



# Regular Meeting Minutes

February 18, 2016 – 10:30am-12:30pm

Rio Salado College – Carver Conference Room (6th Floor)

## Members

Joel Hauff, University of Arizona, Chair	X
Hank Radda, Grand Canyon University, Vice-Chair	X
Shannon McCarty, Rio Salado College (Interim)	X
Patricia Feldman, Arizona State University	X
Shari Miller, Northern Arizona University	X
Mary Gilliland, Central Arizona College	X
Jason Pistillo, University of Advancing Technology	X
Michael Amick, Pima Community College	X
Teri Stanfill, Arizona State Board for Private Postsecondary Education	X

## Others Present

Lanna Dueck, AZ SARA Council Executive Director	X
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- I. **CALL TO ORDER:** Chairman Hauff called the meeting to order at 10:33 A.M.
  
- II. **INTRODUCTIONS AND WELCOME TO NEW COUNCIL MEMBERS:** Mr. Hauff introduced new Council members Mary Gilliland, Vice President of Academic Affairs from Central Arizona College and Michael Amick, Vice President of Distance Education from Pima Community College, both representing the community college sector. Ms. Gilliland replaced James Moore and Mr. Amick replaced Kate Schmidt. The remaining Council members introduced themselves. Ms. McCarty noted that this will be her last Council meeting. She has been on the Council in an interim capacity. Rio Salado College’s Associate Dean of Institutional Integrity has been hired and will take Ms. McCarty’s position on the Council representing the community college sector moving forward.
  
- III. **CALL TO THE PUBLIC:** Public input is encouraged. *Presentations must be limited to five minutes. In order to complete the agenda, the Chair may limit the number of speakers at any given meeting. Please be aware, however, that the Council may not discuss, consider or take action at this meeting on any item not appearing on its Agenda.*

Mr. Hauff opened the call to the Public. No individuals from the public were present at the meeting.

#### **IV. COUNCIL MEETING MINUTES**

**OCTOBER 20<sup>TH</sup>, 2015 REGULAR MEETING MINUTES:** Mr. Hauff introduced the minutes. Approved as Submitted.

Motion to Approve: Mr. Pistillo  
Second: Ms. Stanfill  
Vote: 9-0-0

#### **V. INSTITUTIONAL APPLICATIONS**

**A. LE CORDON BLEU- DEFERRED FROM 10.20.2016 MEETING:** Mr. Hauff asked Ms. Dueck to provide the Council with an update on Le Cordon Bleu. Ms. Dueck informed the Council that Le Cordon Bleu's AZ SARA application was initially presented at the October 20th, 2015 Council Meeting. The application review was deferred to the February 18th 2016 meeting. On 12.17.1025, Le Cordon Blue President, Craig Bartholomew, contacted AZ SARA with notification of Le Cordon Bleu's closure. The application was withdrawn. No further action necessary.

**B. ACACIA UNIVERSITY:** Mr. Hauff asked institutional representation to introduce themselves to the Council. Mr. Tim Moman, Acacia's President, provided a brief history of the institution. Ms. Dueck provided an institutional summary to the Council as included in the Institutional Profile. Mr. Hauff opened for discussion. Ms. Miller wanted more information regarding the income statement as the profit margin appears low. Mr. Moman explained that the institution was not established to make a profit but as a break-even model. Mr. Pistillo added that the Council is more concerned with financial stability than profit margins. Mr. Amick requested verification that the surety bond was issued for the correct amount of \$50,000 as the scanned copy was difficult to read. Ms. Dueck confirmed the correct amount of \$50,000 on the bond.

Motion to Approve: Mr. Pistillo  
Second: Ms. Feldman  
Vote: 9-0-0

**C. SOUTHWEST COLLEGE OF NATUROPATHIC MEDICINE:** Mr. Hauff requested institutional representation introduce themselves to the Council. Ms. Margo Gregory, Chief Academic Officer, and Ms. Tammy Aragon, Academic Program Development Coordinator, introduced themselves. Mr. Pistillo asked for more information regarding the income statement. Ms. Margot was unprepared to answer financial questions due to her lack of time at the institution but added that she would be happy to provide further information in the future at the Council's request. Ms. Miller asked for

information regarding the new building. Ms. Gregory stated that the building is the center of academic life at the college and was completed in 2015. Mr. Radda requested status on HLC reporting. Ms. Gregory indicated reporting was submitted and HLC's visit is scheduled for 2017. Mr. Radda asked what the college was currently offering online. Ms. Aragon explained that the institution is currently in the process of requesting approval from HLC to offer two certificates via distance education: Corporate Wellness Certificate, which will be one hundred percent online, and Injection Therapy Certificate, offered as hybrid. The college anticipates both programs to launch Fall 2016. The college is not currently offering any coursework or program online. Mr. Radda questioned the rationale for applying to SARA at this time. Mr. Pistillo expressed that being far ahead of the deadline is consistent with the college's internal culture. Mr. Radda asked if the college had a Learning Management System (LMS) in place and Ms. Aragon indicated the college would be using Canvas. Mr. Lopez added the recommendation to align the LMS and online program with the Guidelines for the Evaluation of Distance Education as developed by the Council of Regional Accrediting Commissions, commonly known as the C-RAC guidelines, as these are the guidelines institutions adhere to as participants in SARA. Ms. Miller asked if the institution has engaged in marketing the program. Ms. Aragon replied that the institution is waiting for HLC approval before marketing. Mr. Pistillo commented that the initially submitted financial composite score was calculated incorrectly and requested the institution be more mindful in its calculations in the future. Mr. Hauff added that there is no requirement as to longevity of offering distance education to become a SARA participating institution and echoed the comments to adhere to the C-RAC guidelines.

Motion to Approve: Mr. Amick

Second: Mr. Pistillo

Vote: 9-0-0

**VI. NC SARA UPDATE: John Lopez:** Mr. Lopez provided an update on the below topics:

- A. NEW WICHE PRESIDENT:** [Joe Garcia](#), Colorado Lt. Governor and WICHE Commissioner, will be the next president of WICHE. Current WICHE president, David A. Longanecker plans to retire in July 2016.
- B. UNIFIED AGREEMENT:** The NC-SARA board approved a [unified agreement](#); therefore, one agreement exists rather than each compact having its own agreement.
- C. FY 2006 Q1 AND Q2 RESULTS:** In the first half of FY 2016, SARA added 319 new institutions and raised \$1,433,450 in revenue. Totals for all of FY 2015 were 284 institutions and \$1,052,000.
- D. ENROLLMENT REPORTING:** Institutional enrollment reporting will begin May 9. Drafts of the two documents that will be used by SARA institutions for their Spring 2016 data reporting have been posted on the NC-SARA website.

**E. WICHE Regional Update:**

- a. California: SB 634, the SARA bill, remains in play but a hearing has yet to be scheduled.
- b. Hawaii: Our initial review of the HI application was positive and we anticipate HI will be a SARA state by mid-May.
- c. Utah: Legislation is being introduced naming the UT System of Higher Education (rather than Div. of Consumer Protection) as the portal entity. We anticipate passage in this legislative session.

**F. STATE UPDATES**

Fourteen states (14) states are not yet SARA members; however, work continues with positive results. For example:

- Recently North Carolina Board of Governors voted for the state to join SARA;
  - Legislation was passed in DC to allow its participation in SARA (it's in the process of affiliating with SREB for purposes of SARA); and
  - Legislation has been introduced in PA, SC and WI;
- G. NEW INITIATIVES:** NC-SARA continues its transition as a 501c3 organization and its intent to develop a searchable database of online programs.
- H. CONVERSATION WITH AZ SARA COUNCIL:** Mr. Lopez asked for questions and comments from the Council. Mr. Pistillo commented that some states are still requiring SARA participating institutions to abide by approval requirements under which the institution was operating prior to SARA. Mr. Lopez requested that Ms. Dueck send him an email indicating this information for further follow-up from NC SARA. Mr. Lopez also stated that SARA participation is immediate upon approval and therefore, an institution is not required to continue to meet requirements under which it was operating prior to SARA. Mr. Pistillo asked if NC SARA was following the negotiated rule making process currently underway regarding state authorization. The effect, if enacted as it currently reads, would result in dramatic increase in surety bonding requirements. Mr. Lopez stated that NC SARA has not taken a position on this issue. Ms. Dueck asked for the rationale behind NC SARA's decision to disclose aggregate enrollment numbers by participating SARA institutions in non-SARA states. Mr. Lopez explained that the data SARA is requesting for disclosure underwent a long and careful balancing act determine all stakeholder data needs. Mr. Pistillo commented that each new data request results in an often costly personnel expenditure at the institution and requested SARA be mindful of the data it requests and requires.

## VII. EXECUTIVE DIRECTOR'S REPORT

- A. BUDGET UPDATE:** The budget was presented to the Council in meeting materials. Ms. Dueck informed the Council that the Maricopa Community College's transition to its new financial management system (FMS) is still in process. Therefore, budget information is being tracked manually as system budget reports are not available during the transition. Salary and benefits are not included in the manual tracking as it has not been possible thus far to extract this data from the new system. Salary and benefits, however, were set by the Council at its 6.23.16 meeting and are unchanged. Ms. Dueck continues to meet with Rio Salado College's Business Services office to manage the Council budget. Current total fees deposited equal \$225,000 and total expenses incurred (minus salary and benefits) equal \$2,176 with a balance of \$222,824.
- B. REVIEW OF INSTITUTIONAL PROFILE:** At its 10.20.15 meeting, the Council charged Ms. Dueck with the creation of a tool to facilitate the application review process. Ms. Dueck developed the Institutional Profile with assistance from Mr. Pistillo, Ms. Stanfill and Mr. Hauff. Ms. Dueck requested feedback on the tool as it was used for both institutions reviewed at today's meeting. Ms. Miller requested a section be added indicating if the institution is currently engaged in distance education. Mr. Pistillo requested that institutions submit currently available in house financials when the audited reports are more than six months old. Mr. Radda requested a visual graphic be created to represent SARA responsibilities and structure. Ms. Gilliland expressed that as a first time reviewer, she found the Institutional Profile to be very helpful in the review process. Mr. Amick and Ms. Feldman seconded that the tool was helpful.
- C. UPDATE ON NORTH CAROLINA STATUS AS A SARA STATE:** Ms. Dueck provided an update regarding North Carolina's SARA status after Dr. Tim Gallimore's visit to the Council at the 10.20.16 meeting. The North Carolina Board of Governors voted for the state to join SARA. Ms. Dueck congratulated the Council and specifically, Ms. Miller for being instrumental in providing North Carolina an informative perspective at how Arizona operates SARA.
- D. SECURE DOCUMENT SHARING AND STORAGE:** At the 10.20.16 Council meeting, Ms. Dueck was charged with reviewing secure storage and file sharing options for Council use. Ms. Dueck presented the Council with reviews and scoring on three providers: Hightail, Box and Dropbox. Mr. Pistillo commented that the security concerns with Dropbox are mitigated by using password protected documents. Mr. Hauff provided his experience with both Box and Dropbox, as he is a user of both, indicating that Dropbox is the most universal and user-friendly. Council members all agreed that the continued use of Dropbox is the preferred method. Ms. Dueck will create an AZ SARA Council Dropbox Pro account for the annual cost of \$99.00 and input Council member emails

within the system to facilitate document retrieval. Documents will be password protected.

- E. AZ SARA COUNCIL WEBSITE: ADDITION OF FREQUENTLY ASKED QUESTIONS:** Ms. Dueck was charged at the 10.20.16 meeting to create and add a Frequently Asked Questions section to the AZ SARA Council website. Ms. Dueck provided a sample of the FAQs section and reviewed the section that is currently published on the website. The FAQs are divided into General, Student and Institution heading and will be added to over the next several months.
  
  - F. INSTITUTION VISITS:** Ms. Dueck visited The University of Advancing Technology on 12.09.15. President Pistillo conducted a tour of the numerous facilities including the student commons, housing, learning labs, and learning rooms with the latest technological innovations and student creations. Mr. Dueck was able to view students and faculty interacting and observe the innovative use of collaboration space and overall design.
  
  - G. COUNCIL SCHEDULE AND RENEWAL CYCLE:** Ms. Dueck reviewed the upcoming Council schedule and renewal cycle as presented in meeting materials.
  
  - H. NASASPS CONFERENCE AND PRESENTATION:** Ms. Dueck reported that Mr. Hauff, Ms. Stanfill, Ms. Miller and she will be presenting at the 2016 NASASPS (National Association of State Administrators and Supervisors of Public Schools) Conference. The Conference is in Austin, Texas from April 10-13. The AZ SARA Council presentation is entitled "SARA: It's Working... We Think" and is meant to provide an open format discussion on the history and implementation of SARA in Arizona and a honest dialogue on how it is working, including strengths and opportunities for further growth.
- VIII. EXECUTIVE SESSION:** Mr. Hauff motioned to move into Executive Session. Mr. Radda seconded and the motion carried. Moved into Executive Session at 12:14 PM.
- A. LEGAL UPDATE: STATUS OF COUNCIL AS A PUBLIC BODY:** Mr. Hauff provided an update on the status of the Council as a public body. Legal counsel from all three sectors convened and discussed this issue and will be issuing a statement regarding the outcome. Legal counsel will be invited to update the Council at the next meeting.
- IX. ADJOURNMENT:** The Meeting of the Arizona SARA Council Adjourned at 12:20 PM.

## Action Items

### 1. Conflict of Interest and Non-Disclosure/Confidentiality Statement

Update at 10.20.15 meeting: Action Item held until Council status as public body is determined.

Original Action Item from 6.23.15 Council meeting: The Council needs to establish a clear conflict of interest policy and a possible statement of non-disclosure/confidentiality. Shari Miller agreed to work on these items.

2. Secure Document Storage and Sharing

Executive Director purchase a Dropbox Pro account for Council document storage and file sharing and send invitations to members.

3. Visual Graphic Representation of NC SARA, AZ SARA, States, Institutions, Cycle & Responsibilities

As requested by Mr. Radda, Executive Director will develop mock-up and work with Graphic Designer to create visual graphic.