

## SREB SARA Steering Committee Responsibilities

In collaboration with the National Council for State Authorization Agreements (NC-SARA), Southern Regional Education Board's State Authorization Reciprocity Agreement Steering Committee (S-SARA Steering Committee) will work with staff to approve state participation in SARA for the SREB region. The S-SARA Steering Committee may recommend other procedural details and actions regarding SARA participation to SREB staff. The S-SARA Steering Committee will serve as a regional platform for the discussion and consideration of emerging SARA and distance education-related issues.

SREB staff, in conjunction with NC-SARA, will establish and disseminate criteria for state participation. SREB staff will provide minutes and distribute them to the Committee following each meeting.

A state that seeks to join SARA through the SREB will submit the SARA State Application and a plan of how it will meet the criteria for participation, to include but not be limited to the handling of student complaints and inclusion of all qualified institutions. The S-SARA Steering Committee will review the plan and work with the state and SREB staff on revisions until the S-SARA Steering Committee is able to recommend approval. The S-SARA Steering Committee will evaluate and determine whether states that apply to participate demonstrate adequate capacity and sufficient standards for authorization and oversight of institutions under the State Authorization Reciprocity Agreement (SARA).

### Committee Composition

The S-SARA Steering Committee will be composed of:

- The SREB President or designee;
- Five members selected by the SREB President and staff as at-large representatives. These individuals will represent various stakeholders and communities of interest including but not limited to: state regulators, accreditors, institutions from all sectors of higher education and state government;
- One member who represents the SARA Portal Entity (SPE) from each participating SREB affiliated state;
- One member who represents the SARA Portal Entity (SPE) from each non-affiliated state or district that joins SREB for SARA purposes; and
- One non-voting member from each non-SARA state that has indicated commitment to participate in SARA and is actively pursuing the development of the state application.

### Committee Structure

- The Committee will elect a Committee Chair to serve for two years and to sign the requisite documents on behalf of the Committee. The Committee Chair will represent a State Portal Entity (SPE) from an approved SARA state on the S-SARA Steering Committee.
  - Nominations shall be submitted to the retiring committee chair or SREB SARA Director no later than one month before the expiration of the Chair's term.



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- The Chair may be re-elected to serve one additional consecutive term and may be re-elected after a period of two years not serving as a chair.
- The method of voting will be determined during the meeting where the vote is scheduled to occur, but before the vote occurs.
- The Committee will elect a Committee Vice Chair to serve for two years. The Vice Chair will stand in for the Committee Chair when the Committee Chair is absent or when the Committee Chair's state is under review. The Vice Chair will sign the requisite documents on behalf of the Committee in the absence of the Chair and on behalf of the Committee when the Committee Chair's state is under review. The Committee Vice Chair will represent a State Portal Entity (SPE) from an approved SARA state on the S-SARA Steering Committee.
  - Nominations shall be submitted to the committee chair or SREB SARA Director no later than one month before the expiration of the Chair's term.
  - The Vice Chair may be re-elected to serve one additional consecutive term and may be re-elected after a period of two years not serving as vice chair.
  - The method of voting will be determined during the meeting where the vote is scheduled to occur, but before the vote occurs.
- SREB staff will provide minutes and distribute them to the Committee following each meeting.
- SREB leadership will determine the terms of service of at-large steering committee members.
  - At-large members of the S-SARA SC shall be appointed to staggering terms with two (2) of the members being appointed for three (3) year terms and the remaining members appointed for two (2) years.
  - New appointments will be for two years unless a vacant three-year spot is available.
  - Individuals may be reappointed by SREB leadership to serve additional terms.
  - At large members of the S-SARA Steering Committee who are unable to complete their terms may be replaced with another at-large representative. Such replacement members shall assume the remainder of the original member's term and not be appointed for an entirely new term.

### Roles and Responsibilities

#### *Members of the S-SARA Steering Committee shall:*

- Participate in scheduled state application review meetings: The number of S-SARA Steering Committee meetings will depend upon application submissions. No more than four meetings a year are anticipated.
- Determine if the applicant states meet requirements of SARA participation included in the SARA State application as developed and distributed by NC-SARA.
- Make a formal recommendation to SREB staff and leadership for the adoption and implementation of SARA within an applicant state if the review of the state application is positive.
- Once all SREB affiliated states have joined SARA, the S-SARA Steering Committee



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will meet once or twice a year to review state compliance with the NC-SARA policies and procedures and affirm eligibility.

- Review state renewal applications to determine if any action is necessary to continue compliance in SARA.
- Sanction states that fail to fully meet the requirements for participation and dismiss states that fail to respond to concerns related to meeting the requirements for participation.
- Collaborate with other compacts to determine legal domicile in the event an institution seeking SARA approval has its OPEID (Office of Postsecondary Education Identification) number assigned to a campus in a state other than the principal accredited campus.
- Determine whether clinical placement is allowable under SARA Policies and Standards, should there be objection issued by a state portal entity in a S-SARA state.
- Review institutional appeals related to a state's upholding of the SARA Policies and Standards during the review process.
- Recuse themselves from decisions and recommendations related to their individual home states' applications to participate in SARA.

### Commitment of Participation

With guidance and support from S-SARA staff, the S-SARA Steering Committee is responsible for accepting states into the reciprocal arrangement, rejecting states from acceptance into the reciprocal arrangement, sanctioning states that fail to fully meet the requirements for participation, and dismissing from the reciprocal arrangement states that fail to respond to expressed concerns related to meeting the requirements for participation. Members will:

- Dedicate approximately 8-12 hours per calendar quarter to committee related preparation and activities;
- Share personal and professional expertise with the committee in reviewing issues, resolving conflicts and making recommendations;
- Provide professional objectivity in all actions associated with committee work; and
- Participate in S-SARA Steering Committee meetings.

