



Regular Meeting Minutes

May 6th, 2020 – 9:00 A.M.-12:00 P.M.
Virtual Meeting via Zoom

Members

Jennifer Lech- Chair, Grand Canyon University - Arizona State Board for Private Postsecondary Education (AZPPSE)	X
Karol Schmidt, Rio Salado College- Arizona Community College Coordinating Council (AC4)	X
Alison Hahn, Arizona State University- Arizona Board of Regents (ABOR)	X
Laurie Dickson, 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, Vice-Chair- Yavapai College- Arizona Community College Coordinating Council (AC4)	X
Pending Appointment-University of Arizona- Arizona Board of Regents (ABOR)	-
Paul Mittman, Southwest College of Naturopathic Medicine & Health Sciences- Arizona State Board for Private Postsecondary Education (AZPPSE)	X

Others Present

Lanna Dueck, Arizona SARA Council Executive Director	X
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- I. **CALL TO ORDER:** Chairperson Lech called the meeting to order at 9:00 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.*
 Chairperson Lech opened the call to the Public. No individuals from the public were present at the meeting.

III. COUNCIL MEETING MINUTES

JANUARY 14, 2020 REGUALR MEETING MINUTES: Chairperson Lech introduced the minutes. Approved as submitted.

Motion to Approve: Dr. Mittman
 Second: Dr. Dickson

Abstention: Mr. LaMountain
Vote: 6-0-1

IV. INSTITUTIONAL RENEWALS

- A. BRYAN UNIVERSITY:** Mr. Eric Evans, President, represented the institution and provided an update. Ms. Hilton inquired as to the programmatic sunsets and teach-outs and Mr. Evans explained that the institution moved to a stackable program model where certificates are embedded into Associates degrees and Associate degrees into Bachelors. Programs that did not fit into the new model were sunsetted or are being taught-out.

Motion to Approve: Mr. LaMountain
Second: Ms. Hilton
Vote: 7-0-0

- B. COCHISE COLLEGE:** Mrs. Karen Dale, Assistant Dean for Academic Support, represented the institution. Ms. Hilton inquired as to the institution's response to HLC's letter regarding assessment. The institution provided a response which was approved by HLC and is working with Moodle on assessment within courses.

Motion to Approve: Dr. Mittman
Second: Dr. Dickson
Vote: 7-0-0

- C. HARRISON MIDDLETON UNIVERSITY:** Ms. Lauren Guthrie, Vice President of Accreditation and Licensure, represented the institution. Dr. Lech provided feedback on the institution's complaint policy which will be looked into by Ms. Guthrie.

Motion to Approve: Mr. LaMountain
Second: Dr. Dickson
Vote: 7-0-0

- D. NATIONAL PARALEGAL COLLEGE:** Ms. Amy Dubitsky, Director of Compliance, represented the institution. Ms. Hilton inquired regarding status with the institution's accreditor, Distance Education Accrediting Commission (DEAC) to which Ms. Dubitsky indicated the review was positive and the institution will receive its outcome letter in June. Mr. LaMountain added that he was able to participate in the DEAC review and appreciated the experience.

Motion to Approve: Mr. LaMountain
Second: Dr. Dickson
Vote: 6-0-1 (Amick)

- E. PIMA MEDICAL INSTITUTE_TUCSON:** Ms. Cara Sharpe, Regulatory Operations Manager, represented the institution. Ms. Sharpe explained that the institution's transition from a family owned organization to an Employee Stock Shareholder Plan is complete.

Motion to Approve: Mr. LaMountain
Second: Ms. Hilton
Vote: 7-0-0

- F. SESSIONS COLLEGE:** Mr. Gordon Drummond, President, represented the institution indicating the institution recently underwent reaccreditation with the Distance Education Accrediting Commission (DEAC). Mr. LaMountain participated in the review and appreciated the quality of the visit. Dr. Lech provided feedback on the complaint process.

Motion to Approve: Dr. Mittman
Second: Mr. LaMountain
Vote: 7-0-0

- G. SONORAN DESERT INSTITUTE:** Mr. Chris Caraway, Vice President of Operations, and Ms. Traci Lee, President, represented the institution. The institution transitioned to an Employee Stock Shareholder Plan. The institution expressed that although this move is beneficial for the long term health and stability of the institution, it will most likely experience a decline in its federal financial rating in future reviews. The score is ultimately anticipated to increase again and stabilize. Mr. Dueck explained that the institution's current score, following NC SARA policy, meets the criteria and she will continue to work with the institution regarding its future standing.

Motion to Approve: Mr. LaMountain
Second: Dr. Dickson
Vote: 7-0-0

- H. INTERNATIONAL BAPTIST COLLEGE AND SEMINARY:** Moved to a later date.

V. 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 \$137,000. Expenses incurred in current FY to date are \$117,235 with a balance of \$431,783.
- B. FY 2020-2021 BUDGET REVIEW:** Ms. Dueck presented the 2020-2021 budget with the inclusion of the one-time member fee reduction that was previously reviewed and approved at the January Council meeting.
- C. STUDENT COMPLAINTS:** Ms. Dueck provided the Council members with a summary of complaints received. One new complaint was documented as of the last Council meeting. No complaints constituted review by the Council per NC SARA policy.

D. NC AND W SARA UPDATES:

I. W SARA: Highlights

1. W-SARA Steering Committee April 29-30 In-Person meeting rescheduled as virtual meeting for April 29th. States up for review are: Washington, Nevada, Idaho, Hawai'i, Colorado and Alaska.
2. Other W-SARA Work Priorities:
 - Regular Meeting Schedule and Review Cycle: 1-time realignment of State's review dates
 - NC SARA Policy Development, Review and Implementation
 - NC SARA On-Boarding and Training
 - NC SARA State Appeals Policy

II. NC SARA:

1. COVID19 Impacts:
 - NC SARA State Portal Meeting: Originally to be held in Dallas TX from September 16-17, has been moved to a virtual meeting spanning September 15-18 due to COVID19 precautions.
 - Federal Financial Responsibility Score: Score used as criteria for determining financial stability for Private institutions (1.5 or above as financially stable). NC SARA anticipates institution's financials may be impacted by COVID19 and requested feedback from States by May 1st on potential criteria modifications. A request was sent to AZ SARA Council Members on April 7th, 2020 to elicit comments. All feedback received will be sent to NC SARA by the deadline.
2. Strategic Planning: NC SARA partnered with Brainard Strategy, a strategic planning consulting firm and an objective third-party, to help design and facilitate a strategic plan. Key stakeholders were interviewed, including AZ SARA Executive Director, to facilitate the development of the plan. The plan, desired outcomes and key performance indicators will be shared with the NC SARA Board at their meeting on May 5th, 2020. The summary will be shared with States and Institutions after the board meeting.
3. Policy Changes Proposed for May NC SARA Board Meeting: The below documents were provided to the Council for review and comment on March 19th. Council held discussion on proposed policy. Comments sent to NC SARA for review.
 - Branch Campuses
 - Provisional Status
 - Complaints

- E. ONLINE APPLICATION PORTAL:** Ms. Dueck provided an update on the new Online Application Portal. The Service Provider is SurveyMonkey Apply. The Council approved an initial investment of \$12,000 to cover initial development and upgrades/modifications. To date, \$11,810 have been used for initial build and implementation of the January 2020 review cycle and updates for the May 2020 cycle. This closes the initial build and first round of updates. The Council approved the proposed budget for SurveyMonkey Apply moving into Year Two:

Annual Renewal/Maintenance: \$12,000 approx.

Total Renewal Cost: \$7,408 + taxes if applicable

Annual Subscription Term: 2020-06-03 to 2021-06-02

Included Implementation Hours: 5

Additional Hours: \$4,000. (\$200 per hour. Requesting 20 hours approved annually.) If additional hours are needed, a request will be made to the Council Chair or Council as applicable.

Motion to Approve: Dr. Dickson

Second: Mr. Amick

Vote: 7-0-0

- F. 2020 AZ SARA FORUM- 5.20.2020 INSTITUTIONAL APPEALS POLICY:** The Policy Drafting Committee, comprised of Dr. Schmidt, Dr. Mittman, Ms. Alison Hines-Hahn and Ms. Lanna Dueck presented two policy options. Council discussed options and voted to approve option two. Ms. Dueck will implement in the Online Application Portal.
- G. 2020 AZ SARA FORUM- 5.20.2020:** Due to Covid-19 the 2020 Forum was cancelled. This decision was made by the Chair, Vice-Chair and Executive Director. Ms. Dueck requested the 2020 Forum budget be adopted for the 2021 Forum. The Council approved the 2021 budget adoption. The 2021 Forum is currently planned for May 2021 following the May Council meeting.

H. NEXT COUNCIL MEETING: SEPTEMBER 15, 2020

I. AMERICAN INTERCONTINENTAL UNIVERSITY

II. ARIZONA CHRISTIAN UNIVERSITY

III. BROOKLINE COLLEGE

IV. ARIZONA CENTRAL COLLEGE

V. COCONINO COMMUNITY COLLEGE

VI. CUMMINGS COLLEGE

VII. EASTERN ARIZONA COLLEGE

VIII. PENN FOSTER COLLEGE

IX. PHOENIX SEMINARY

X. PIMA COMMUNITY COLLEGE
XI. SOUTHWEST INSTITUTE OF HEALING ARTS
XII. UNIVERSITY OF ADVANCING TECHNOLOGY
XIII. YAVAPAI COLLEGE

VI. ADJOURNMENT: The meeting of the Arizona SARA Council adjourned at 12:57 P.M.