



Regular Meeting Minutes

January 24, 2017 – 1:00 P.M.-3:00 P.M.

Rio Salado College – Da Vinci Conference Room (6th Floor)

Members

Joel Hauff, University of Arizona, Chair- Arizona Board of Regents (ABOR)	X
Janelle Elias, Rio Salado College- Arizona Community College Coordinating Council (AC4)	X
Patricia Feldman, Arizona State University- Arizona Board of Regents (ABOR)	X
Shari Miller, Northern Arizona University- Arizona Board of Regents (ABOR)	①
Mary Gilliland, Central Arizona College- Arizona Community College Coordinating Council (AC4)	-
Michael Amick, Pima Community College- Arizona Community College Coordinating Council (AC4)	①
Teri Stanfill, Arizona State Board for Private Postsecondary Education (AZPPSE)	X

Others Present

Lanna Dueck, AZ SARA Council Executive Director	X
Jennifer Lech, Grand Canyon University	X

- I. **CALL TO ORDER:** Chairman Hauff called the meeting to order at 1:00 P.M.
- II. **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.

III. COUNCIL MEETING MINUTES

SEPTEMBER 29TH, 2016 MEETING MINUTES AND OCTOBER 12TH, 2016 VIRTUAL MEETING MINUTES: Mr. Hauff introduced the minutes. Ms. Stanfill recommended the Complaints Graph be removed and only the Complaint narrative be part of the minutes moving forward. Council agreed.

Motion to Approve: Ms. Stanfill
Second: Ms. Elias
Vote: 6-0-0

IV. INSTITUTIONAL RENEWALS

- A. ACACIA UNIVERSITY:** Mr. Tim Moman, President of Acacia University, was present to represent the institution. Mr. Moman indicated that it was a strong year for Acacia as demonstrated in the provided financials. Ms. Feldman, questioning whether SARA covered non-credit, asked about the institution's professional development offerings and international approvals. Mr. Moman indicated that the institution has not sought international approvals. Ms. Dueck added that in a recent conversation with NC SARA, SARA staff indicated that non-credit offerings, such as professional development, are considered covered by SARA. More conversation is needed with NC SARA to clarify this statement. Ms. Stanfill wanted to know if the CPA calculated composite score used the 2015 or 2016 financials. Ms. Dueck commented that as the 2016 financials were submitted two days prior to the meeting, the calculation was based on 2015 financials. Additionally, the institution's score was a 3.0 and the 2016 financials are stronger than the 2015 so the score would remain the same in 2016. Ms. Stanfill requested an update on the March Distance Education Accreditation Commission (DEAC) report. Mr. Moman stated that the report was in with no findings and that he will provide it to the Council as an update.

Motion to Approve: Ms. Stanfill
Second: Ms. Feldman
Vote: 6-0-0

- B. SOUTHWEST COLLEGE OF NATUROPATHIC MEDICINE:** Ms. Tammy Aragon, Director of Academic Assessment and Program Development, and Dr. Garrett Thompson, Dean of Academic Affairs, represented the institution via teleconference. Ms. Aragon explained that the institution had sought initial SARA approval last year in anticipation of the Higher Learning Commission's (HLC) review and approval of the institution's newly developed distance education programs (below). However, HLC's site visit for these programs was scheduled for late January 2017. Therefore, the institution moved the program's launch to October 2017. Ms. Miller noted a decrease in tuition revenue as compared to the previous year. Mr. Aragon explained that actual enrollments were down as compared to projected enrollments. Specifically, twenty-four students are on a leave of absence. Eleven students who were on a leave and anticipated to return this year did not.
- Corporate Wellness Certificate: 15 quarter credits/165 contact hours, 100% online
 - Injection Therapy Certificate: 15 quarter credits, 12 credits/132 contact hours are online and 3 credits/33 contact hours are in-person, hybrid.

Motion to Approve: Ms. Elias

Second: Ms. Stanfill

Vote: 6-0-0

V. EXECUTIVE DIRECTOR'S REPORT

A. BUDGET UPDATE: The budget was presented to the Council in meeting materials. Ms. Dueck continues to meet with Rio Salado College's Business Services office to manage the Council budget. Current total fees deposited equal \$485,000 and expenses incurred total 144,557 with a balance of \$340,443.

B. STUDENT COMPLAINTS: Ms. Dueck provided the Council members with a summary of complaints received between September 26, 2016 and January 20, 2017. Two complaints were documented. No complaints constituted review by the Council per NC SARA policy.

OPEN SEATS UPDATE- ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY

EDUCATION: Ms. Stanfill informed the Council that Council member and Vice-Chair, Dr. Hank Radda, did not seek continuation on the Arizona State Board for Private Postsecondary Education (AZPPSE) and therefore is no longer serving on the AZ SARA Council. AZPPSE is voting on the appointment of two new Board members to serve on the AZ SARA Council, Dr. Jennifer Lech and Dr. Paul Mitman. Mr. Hauff asked Ms. Dueck to provide an update on the other Council sectors. Ms. Dueck communicated that the Community College sector's representative is Dr. Bustamante and he is actively working with the Arizona Community College Coordinating Council (AC4) on the two seats up for reappointment, currently held by Council member Ms. Gilliland, from Central Arizona College, and Mr. Michael Amick, from Pima Community College. Additionally, the Arizona Board of Regents (ABOR), through Shelley McGrath, is also working on the one seat up for reappointment currently held by Council member Ms. Miller, from Northern Arizona University. Ms. Dueck reminded the Council that Council seats do not have term limits therefore each sector may continue the current appointments for another two years or assign a new representative. New appointments and/or reappointments will be active as of the March 21, 2017 Council meeting for two-year terms.

C. NC SARA UPDATE: Ms. Dueck provided an update on state statuses. NC SARA currently has forty-seven member states plus the District of Columbia. California, Florida and Massachusetts are the remaining non-participating states. Legislation is being considered or drafted in each of these states.

NC SARA currently has 1,315 participating institutions. Their sector breakdown is 73% Public sector, 24% Private/Non-Profit sector, and 3% For-Profit sector.

The NC-SARA released its Policy and Operations Manual in mid-December, 2016. This new document incorporates, updates, and replaces previous versions of SARA Policies

and Standards and FAQs (retitled as “Explanatory Notes”). The new SARA Manual, now arranged by policy issue, includes procedures for use by states and institutions for SARA applications, renewals, payment of fees, and data collection.

- E. FEDERAL REGULATION UPDATE:** Ms. Dueck provided an update on the federal regulation released in December 2016 entitled, “State Authorization of Postsecondary Distance Education, Foreign Locations”. The regulation has two main focuses: state oversight of distance education offered outside the institution’s home state and state and federal oversight of foreign branch campuses or locations.

- D. AZ SARA 1 DAY FORUM:** Ms. Dueck discussed the concept of the AZ SARA Council sponsoring a one-day forum for AZ SARA participating institutions focused on state authorization and higher education distance education regulation. Ms. Dueck noted that this idea is in alignment the Council’s desire to provide added value to its members via networking opportunities and engagement with sector experts. Ms. Feldman expressed support for the concept. Ms. Elias wanted to know the budgetary implications to which Ms. Dueck responded that she will work with Chairman Hauff to set a forum budget. Mr. Hauff added that the Council has adequate funds to support this endeavor. Ms. Miller inquired about the forum venue. Ms. Dueck responded that the anticipated venue will be Rio Salado College. Ms. Miller suggested the Forum be held adjacent to the May 23rd, 2017 Council meeting. Ms. Dueck will work on setting the forum for May 22nd or May 24th if presenters are available. If not, the forum will be set within a timeframe of late Spring to early Summer 2017. Mr. Hauff requested Ms. Miller provide a session on her institution’s efforts towards identification of distance education student’s physical presence. The Council agreed to move forward on a one-day forum. Ms. Dueck will have a draft budget for review at the March 21, 2017 Council meeting.

- E. AZ SARA OPERATING AGREEMENT REVIEW:** The Council reviewed the current Operating Agreement and made updates to the language as needed. Ms. Dueck will provided drafted updated language for Council review and approval at the March 21, 2017 meeting.

- F. INSTITUTION VISITS:**
 - I. SESSIONS COLLEGE**
 - II. HARRISON MIDDLETON UNIVERSITY**

- G. NEXT COUNCIL MEETING:**
 - 3.21.17 @ 10:00 AM. RENEWAL INSTITUTIONS TO BE REVIEWED**
 - I. ARIZONA STATE UNIVERSITY**
 - II. GRAND CANYON UNIVERSITY**
 - III. NORTHERN ARIZONA UNIVERSITY**
 - IV. PRESCOTT COLLEGE**
 - V. RIO SALADO COLLEGE**

- VI. SONORAN DESERT INSTITUTE**
- VII. UNIVERSITY OF ARIZONA**
- VIII. UNIVERSITY OF PHOENIX**
- IX. WESTERN INTERNATIONAL UNIVERSITY**

VI. EXECUTIVE SESSION: Mr. Hauff moved into Executive Session at 2:25 PM.

VII. ADJOURNMENT: The Meeting of the Arizona SARA Council Adjourned at 2:47 P.M.