**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)
* 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, 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
* Koliwe Moyo-Stephens (MD), Online Education Analyst, Maryland Higher Education Commission (participation by phone)
* Pat Neri (GA), Georgia SARA Coordinator, Georgia Nonpublic Postsecondary Education Commission

(*representing Corinna Robinson*)

* Shana Payne (DE), Director, Higher Education Office, Delaware Department of Higher Education
* Terrence Scarborough (NC), Director of SARA North Carolina, North Carolina State Education Assistance Authority
* Rex Peebles (TX), Assistant Commissioner, Academic Quality and Workforce, Texas Higher Education Coordinating Board
* 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
* Cristi D. Ford (Member At-Large), Associate Vice President, Center for Innovation in Learning and Student Success, University of Maryland University College
* Robert Igo (Member At-Large), Director of Compliance and Reporting, Penn State Outreach and Online Education
* 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**

* Corinna Robinson (GA), Executive Director, Georgia Nonpublic Postsecondary Education Commission (represented by Pat Neri)
* Robert Keown (Member At-Large), Executive Director, Georgia Virtual Technical Connection, Technical College System of Georgia

**SREB Staff and Consultants Present**

* Kris Biesinger, Consultant, SARA
* Mary Larson, Director, Student Access Programs and Services
* Joan Lord, Vice President, Education Data, Policy Research and Programs

**NC-SARA Staff Present**

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

**Invited Guests**

* Jessica Acton (TX), Program Director, Academic Quality, Texas Higher Education Coordinating Board
* Stephanie Beauchamp (OK), Associate Vice Chancellor, Academic Affairs, Oklahoma State Regents for Higher Education
* Morgan Champion (FL), Licensure Manager, Florida Commission for Independent Education
* Ann Clemmer (AR), Senior Associate Director, Government Relations and Special Projects, Arkansas Department of Higher Education
* Mary Dilworth (DC), Board Chair, District of Columbia Higher Education Licensure Commission
* Samuel Ferguson (FL), Executive Director, Commission for Independent Education, Florida Department of Education
* Keri Ferro (WV), Director of Statewide Academic Initiatives, West Virginia Higher Education Policy Commission
* Debra Heath-Thornton (PA), Higher Education Associate, Pennsylvania Department of Education
* Tina Koopmans (VI), Vice President, Information Services and Institutional Assessment, University of the Virgin Islands
* Camille McKayle (VI), Provost and Vice President for Academic Affairs, University of the Virgin Islands
* Angela Patterson (VA), Specialist for Academic Programs and Services, State Council of Higher Education for Virginia
* Rhesa Rudolph (FL), Assistant Executive Director, Commission for Independent Education, Florida Department of Education
* Peggy Simons (SC), Program Coordinator, Postsecondary Institution Licensing, South Carolina Commission on Higher Education
* Laura Vieth (GA), Standards Administrator, Georgia Nonpublic Postsecondary Education Commission

**Meeting Called to Order:**

Alana Boles called the meeting to order at 10:18 a.m. and initiated a roll call of the voting members.

**Introductions and Welcome**

Joan Lord welcomed all attendees and briefly provided a history of the Southern Regional Education Board. She recognized that an important transition will occur July 1 when the SREB will no longer manage the SREB State Authorization Reciprocity Agreement (SECRRA) due to the fact that the expectations of institutions and opportunities for students provided in that agreement will continue through SARA 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 introduced Koliwe Moyo (MD) who was participating in the meeting by phone.

**Adoption of Minutes from Prior Meetings**

The October 26, 2016, minutes were approved as amended:

Motion to accept: Rob Igo, (Member At-Large)

Seconded: Mark Stotler (West Virginia)

Vote: Minutes approved unanimously as amended.

**Election of Vice Chair**

A job description for the vice chair was distributed in advance of the meeting. The vice chair substitutes for the chair in his/her absence or when actions are needed related to the chair’s state. Nominations were submitted before the meeting and provided on a ballot in each member’s packet. Alana opened the floor for additional nominations for the position of vice chair. Hearing none, nominations were closed and steering committee members were asked to vote on their ballots and provide them to the designated non-members for tallying. The list of nominees included:

Clay Barton (South Carolina)

Darlene Derricott (Virginia)

Terrence Scarborough (North Carolina)

Mark Stotler (West Virginia), and

Julie Woodruff (Tennessee).

Votes were counted, and Julie Woodruff was announced as the new Vice Chair.

**Review of New State Applications**

Before the review of each state being considered for approval, Alana Boles asked the new territory when reviewed to confirm the effective participation dates for the press announcement and for institution application submission. She also invited the state representatives to highlight any relevant details they implemented for whether it was for an initial application or renewal.

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

**Virgin Islands (Initial Application)**

Introduction of application by Camille McKayle.

Virgin Islands application was presented and discussion followed.

Motion to accept: Terrence Scarborough (North Carolina)

Seconded: Clay Barton (South Carolina)

Voting results: Unanimous Approval

Effective operational date is as soon as the application is signed by the SREB President.

**Arkansas (Renewal Application)**

Introduction of application by Alana Boles

Arkansas’ renewal application was presented and discussion followed.

Motion to accept: Darlene Derricott (Virginia)

Seconded: Cristi Ford (Member At-Large)

Voting results: Unanimous Approval

**Oklahoma (Renewal Application)**

Introduction of application byDaniel Archer

Oklahoma’s renewal application was presented and discussion followed.

Motion to accept: LeAnn Detillier (Louisiana)

Seconded: Bob Igo ((Member At-Large)

Voting results: Unanimous Approval

**Tennessee** **(Renewal Application)**

Introduction of application byJulie Woodruff

Tennessee’s renewal application was presented and discussion followed.

Motion to accept: Tim Vick (Alabama)

Seconded: Clay Barton (South Carolina)

Voting results: Unanimous Approval

**Florida Update**

Sam Ferguson first thanked Jeannie Yockey-Fine and Marshall Hill for the support they have provided in moving Florida forward in their efforts to join SARA. He indicated that the required legislation passed the House and Senate and was now sitting on the Governor’s desk awaiting signature. He introduced Morgan Champion who will be the individual responsible for SARA work within the Commission for Independent Education. Plans include having a Council that will review Morgan’s recommendations on matters that come before her. This structure is modeled similar to the one in place in Arizona for SARA oversight. Mary Larson indicated that the SREB will call a meeting of the SARA Steering Committee by phone as soon as the application materials have been submitted to the SREB for review and approval. Marshall Hill indicated that he and David Spence will co-author a communication to SREB states that had reciprocity with Florida through SECRRA now that there will be a gap between the termination of that agreement and Florida’s joining SARA. The memo will update the states as to Florida’s progress in joining SARA and ask that they consider granting

leeway to students who were covered under SECRRA so that the pursuit of degree attainment is not interrupted.

**NC SARA Update**

Marshall Hill, Executive Director, National Council for State Authorization Reciprocity Agreements (NC-SARA), provided updates on the following topics:

SARA membership

* + 47 states plus DC and now the Virgin Islands as soon as the application is signed
  + 1550 institutions (65% public, 35% independent nonprofit, 4% for profit)
  + Renewal rates are 99%. Non-renewal is almost always the result of a communication mix up.
  + By using two communication contacts per campus, we intend to improve institution response to required actions.

NC-SARA

Strong financial shape

* + - Established as a 501C3
    - 4.5 FTE with 2-3 new positions anticipated in immediate future
    - Funds from fees support operation of central office as well as regional compacts
    - All entities (central office and compacts) are beginning to set up reserve funds equal to half of the revenue received each year for operation.

Pressing Issues for Remainder of this Year

Working groups will be established soon to develop recommendations regarding the following issues that require attention:

* Physical Presence: Institutions that have a physical presence in a state and thus have acquired authorization outside of SARA but also offer distance education courses/programs. Who should have oversight for activities associated with the courses/programs -- the state that grants the physical presence authorization or SARA?
* Financial Responsibility Composite Scores: What should happen when an approved institution drops below the required annual financial composite score – should they be removed and then have to reapply when the score improves? Are there other factors that may be influencing the score change? What would be the impact on students? Should there be a rolling average or some other strategy to allow for occasional fluctuations to the score that might occur due to a legitimate planned financial strategy?
* Data Enrollment Reporting: NC-SARA will be expanding the data collection requirement to include out-of-state participation in clinicals and internships with a voluntary submission in 2018 and a requirement to submit in 2019. Specific details associated with what will be requested of institutions is anticipated by January.

Working groups include individuals knowledgeable about the subject matter. They are external in that they include individuals from states and related organizations that are not members of NC-SARA staff. They serve in an advisory capacity to NC-SARA.

**Board Meeting in May, 2017**

* Press release on actions is included in your packets and can be found on the NC-SARA website.
* First meeting for four new members, all of whom attended the meeting.
* Affiliation fees for small US territories is $10,000 as opposed to $50,000. Virgin Islands, with one institution, is such a territory.
* Additional staff for NC-SARA is approved.
* Board considered a proposal to establish a web based resource that would provide two basic components and be modeled largely on the Electronic Campus that has served the SREB region for 19 years: 1) an information resource for institutions and students who seek answers to questions surrounding participation in distance education programs and particularly in programs requiring licensure, and 2) a searchable database of programs allowing students to find a SARA approved provider that might meet their educational needs. The Board approved action on the first component and requested more detailed information on the second element before taking action. There is no indication that fees would need to be increased to provide this service.

**Update on SARA Activities in SREB Region and Nationally**

Three states are not yet members – Florida (discussed today), Massachusetts (good progress expected to join by end of year) and California (needs legislation).

**SREB SARA State Reports**

With the newly approved territory of the Virgin Islands and three renewal states, SREB has 15 SARA states, one affiliated state (PA), one affiliated district (DC) and one territory (VI). Each SARA member in attendance provided an update.

KY – Sarah Levy shared that P-12 educator preparation programs, including graduate programs for rank change or certification, and any clinical/practicum as part of those programs require the approval of another state agency called the Kentucky Education Professional Standards Board (EPSB) and thus are not covered under SARA (See SARA Manual, Policies and Standards, Sections 5.2 and 5.13.a. <http://www.nc-sara.org/files/docs/NC-SARA_Manual_Final_2016.pdf>  ).  Accordingly, an institution with such programs will need to please contact Dr. Ben Boggs at EPSB <http://www.epsb.ky.gov/boardinfo/divisions.asp>  at [ben.boggs@ky.gov](mailto:ben.boggs@ky.gov)  , and he has email he will share with the institution with more information about their approval process.  REF: <http://www.kyepsb.net/teacherprep/SARA.asp>.

**Next Meeting Date**

October 17, 2017, in Atlanta. Agenda will allow for same day travel. (Dinner at 6:30 October 16 for those who travel in the day before.)

Suggestions of other times and locations were invited.

**Mark Your Calendar**

State Portal Entity Meeting is scheduled for September 6-8, 2017 in Austin, TX.

**Adjournment**

Julie Woodruff (TN) moved that the meeting be adjourned.

Clay Barton (SC) seconded it. The meeting adjourned at 2:08 p.m.