



Regular Meeting Minutes

January 23, 2018 – 10:00 A.M.-11:45 A.M.
Rio Salado College – Da Vinci 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
Matthew Gidley, Northern Arizona University- Arizona Board of Regents (ABOR)	X
Michael Amick, Pima Community College- Arizona Community College Coordinating Council (AC4)	X
Teri Stanfill, Arizona State Board for Private Postsecondary Education (AZPPSE)	X
Stacey Hilton, Yavapai College- Arizona Community College Coordinating Council (AC4)	X
Jennifer Lech, Grand Canyon University - Arizona State Board for Private Postsecondary Education (AZPPSE)	X
Paul Mittman, Southwest College of Naturopathic Medicine & Health Sciences- Arizona State Board for Private Postsecondary Education (AZPPSE)	X

Others Present

Lanna Dueck, AZ SARA Council Executive Director	X
John Lopez, W-SARA Regional Director	X

- I. **CALL TO ORDER:** Chairman Hauff called the meeting to order at 10:00 A.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.*
 Chairman Hauff opened the call to the Public. No individuals from the public were present at the meeting.

- III. **NEW COUNCIL MEMBER INTRODUCTIONS- NORTHERN ARIZONA UNIVERSITY APPOINTMENT**
 Mr. Gidley, Associate Director at Northern Arizona University, introduced himself to the Council and provided a brief background as to his experience in relation to his Council appointment.

IV. COUNCIL MEETING MINUTES

SEPTEMBER 26, 2017 MEETING MINUTES: Chairman Hauff introduced the minutes. Approved with changes to Ms. Hilton's title.

Motion to Approve: Ms. Hilton
Second: Ms. Stanfill
Vote: 8-0-0

V. INSTITUTIONAL RENEWALS

- A. ACACIA UNIVERSITY:** Mr. Tim Moman, President, represented the institution. Dr. Mittman requested a programmatic breakdown of the current student enrollment. Mr. Moman stated that the institution has about one hundred and fifty students. Approximately hundred and ten are enrolled in the Masters in Education program while the remaining forty are in the Doctorate in Education program. The institution does not have enrollments at the Associates level. Ms. Feldman inquired as to the institution's virtual residency requirements in the Doctoral program. Mr. Moman explained they are met via technology such as Skype and Zoom. Dr. Mittman further inquired about the Doctoral program's learning outcomes. Mr. Moman will provide these in a follow-up email to Ms. Dueck for the Council's review. Ms. Hilton noted that the institution had no findings in its most recent reaccreditation by the Distance Education Accrediting Commission (DEAC).

Motion to Approve: Dr. Lech
Second: Ms. Stanfill
Vote: 8-0-0

- B. SOUTHWEST COLLEGE OF NATUROPATHIC MEDICINE:** Ms. Tammy Aragon, Director of Academic Assessment and Program Development, Mr. Garrett Thompson, Dean of Academic Affairs, represented the institution. In response to questions by Mr. Amick regarding the institution's latest accreditation visit and subsequent actions, Dr. Mittman explained that the institution did not receive approval to offer distance education programs at its HLC accreditation visit as anticipated. Therefore, they are being provided as non-credit continuing education offerings. The institution anticipates applying for distance education HLC approval in the future and upon approval, plans to offer the full credit-bearing programs. Ms. Elias requested verification as to the institution's offering being non-credit bearing and the impact on SARA approval. Ms. Dueck explained that non-credit offerings are covered under SARA. HLC approval of the programs as distance education programming is not needed as they are not being offered as credit bearing distance education. In this case, HLC accreditation of the institution at large is sufficient. Separate distance education approval is not required for SARA purposes for non-credit. Mr. Lopez verified that this is consistent with SARA policy. Separately, due to significant

purchases the institution incurred, mainly the acquisition of a new building, the institution's financial responsibility rating is lower than the institution has experienced in the past. Therefore, HLC requested additional financial reporting from the institution. For SARA purposes, the financial rating score meets SARA requirements. Dr. Lech inquired as to the Board of Trustee's involvement in the financial finding from HLC. Dr. Mittman explained that the institution submitted three years of financial sets to HLC. One set, however, was mistakenly a budget submission rather than financials. The institution subsequently submitted a financial set, however, the erroneously submitted budget caused confusion and additional review was required by HLC from the Trustees.

Motion to Approve: Dr. Lech

Second: Ms. Hilton

Vote: 8-0-0

VI. EXECUTIVE DIRECTOR'S REPORT

- A. BUDGET UPDATE:** The budget was presented to the Council in meeting materials. Current total fees balance is \$399,608 and expenses incurred in FY to date total \$74,888 with a balance of \$324,720.
- B. FY 2018-2019 BUDGET DRAFT REVIEW:** The 2018-2019 fiscal year budget draft was submitted by Ms. Dueck for Council review. Budget was approved as submitted. Additionally, Ms. Dueck will prepare several institutional fee reduction recommendations for Council review at its March meeting.
- C. STUDENT COMPLAINTS:** Ms. Dueck provided the Council members with a summary of complaints received between September 2017 to December 2017. Seven new complaints were documented as of the last Council meeting. No complaints constituted review by the Council per NC SARA policy.
- D. ARIZONA SARA 2018 FORUM UPDATE:** Ms. Dueck provided the Council with a draft budget for the 2018 Forum. Budget was approved as submitted. The forum date was set for May 14 and will be held at Rio Salado College's Conference Center. John Lopez from W-SARA and Jeannie Yockey-Fine from Cooley have both agreed to be presenters. Additionally, Ms. Dueck will solicit break-out presenters from participating Arizona SARA institutions.
- E. NC SARA UPDATE:**
 - I. STATE UPDATE:** Florida joined NC SARA in October 2017 putting membership at 48 states, Washington D.C. and the U.S. Virgin Islands. California and Massachusetts are the only two non-SARA states.
 - II. POLICY UPDATE-PHYSICAL PRESENCE:** John Lopez provided the Council with a history of NC SARA's physical presence policy and its development when SARA

originated. This provided needed context to frame the current dialogue Arizona SARA initiated with W-SARA. At its October 27th, 2017 meeting, the W-SARA Steering Committee voted to approve the Arizona SARA Council's request to form an Advisory Group to review NC SARA's Physical Presence policy update on state authorization of online offerings for SARA institutions in a state within which the institution has a physical presence. Continued discussions with Mr. Lopez anticipate the Advisory Group to begin work in February 2018 and report findings to the W-SARA Steering Committee at its July 2018 meeting.

F. INSTITUTION VISITS

- I. SOUTHWEST COLLEGE OF NATUROPATHIC MEDICINE- 9.27.2017
- II. BROOKLINE COLLEGE- 9.28.2017 A.M.
- III. CENTRAL ARIZONA COLLEGE- 9.28.2017 P.M.
- IV. COCHISE COLLEGE- 9.29.17

G. NEXT COUNCIL MEETING:

5.15.18 @ 1:00 P.M. INSTITUTIONS UP FOR RENEWAL

- 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

VII. ADJOURNMENT: The Meeting of the Arizona SARA Council Adjourned at 11:45 A.M.