



Regular Meeting Minutes

September 9, 2019 – 10 A.M.-12:15 P.M.

Rio Salado College – Rio Conference Center, Yellow/Brown Rooms

Members

Joel Hauff, University of Arizona, Chair- Arizona Board of Regents (ABOR)	X
Karol Schmidt, Rio Salado College- Arizona Community College Coordinating Council (AC4)	X
Alison Hahn, Arizona State University- Arizona Board of Regents (ABOR)	X
Norma Patterson, 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)	-

Others Present

Lanna Dueck, Arizona SARA Council Executive Director	X
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I. **CALL TO ORDER:** Chairman Hauff called the meeting to order at 10 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. COUNCIL MEETING MINUTES

APRIL 29, 2019 MEETING MINUTES: Chairman Hauff introduced the minutes. Approved as submitted.

Motion to Approve: Dr. Lech

Second: Ms. Hilton

Vote: 7-0-0

IV. INSTITUTIONAL RENEWALS

- A. ARIZONA CHRISTIAN UNIVERSITY:** Dr. Edward Clavell, Dean of Academic Affairs, represented the institution. Mr. Hauff inquired as to the lower financial score (although still within NC SARA standards). Dr. Clavell indicated the institution received a gift in the form of an online curriculum platform and USDOE calculated the amount as fixed assets which negatively impacted the institution's financial score.

Motion to Approve: Mr. Amick

Second: Ms. Stanfill

Vote: 7-0-0

- B. BROOKLINE COLLEGE:** Mr. Matt Egan, Chief Compliance Officer, and Jennifer Evars, Regulatory Compliance Coordinator, represented the institution by calling in. Ms. Schmidt inquired as to the institution's placement requirements with its accreditor. Ms. Evars indicated the institution anticipates meeting all placement requirements.

Motion to Approve: Ms. Hilton

Second: Ms. Stanfill

Vote: 7-0-0

- C. CENTRAL ARIZONA COLLEGE:** Dr. Mary Gilliland and Mr. Dustin Maroney, Executive Director Vice President of Academic Affairs, Institutional Effectiveness, represented the institution by calling in. Ms. Stanfill questioned as to why the institution's SARA complaint language was not yet SARA compliant. Ms. Dueck explained that the language had been compliant but was unintentionally omitted when a system upgrade was made to the online catalog. The institution is in the process of correcting and will supply Ms. Dueck with the updates once implemented.

Motion to Approve: Mr. Amick

Second: Ms. Patterson

Vote: 7-0-0

- D. COCONINO COMMUNITY COLLEGE:** Dr. Gonzalo Perez, Associate Provost, and Mr. Luke Owens, Distance Education and Library Services Manager, represented the institution and indicated this institution's online programming is up by seven percent.

Motion to Provisionally Approve: Mr. Amick

Second: Dr. Schmidt

Vote: 7-0-0

- E. EASTERN ARIZONA COLLEGE:** Ms. Janice Lawhorn, Dean of Curriculum and Instruction, represented the institution which recently moved all online programming from WebStudy to Canvas with succesfully. The institution's Distance Education is approximately thirteen percent of total enrollments.

Motion to Approve: Mr. Amick

Second: Ms. Stanfill

Vote: 7-0-0

- F. PENN FOSTER COLLEGE:** Ms. Heather McAllister, General Counsel & Corporate Secretary, and Mr. Thomas Wishard, Vice President & Corporate Controller, represented the institution. Ms. Stanfill noted an increased financial composite score.

Motion to Approve: Ms. Hilton

Second: Ms. Stanfill

Vote: 7-0-0

- G. PHOENIX SEMINARY:** Mr. Joshua Anderson represented the institution. Comptroller, Deborah Arnitz attended by calling in. Ms. Schmidt inquired as to the decline in the financial score (still within acceptable SARA standards). Ms. Arnitz explained the institution is engaged in a \$9 million building project and is in the process of rebuilding the institution's reserve.

Motion to Approve: Dr. Lech

Second: Ms. Hilton

Vote: 7-0-0

- H. PIMA COMMUNITY COLLEGE:** Mr. Michael Amick represented the institution. Pima Online moved campuses and is now in a physically more integral part of the institution's physical layout. The institution was visited by the Higher Learning Commission and 'Met with Concerns' six of the twenty-one components. The institution is also now fully in compliance with the U.S. Department of Education.

Motion to Approve: Dr. Schmidt

Second: Dr. Lech

Vote: 6-0-1

- I. SOUTHWEST INSTITUTE OF HEALING ARTS:** Dr. David Boute, Dean of Student Services and Compliance, represented the institution. The institution moved its main campus to an existing location in Tempe thus consolidating the campus. The institution also voluntarily withdrew its Wellness Practitioner program from its offerings due to decreased enrollment.

Motion to Approve: Ms. Stanfill

Second: Mr. Amick

Vote: 7-0-0

- J. UNIVERSITY OF ADVANCING TECHNOLOGY:** Mr. Jason Pistillo, President, represented the institution and provided an overview of the institution's activity in the last year including the institution's increased involvement in K-12 education to increase future STEAM interest in higher education.

Motion to Approve: Dr. Lech
Second: Ms. Patterson
Vote: 7-0-0

- K. YAVAPAI COLLEGE:** Ms. Stacey Hilton, Dean of the Office of Instructional Support, represented the institution and indicated the institution has a new College President and new Vice President of Strategic Initiatives. The institution is focused on retention and completion and currently one third of all online programs have undergone a self-assessment with Quality Matters. Additionally, the institution experienced its first decline in Distance Education enrollment, by 5.5 percent, in nineteen years.

Motion to Approve: Mr. Amick
Second: Ms. Schmidt
Vote: 6-0-1

V. NEW APPLICANTS

- A. AMERICAN INTERCONTINENTAL UNIVERSITY:** Ms. Jill DeAtley, Vice President of Regulatory Operations, represented the institution. The institution has been a SARA participating institution in Illinois since 2015. In 2018, the institution began to move its main campus to Arizona. AIU has received Arizona State Board for Private Postsecondary Education, Higher Learning Commission and the U.S. DOE approval for main campus move to Arizona. The institution has approximately twelve thousand students.

Motion to Approve: Mr. Amick
Second: Ms. Patterson
Vote: 7-0-0

- B. CUMMINGS GRADUATE INSTITUTE:** Amanda Harrison, Director of Operations and Dr. Cara English, Chief Executive Officer, represented the institution. Cummings Institute was newly accredited by the Distance Education Accrediting Commission in July 2019. The institution currently has eleven enrollments in its 100% online Doctor of Behavioral Health (DBH) degree and uses D2L as its Learning Management System.

Motion to Approve: Mr. Amick
Second: Ms. Patterson
Vote: 7-0-0

VI. EXECUTIVE DIRECTOR'S REPORT

- A. BUDGET UPDATE:** The budget was presented to the Council in meeting materials. Current total fees accrued this fiscal year are \$0. Expenses incurred in current FY to date are \$124,095 with a balance of \$407,744.
- B. STUDENT COMPLAINTS:** Ms. Dueck provided the Council members with a summary of complaints received. Nine new complaints were documented as of the last Council meeting. No complaints constituted review by the Council per NC SARA policy.
- C. NC AND W SARA UPDATES:** Ms. Dueck provided an update on the W-SARA Steering Committee. It had its first in-person meeting with new W-SARA Director Christina Sedney September 10-11, 2019 in Denver, Co. Highlights of the meeting included meeting new NC SARA President, Dr. Lori Williams, and drafting the W-SARA Steering Committee governance by-laws. This will enable W-SARA to organize itself more efficiently and proactively engage in the NC SARA governance structure.

The Council also discussed the new NC SARA policy, adopted by the Board at its May 2019 meeting, requiring SARA states to have an institutional appeals process (Section 2. States and Membership). The appeals process must be in place by January 1, 2021. Ms. Dueck will draft initial language based on Council discussion to be reviewed at the January 2020 meeting.

- D. ARIZONA SARA FORUM REVIEW:** The Council was provided with the final Arizona SARA Forum budget/expenses and an overview of participation statistics.

Final Budget/Expenses: 2019 Forum \$6,417.61

Participation Stats:

	2017	2018	2019	Growth from 2017
# Participating Institutions	22 of 24	25 of 27	26 of 28	27.27% (22 to 28)
Attendance	60 Registered	67 Registered	78 Registered	30% (60-78)

Additionally, the Council reviewed the Forum survey which was largely positive and provided ideas that will be reviewed for implementation at next year's Forum.

- E. ELECTRONIC APPLICATION UPDATE:** Ms. Dueck provided an update on the online application portal development with service provider SurveyMonkey Apply (SMA). The Council approved an initial investment of twelve thousand (\$12,000) dollars to cover initial development and upgrades/modifications. To date, seven thousand (\$7,000) has been used.

MS. Dueck covered three implementation options for the September review cycle of which the Council selected Option Three (test launch with a set of volunteer Council Member institutions).

F. NEW ARIZONA SARA WEBSITE: The Council reviewed the new Arizona SARA Council website. During development consideration was given to the following:

- New look and feel with brand themed pictures
- New Forum/Meeting pages
- New Documents page with updated organization flow
- Updated copy throughout based on user feedback

G. NEW MEETING CYCLE AND CALENDARING: Ms. Dueck presented a new AZ SARA review cycle which consolidates four Council meetings into three Council meetings a year. To accomplish this, all institutions previously reviewed at the March Council meeting were moved to the January Council meeting. The move does not impact the institutional renewal date with NC SARA, only the AZ SARA review date. The change was communicated to impacted institutions.

- Previous Years: 4 Council Meetings: September, January, March and May
- Starting Now: 3 Council Meetings: September, January and May

The Council also discussed the AZ SARA 2020 calendar including the AZ SARA 2020 Forum. A doodle will be sent out to set final dates.

H. GOODBYE TO ARIZONA SARA COUNCIL CHAIR, JOEL HAUF: The Council thanked outgoing Arizona SARA Chair, Joel Hauff, for his service to the Council both as its initial chair and as an integral part work team that developed the Arizona SARA Council.

I. NEXT COUNCIL MEETING:

1.14.2020 @ 10:00 A.M. Institutions up for renewal

- I. ACACIA UNIVERSITY
- II. ARIZONA STATE UNIVERSITY
- III. GRAND CANYON UNIVERSITY
- IV. NORTHERN ARIZONA UNIVERSITY
- V. PRESCOTT COLLEGE
- VI. RIO SALADO COLLEGE
- VII. SONORAN DESERT INSTITUTE
- VIII. SOUTHWEST COLLEGE OF NATUROPATHIC MEDICINE
- IX. UNIVERSITY OF ARIZONA
- X. UNIVERSITY OF PHOENIX

VII. ADJOURNMENT: The meeting of the Arizona SARA Council adjourned at 1:00 P.M.