

**State of Wisconsin  
Distance Learning Authorization Board (DLAB)**

**September 17, 2021  
Virtual Meeting**

**APPROVED Minutes**

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Members present:

Dr. Anny Morrobel-Sosa, Chair, University of Wisconsin System (UW System)  
Secretary Dawn Crim, Wisconsin Department of Safety and Professional Services (DSPS)  
Dr. Morna Foy, Vice Chair Wisconsin Technical College System (WTCS)  
Dr. Rolf Wegenke, Secretary, Wisconsin Association of Independent Colleges and Universities (WAICU)  
Dr. Russell Swagger, President, Lac Courte Oreilles Ojibwe College

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Others present:

Ms. Monique Currie, WTCS  
Ms. Joan Gage, DSPS  
Dr. Connie Hutchison, State of Wisconsin Higher Educational Aids Board (HEAB)  
Ms. Paige Smith, UW System  
Ms. Rebecca Larson, WAICU  
Dr. Carleen Vande Zande, UW System  
Aaron Seligman, UW System

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**Call to Order and Open Meeting Statement**

Dr. Anny Morrobel-Sosa, DLAB Chair, called the meeting to order at 11:03 a.m. and stated a quorum was present.

**Action: Approval of May 24, 2021 DLAB meeting minutes – Dr. Wegenke**

The minutes of the May 24, 2021 meeting were approved unanimously (Crim/Wegenke motion). The minutes will be posted to the DLAB website.

**Action: Discussion and Approval of Institutional Applications and Renewals**

Rebecca Larson reported 10 renewals from the Wisconsin Association of Independent Colleges and Universities:

Alverno College  
Bellin College  
Cardinal Stritch University  
Carroll University  
Concordia University Wisconsin  
Edgewood College  
Herzing University  
Marquette University  
Medical College of Wisconsin  
Milwaukee School of Engineering

Monique Currie reported 3 renewals from the Wisconsin Technical College System:

Nicolet College  
Northcentral Technical College  
Western Technical College

Joan Gage reported no renewals from the Wisconsin Department of Safety and Professional Services.

Paige Smith reported that all 13 University of Wisconsin institutions were approved for renewal:

UW-Madison  
UW-Milwaukee  
UW-Eau Claire  
UW-Green Bay  
UW-La Crosse  
UW-Oshkosh  
UW-Parkside  
UW-Platteville  
UW-River Falls  
UW-Stevens Point  
UW-Stout  
UW-Superior  
UW-Whitewater

In addition, Lac Courte Orielles Ojibwe College was approved for renewal by the UW System state portal representative, Paige Smith.

**Report: Staff Updates**

Rebecca Larson provided an update on recent NC-SARA revisions to the SARA institution application form. She shared some new requirements related to professional license disclosures, state portal jurisdiction and authority over branch campuses, and institutional financial responsibilities required by SARA (included as attachment B to the meeting materials). In regard to branch campuses, Ms. Larson explained that the branch campus working group continues to meet and discuss issues of campuses that have a physical presence in multiple states and who retains jurisdiction to investigate complaints.

She added that the NC-SARA Board plans to vote on changes at their next meeting in October, 2021. Dr. Wegenke asking if the vote might be delayed given ambiguity. Ms. Currie stated that M-SARA may recommend a delay.

Paige Smith provided an update from the NC-SARA Annual Conference in early September. Paige Smith shared that the sessions focused on oversight of for-profit colleges student consumer protection, professional licensure notifications, financial aid, and concerns regarding federal responsibility composite scores. Ms. Smith also shared that NC-SARA has a new website with updated resources and information to assist students, users, states and institutions in regard to SARA related information.

#### M-SARA Regional Steering Committee Update:

Subsequent to the DLAB meeting in May, the Regional Steering Committee (RSC) met twice and approved the renewals for the states of Michigan and Iowa in SARA.

M-SARA held their three-day conference in July, virtually. Generally, the issues that dominate the work of the RSC were the proposed changes to the NC-SARA policy manual and RSC's concerns over the lack of input sought from the states and a lack of adherence to the procedure for updating the policy manual. Changes to the policy manual are important because the policy manual spells out the requirements of states and institutions to be members of and participate in SARA. The NC-SARA Board will meet in late October with plans to vote on the proposed changes to the policy manual, but NC-SARA staff just announced they will recommend the NC-SARA Board table two major proposed policy changes at their October Board meeting in response to the comments received from states, including Wisconsin. The two changes proposed changes recommended to be tabled are the replacement of the 2011 C-RAC distance education guidelines with the 21<sup>st</sup> Century Distance Education Guidelines and the new process of incorporating changes and updates to the SARA policy manual.

#### Complaints Report

Ms. Currie reported one complaint from a student located in Wisconsin enrolled in an online program offered by Capella University in Minnesota. Ms. Currie referred the student to the appropriate SARA state portal entity in Minnesota.

#### General Updates

Update from Lac Courte Oreilles Ojibwe College on M-SARA grant award

Dr. Swagger reported that his college intends to use the M-SARA mini grant funds to create e-forms on student portals that will automatically be imported into the Registrar's Office system. This "Free Form Integration" was to be implemented by July 30, 2021, but the use of these funds has been delayed due to a delay in the overall project. It is DLAB's understanding that there is no deadline for use of the funds by M-SARA.

Update on FOIA request received by DLAB

Ms. Smith provided an update on the recent request filed for DLAB records under the Wisconsin public record laws. The requester was conducting research on federal financial scores regarding institutions who were participating in SARA. Ms. Larson reported that information was provided regarding a WAICU's institution's preliminary federal financial score as well as other general information regarding DLAB and its jurisdiction and authority under Wisconsin statutes.

Third Party Providers of Distance Education Across State Lines

Ms. Currie recently become aware of marketing partnerships between some of Wisconsin's technical colleges and a private, for-profit provider of continuing education. Under this arrangement, the private entity provides the instructor, the curriculum, and the evaluation for the continuing education class. The college helps to advertise the course on its website. This partnership also exists between some UW System universities. Ms. Currie and Ms. Smith requested clarification from NC-SARA staff as to whether or not this arrangement fall under the purview of SARA. Ms. Currie reported that according to NC-SARA, as long as the SARA participating institution doesn't issue the credit(s), this arrangement doesn't fall under SARA.

**Discussion: Other Items**

Dr. Morrobel-Sosa noted the next DLAB board meeting is scheduled for December 17, 2021.

**Adjournment**

There was no further discussion and the meeting adjourned by unanimous consent at 11:53 a.m. (Wegenke/Swagger motion).

**Attachments:**

Attachment A: Draft of May 24, 2021 Meeting Minutes (referenced in item 2)

Attachment B: Copy of SARA Institution Application Form (referenced in item 5)