programs, welcomed the group and spoke to the upcoming many changes that are taking place at the SREB. The most notable is the retirement of current president, David Spence, and the hiring of Stephen Pruitt to succeed him. Both will be at SREB with Stephen Pruitt working as President Elect as the transition takes place. Dr. Pruitt has been engaged in education related activities in Georgia previously although he joins SREB from Kentucky where he was the Commissioner of Education. More information can be found at SREB.org. Other departures include Gene Bottoms, Sr. VP for School Improvement, Gale Gaines, VP for State Services, and Andy Baxter, VP for Teacher Effectiveness. Additionally Joan spoke about the focus of this year’s annual meeting. Looking Back, Looking Ahead provides the framework for presentations and discussions that will include a celebration of state legislators’ contributions to David Spence’s ten policy commissions and related accomplishments. Joan’s PowerPoint will be distributed to all attendees.

**SREB-SARA Cost Analysis Results**

Referencing a draft report included in each packet, Wanda Barker discussed the recently completed NCHEMS study involving a sampling of institutions in the SREB reason. The primary purpose of the study was to gain insights regarding cost savings associated with SARA membership. Annual net cost savings across all SREB states for institutions renewing their membership was estimated to be over $108M. The cost savings for initial SARA membership is even greater, because renewal fees are less than the initial fees. Invitations to participate were sent to 129 institutions; 47 responses were received out of which 38 were complete and used for the analysis. In addition to institution data, information was also collected from publicly available sources, such as IPEDS and NC-SARA. A similar survey was undertaken by the MHEC, and NEBHE is in the process of conducting a cost analysis survey. After the presentation, state representatives were asked to send any comments or issues to Wanda Barker so these can be addressed before the report is released in final form. While the response rate for this draft report was considered to be very good and in parity from a representation standpoint with the larger SARA membership, there are expectations that the study will be expanded to include more institutions in the future.

**State Portal Entity Survey**

Following up on a recommendation offered in the October meeting, all attendees were provided a draft survey with questions designed to gain information regarding the organizational structure of each SPE to facilitate linkages between similarly organized states. Kris Biesinger walked the attendees through the draft document seeking modifications and additions. NC-SARA conducts a survey each year of the member states that includes a subset of the questions that were on the draft survey. Although previously gathered information on the NC-SARA survey has not been gathered with the understanding that each state’s information will be shared publicly, NC-SARA will consider modifying the survey to include questions discussed in the meeting as well as to gain permission to share the information on their website. In this way the document will become an NC-SARA resource and be useful to all states, not just within the SREB region and members will not be asked to supply duplicate information to different but related organizations.

**State Reports**

All members in attendance provided an update of SARA activities in their state.

**Chair and Co-Chair Nominations**

Wanda directed participants to the document included in each packet that addresses Steering Committee member responsibilities as well as information as to the roles and responsibilities of the Chair and Vice Chair. The terms of current Chair and Vice Chair terminate this October and current officers are not interested in extending their service. Nominations are open for new officers. Any nomination should be sent to Wanda before September 17, one month prior to the meeting. Additionally, any at-large member whose term is up in October should notify Wanda as to interest in continuing since at-large members can be reappointed by SREB. Terms can be found on the SREB SARA Steering Committee Participant List.

**Next Meeting**

The next Steering Committee meeting will be October 17, 2018 in Atlanta.

The agenda will include renewals for KY, LA, PA, VA, and WV.

Clay Barton (SC) moved that the meeting be adjourned.

Cristi Ford (At-Large) seconded the motion. The meeting adjourned at 2:45 p.m.