

# **Coordinating Board for Higher Education**

## **Agenda of Meeting**

**8:00 AM  
Thursday  
December 6, 2007**

**Assembly Hall  
Rickman Center  
Jefferson City**

## **COORDINATING BOARD FOR HIGHER EDUCATION**

**Kathryn F. Swan**, Chair, Cape Girardeau

**Gregory Upchurch**, Vice Chair, St. Louis

**Martha L. Boswell**, Columbia

**David Cole**, Cassville

**Lowell C. Kruse**, St. Joseph

**Jeanne Patterson**, Kansas City

**Duane Schreimann**, Jefferson City

TIME: 8:00 AM  
Thursday  
December 6, 2007

PLACE: Assembly Hall  
Rickman Center  
Jefferson City

**Coordinating Board for Higher Education  
December 5 - 6, 2007  
Jefferson City, Missouri  
Schedule of Events**

**WEDNESDAY, December 5**

12:00 – 5:30 PM                      CBHE Work Session  
Large Annex Conference Room  
MDHE Offices  
Jefferson City

6:00 PM                                  Board Dinner  
Hightower Room  
Truman Conference Center  
Jefferson City

**THURSDAY, December 6**

8:00 AM – 11:00 AM                CBHE and Presidential Advisory Committee Meeting  
Assembly Hall  
Rickman Center  
Jefferson City

11:00 AM – 2:00 PM                [Joint Meeting with MOHELA Board](#)  
Room 215  
Rickman Center  
Jefferson City

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**Portions of these meetings may be closed pursuant to Section 610.021 RSMo.**

RSMo 610.021(1) relating to “legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.”

RSMo 610.021(3) relating to “hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.”

Other matters that may be discussed in closed meetings, as set forth in RSMo 610.021.

Individuals needing special accommodations relating to a disability should contact Laura Vedenhaupt, at the Missouri Department of Higher Education, 3515 Amazonas Drive, Jefferson City, MO 65109 or at (573) 751-2361, at least three working days prior to the meeting.

**COORDINATING BOARD FOR HIGHER EDUCATION  
PRESIDENTIAL ADVISORY COMMITTEE**

**Representatives by Statute**

**Public Four-Year Universities**

Dr. Henry Givens, Jr.  
President  
Harris-Stowe State University  
3026 Laclede Avenue  
St. Louis 63103

Dr. Carolyn Mahoney  
President  
Lincoln University  
820 Chestnut  
Jefferson City 65101

Dr. Terri Agee  
Acting President  
Missouri Southern State University  
3950 East Newman Road  
Joplin 64801

Dr. Michael Nietzel  
President  
Missouri State University  
901 South National Avenue  
Springfield 65802

(COPHE President)

Dr. James Scanlon  
President  
Missouri Western State University  
4525 Downs Drive  
St. Joseph 64507

Dr. Dean Hubbard  
President  
Northwest Missouri State University  
800 University Drive  
Maryville 64468

Dr. Ken Dobbins  
President  
Southeast Missouri State University  
One University Plaza  
Cape Girardeau 63701

Dr. Barbara Dixon  
President  
Truman State University  
100 East Normal  
Kirksville 63501

Dr. Aaron Podolefsky  
President  
University of Central Missouri  
Administration 202  
Warrensburg 64093

Dr. Gordon Lamb  
Interim President  
University of Missouri  
321 University Hall  
Columbia 65211

Dr. Brady Deaton  
Chancellor  
University of Missouri-Columbia  
105 Jesse Hall  
Columbia 65211

Dr. Guy Bailey  
Chancellor  
University of Missouri-Kansas City  
5100 Rockhill Road  
Kansas City 64110

Dr. John Carney III  
Chancellor  
University of Missouri-Rolla  
206 Parker Hall  
Rolla 65401-0249

Dr. Thomas George  
Chancellor  
University of Missouri-St. Louis  
8001 Natural Bridge Road  
St. Louis 63121

**Public Two-year Colleges**

Dr. Alan Marble  
President  
Crowder College  
601 Laclede Avenue  
Neosho 64850

Dr. Edward Jackson  
President  
East Central College  
1964 Prairie Dell Road  
Union 63084

Dr. Wayne Watts  
President  
Jefferson College  
1000 Viking Drive  
Hillsboro 63050-1000

Dr. Jackie Snyder  
Chancellor  
Metropolitan Community Colleges  
3200 Broadway  
Kansas City 64111

Dr. Steven Kurtz  
President  
Mineral Area College  
5270 Flat River Road  
Park Hills 63601

Dr. Evelyn Jorgenson  
President  
Moberly Area Community College  
101 College Avenue  
Moberly 65270

Dr. Neil Nuttall  
President  
North Central Missouri College  
1301 Main Street  
Trenton 64683

Dr. Hal Higdon  
President  
Ozarks Technical Community College  
1417 North Jefferson  
Springfield 65801

Dr. John McGuire  
President  
St. Charles Community College  
4601 Mid Rivers Mall Drive  
St. Peters 63376

Dr. Zelema Harris  
Chancellor  
St. Louis Community College  
300 South Broadway  
St. Louis 63110

Dr. Marsha Drennon  
President  
State Fair Community College  
3201 West 16<sup>th</sup> Street  
Sedalia 65301-2199

(MCCA President)

Dr. Larry Kimbrow  
Acting President  
Three Rivers Community College  
Three Rivers Boulevard  
Poplar Bluff 63901

**Public Two-year Technical College**

Dr. Donald Claycomb  
President  
Linn State Technical College  
One Technology Drive  
Linn 65051

**Independent Four-year Colleges and Universities**

Dr. Mark Lombardi  
President  
Maryville University of St. Louis  
13550 Conway Road  
St. Louis 63131

Dr. Marianne Inman  
President  
Central Methodist University  
Church Street  
Fayette 65248

Dr. William L. Fox  
President  
Culver-Stockton College  
One College Hill  
Canton 63435-9989

Dr. Mark S. Wrighton  
Chancellor  
Washington University  
One Brookings Drive  
St. Louis 63130

**Independent Two-year Colleges**

Dr. Judy Robinson Rogers  
President  
Cottey College  
1000 West Austin  
Nevada 64772-1000



# COORDINATING BOARD FOR HIGHER EDUCATION

TIME: 8:00 AM  
Thursday  
December 6, 2007

PLACE: Assembly Hall  
Rickman Center  
Jefferson City, MO

## AGENDA

	<u>Tab</u>	<u>Presentation by:</u>
<b>I. Introduction</b>		
A. Call to Order		Kathryn Swan, Chair
B. Confirm Quorum		Board Secretary
C. Committee Reports		
1. Audit Committee		
2. Student Loan/Financial Aid Committee		
3. Strategic Planning Committee		
<b>II. Presidential Advisory Committee</b>		
A. Coordinated Plan Update	A	Paul Wagner, Deputy Commissioner
B. Higher Education Funding (HEF) Task Force Update	B	Paul Wagner
C. Omnibus Bill Update	C	Zora AuBuchon, Assistant Commissioner and General Counsel
<b>III. Action Items</b>		
A. Minutes of the October 11, 2007 Meeting Minutes of the October 26, 2007 Conference Call		Kathryn Swan
B. Proposed 2009 CBHE Meeting Dates and Locations	D	Kathryn Swan
C. Proposed Change to CBHE Bylaws	E	Zora AuBuchon
D. Draft Policy on Dispute Resolution	F	Zora AuBuchon
E. Draft Policy on Waiver for Tuition Increases	G	Zora AuBuchon
F. Draft Rule on Out-of-State Public Institutions	H	Zora AuBuchon

	<b><u>Tab</u></b>	<b><u>Presentation by:</u></b>
<b>IV. Consent Calendar</b>		
A. Proprietary School Certification Actions and Reviews	I	Leroy Wade, Assistant Commissioner
B. Appointments to the Proprietary School Advisory Committee	J	Leroy Wade
C. Annual Report of the State Student Financial Aid Committee	K	Leroy Wade
D. State Student Financial Aid Committee Membership	L	Leroy Wade
E. Academic Program Actions	M	Paul Wagner
F. Results from the 2006 – 2007 Postsecondary Technical Education Survey	N	Paul Wagner
G. Annual Report of Southeast Missouri State University and Three Rivers Community College Delivery Systems	O	Paul Wagner
H. Program Inventory Clean-Up	P	Paul Wagner
<b>V. Items for Discussion, Consideration, and Possible Vote</b>		
A. Update on Needs Analysis for Cape Girardeau County and the Surrounding Region	Q	Paul Wagner
B. Update on Community College Service Regions	R	Paul Wagner
C. New Legislative Session Logistics	S	Zora AuBuchon
D. P-20 Council Update		Kathryn Swan
E. Report of the Commissioner		Robert Stein

## **VI. Meeting with MOHELA Board**

### **Executive Session**

RSMo 610.021(1) relating to “legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.”

RSMo 610.021(3) relating to “hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.”

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**COORDINATING BOARD FOR HIGHER EDUCATION  
MINUTES OF MEETING  
October 11, 2007**

The Coordinating Board for Higher Education met at 9:00 a.m. on Thursday, October 11, 2007 at North Central Missouri College in Trenton.

Chair Kathryn Swan called the Coordinating Board for Higher Education meeting to order. A list of guests is included as an attachment.

The presence of a quorum was established with the following roll call vote:

	Present	Absent
Martha Boswell		X
David Cole	X	
Lowell C. Kruse	X	
Jeanne Patterson	X	
Duane Schreimann	X	
Kathryn Swan	X	
Gregory Upchurch (by phone)	X	

Dr. Neil Nuttall welcomed the CBHE, MDHE staff, and visitors to North Central Missouri College. Chair Swan thanked President Nuttall, his staff, and the North Central Board of Trustees for their hospitality to the presidents and chancellors, members of the Coordinating Board, and MDHE staff.

Audit Committee Report

Mr. Duane Schreimann reported that the MDHE responded to three audits regarding FAMOUS, tuition levels, and non-resident tuition. Two new audits are beginning: a BKD audit of the student loan program, and the state auditor's review of the department for FY 2007. Both audits should be complete by the December 2007 meeting.

Regarding the non-resident tuition audit, Ms. Zora AuBuchon advised that a policy that acknowledges a variety of factors including some noted in the audit may be developed to provide guidance to institutions on setting non-resident tuition rates. However, lack of staff to develop and monitor compliance precludes such policy-making at the present time.

Student Loan / Financial Aid Committee

Mr. Leroy Wade stated that the Committee had no new business to report.

Strategic Planning Committee

Ms. Jeanne Lillig-Patterson stated that the draft coordinated plan would be discussed by the CBHE and the Presidential Advisory Committee.

## **Presidential Advisory Committee (PAC)**

### **Coordinated Plan**

Chair Swan advised that the coordinated plan item, Tab R – Coordinated Plan Update, would be moved to the first item of the PAC agenda.

Mr. Paul Wagner presented an overview of the draft framework for a coordinated plan for higher education in Missouri. The plan is structured around six strategic issues: Accessibility, Transparency, Educational Innovation, Workforce Development, Regionalism, and Technology. It was emphasized that this plan is a framework and not a completed document; feedback is being sought from the higher education community.

Presidents and chancellors discussed the implications of the plan and its inherent connections to a funding formula for higher education. PAC members also discussed the importance of incorporating adequacy of funding as a goal itself or as a component to achieving the goals and priorities within the plan. Mr. Wagner stated that the lack of a coordinated plan could be considered a liability in higher education's attempts to secure additional funding. A coordinated plan is a valuable communication tool to rationalize requests to the legislature, especially as higher education implements elements of the omnibus bill.

Commissioner Robert Stein stressed that the plan is a dynamic document subject to change based on the work of the Strategic Planning Committee, presidents and chancellors, the MDHE, and the CBHE.

Ms. Patterson moved that **the Coordinating Board adopt the draft coordinated plan for Missouri higher education as a framework for further work in establishing a fully developed coordinated plan.**

**It is further recommended that the Coordinating Board direct the Commissioner of Higher Education to work with the CBHE Strategic Planning Committee and with the presidents and chancellors of Missouri's public colleges and universities in the development of draft operational measures, baseline data, target goals, timelines, and assigned responsibilities for review and action by the board. In doing this work, consideration should be given to including action strategies to ensure adequate funding to support the board's coordinated plan.**

The motion was seconded by Mr. Lowell Kruse and passed unanimously.

### **New Higher Education Funding Policies Update**

Mr. Wagner provided an update on the work of the Higher Education Funding (HEF) Task Force. HEF is developing a case statement and supporting data. Revisions were offered by the Council on Public Higher Education (COPHE), which will be reviewed by HEF at the next task force meeting. The statement must strike a balance between political sensitivity and the need to

enlist external constituencies in the development of a funding policy. The Task Force continues to work with consultant Brenda Albright on the overall funding framework. At this point, a mathematical formula is not being recommended for Missouri's institutions; instead, a business plan model is being considered that incorporates strategic initiatives, performance funding, and adequacy funding.

In response to Mr. Kruse's question regarding the timeframe for both the HEF and coordinated plan recommendations, Mr. Wagner stated that HEF expects to have draft recommendations to the CBHE by the April 2008 meeting and a concrete proposal for the board's consideration at the June 2008 meeting. The coordinated plan will be on a similar timeline.

Commissioner Stein established December 2007 for major progress on both the HEF policy and the Coordinated Plan. These efforts are necessary so that legislators in the upcoming session will have a better idea of the focus and direction of higher education in the state. In addition, such progress would provide a foundation for institutional governing boards' budget recommendations, which are typically developed in the spring.

Mr. Wagner stated that HEF has made no firm decisions yet regarding elements that will be included in a funding framework; however, the task force was charged to include some measure of FTE sensitivity in the model, which has been lacking in past years. While state support for higher education is inadequate, the legislature should not be asked for an unrealistic increase. A target could be established and the legislature encouraged to provide yearly incremental increases toward adequate funding.

Ms. Patterson emphasized the current opportunities for partnership between higher education, the state's P-20 Council, and the Department of Economic Development. Higher education has a great deal of visibility with this administration and has many advocates in the legislature.

#### Omnibus Bill Implementation Update

Ms. AuBuchon provided an update on the progress made in implementing elements of the omnibus bill since the June 2007 meeting. The implementation matrix on the MDHE website is being updated monthly.

- The Access Missouri Program was successfully initiated. Credit should be given to Mr. Wade and his staff as well as the Information Technology staff in ensuring the program was rolled out on time.
- MOHELA has completed its first payment into the Lewis and Clark Discovery Initiative (LCDI) fund. The department is working with institutions and the Office of Budget & Planning to process reimbursement requests from the fund.

Commissioner Stein thanked Dr. Marsha Drennon and State Fair Community College for their efforts during the recent Capital for a Day event in Sedalia. This event provided an opportunity for the Governor to tour a building funded partially through LCDI funds. As

other capital projects reach important milestones, please keep the department posted as other promotional opportunities may arise.

- Draft policies on arbitration, fining authority, and tuition waivers will be presented at the December 2007 meeting.
- Draft regulations on consumer information will be presented at this meeting.

### **Action Items**

#### **Approval of Minutes**

Mr. Kruse made a motion to approve the minutes of the June 14<sup>th</sup> meeting, the September 5<sup>th</sup> – 6<sup>th</sup> retreat, and the September 6<sup>th</sup> joint meeting with the State Board of Education. David Cole seconded the motion, and the motion passed unanimously.

#### **Legislative Initiative: Revisions to Proprietary School Certification Statutes**

Mr. Wade provided background information regarding proprietary school legislation in Missouri and across the nation. Gaps in Missouri's statutes offer some loopholes for diploma mill suspect institutions. The proposed revisions to the proprietary statutes would provide the department with greater authority regarding program approval, would link approval to operate with recognized accreditation, and would prohibit the use of a diploma mill degree for employment or professional purposes.

The Missouri Association of Private Career Colleges and Schools (MAPCCS) and the Proprietary School Advisory Committee (PSAC) are supportive of the revisions. At this time, however, a legislative sponsor has not been identified to sponsor the proposed bill.

The board discussed seeking to criminalize the use of a substandard diploma, the penalties involved, and how such violations would be enforced. The board asked Mr. Wade to provide information on penalties in other states for review at the December 2007 meeting.

Mr. Schreimann moved that **the Coordinating Board for Higher Education establish the strengthening of the statute regulating proprietary schools as a legislative priority for the 2008 legislative session. It is further recommended that the Coordinating Board direct the Commissioner of Higher Education to work with the Missouri Association of Private Career Colleges and Schools and other interested constituencies to secure the introduction and passage of legislation to fulfill this priority.**

Chair Swan suggested including a clause in the bill language that would address penalties for use of a false or misleading degree. After discussion, the motion was seconded by Ms. Patterson without addition of the clause. The motion carried unanimously.

#### **Final Rules for Access Missouri**

Mr. Wade distributed updated versions of the proposed rules on the Access Missouri program. As emergency rules expire after 180 days, permanent rules must be filed and processed prior to such expiration.

Ms. Patterson moved that **the Coordinating Board direct the Commissioner of Higher Education to take all actions necessary to ensure the attached Proposed Rulemakings become effective as administrative rules as soon as possible.**

Mr. Schreimann seconded the motion, and the motion passed unanimously.

#### Rules on Consumer Information

Ms. AuBuchon distributed updated versions of the proposed rules on Consumer Regulations and explained some of the constructive suggestions received from staff, institutions, faculty, and students, many of which have been incorporated in this latest draft.

Several categories of information are required to be posted for access by the general public: faculty names and credentials, the full class schedule that includes links to those names and credentials, and student evaluations of instructors.

The definition of faculty is defined broadly so as to include graduate teaching assistants; publication of credentials will require only the highest postsecondary degree or certificate obtained; and posting of schedule information must be posted in time for students to use the information as they enroll for courses. These items must be posted in advance of the fall 2008 academic term.

Regarding student evaluations of instructors, the rules will permit institutions to post only those portions of evaluations that the institution deems public. Students evaluate a wide range of issues used for purposes of promotion and tenure files and for evaluating which classroom approaches have been successful and which have not. Not all of this information would be valuable to a student in deciding on a course or program.

Institutions will have the discretion to post ratings on faculty for each class or aggregate data for all classes taught whether by semester or historical so long as the data is collected at least annually and includes the most recent evaluations. The purpose is to create a dynamic number and not merely represent the high water mark of a faculty member's career.

Also included in the revised rules is that the MDHE retains the right to require institutions to work with the department to revise the type/extent of information an institution is posting to ensure good faith efforts.

One issue raised by faculty is that it would be advantageous to implement the posting faculty evaluations beginning in fall 2009. This delay would give institutions the opportunity to redesign evaluation tools and to collect historical ratings rather than limited ratings that may misrepresent the instructor or the course.

Mr. Schreimann moved to **amend Paragraph 3, Subparagraph (e) of the Revised Draft of Consumer Information Regulations such that faculty member ratings must be posted by August 1, 2009.** David Cole seconded the motion, and the motion passed unanimously.

Dr. Michael Nietzel asked if an additional Subparagraph could be added to Paragraph 1 of the Revised Draft of Consumer Information Regulations that would more fully address the term “course.” Institutions would have the option to include or exclude specific educational activities related to thesis, dissertation supervision, and other individually based credit bearing experiences.

Mr. Schreimann moved to **add the following Subsection to Subparagraph (a) to Paragraph 1 of the Revised Draft of Consumer Information Regulations:**

- iii. But need not include thesis or dissertation supervision, independent study, directed study or reading courses, internship supervision, individual lessons mentoring or supervised experience, or any other similar activity with such a low number of enrolled students as to allow respondents to be personally identified.**

Mr. Kruse seconded the motion, and the motion passed unanimously.

Ms. AuBuchon stated a concern that as drafted it is unclear that high school seniors would have access to faculty ratings as much of the ratings information may be limited to enrolled students. Paragraph 2 of the draft makes clear that faculty and course information must be available to the general public. While faculty rating information would be available on the institution’s website, some data may be restricted to currently enrolled students.

After further discussion, Mr. Schreimann moved to recommend that **the CBHE direct the Commissioner of Higher Education to file the Proposed Rulemaking on Consumer Regulations as amended, with the provision that the General Counsel must work with representatives from two- and four-year institutions to make it clear that students currently enrolled and those getting ready to enroll must have the ability to view this information, as soon as possible after this meeting and to seek the earliest possible effective date for those regulations.**

Mr. Kruse seconded the motion, and the motion passed unanimously.

#### Curriculum Alignment Initiative

Ms. AuBuchon and Ms. Hillary Fuhrman provided the Board with an overview and update on the Curriculum Alignment Initiative (CAI). CAI was established based on language in the omnibus bill regarding competencies for collegiate-level general education courses. Faculty workgroups with representatives from secondary and postsecondary disciplines are meeting to identify those entry- and exit-level competencies; a Curriculum Alignment Steering Committee (CAS) is coordinating the work of the faculty workgroups.



To ensure all constituencies have the opportunity to review and comment on this work, a section of the MDHE website has been dedicated to CAI. Stakeholders will be able to view a list of workgroup and CAS members, minutes of past meetings, the timeline for completion of the initiative, and links to a feedback forum on competencies in each discipline. Institutions are asked to review the site to help the department understand if the site addresses some of the misconceptions about the initiative.

Commissioner Stein stated that this initiative is very labor-intensive and expressed his appreciation to staff, especially Ms. Fuhrman, for what has been accomplished in a short time period.

Commissioner Stein acknowledged that there has been some pushback from the K-12 sector due to rumors and misperceptions. Higher education will not abdicate its authority on this issue; higher education will set the entry-level competencies, but K-12 representatives are welcomed at the table and are encouraged to contribute throughout the process. Once the work of the CAI is completed, the Board will pursue a joint meeting with the State Board of Education to discuss the competencies and the requirement to align secondary assessments.

#### FY 2009 Budget Overview

Mr. Wagner briefed the Board on the budget requests and recommendations for FY 2009. The main issues for the internal budget are FTE and financial assistance. Without additional staff, the agenda that the department has undertaken is not sustainable; some duties will have to be cut back or eliminated. A proposal submitted to the Office of the Governor would transfer 5.5 FTE from the expired GEAR UP grant to the department, which would provide staff without exceeding the Governor's stated payroll limit. The \$25 million from FY 2007 supplemental funds, appropriated for the Access Missouri grant, does not automatically carry over into the core appropriation. Therefore, the same amount is being recommended as an increase to the FY 2009 core budget in order to allow the program to remain fully funded at \$72 million. Finally, the FY 2009 core request for the Public Service Officer's Survivor Grant program is recommended for an increase of \$23,000 in order to meet the anticipated demand.

#### Recommendations for Public Institutions' Base Operating Appropriations

Mr. Wagner briefed the Board on the operating budget recommendations for public institutions. The base appropriations reflect the second year of the Governor's three-year plan to increase funding for higher education. Additional initiatives were acknowledged and would be supported by the department should additional funding become available.

Ms. Patterson moved to recommend **that the Coordinating Board approve the FY 2009 base budget appropriation request, totaling \$958,110,342, which includes a \$33,240,204 increase for universities, a \$6,111,329 increase for community colleges, and a \$292,132 increase for Linn State Technical College, for submission to the Governor and General Assembly.**

**It is further recommended that the board direct the Commissioner of Higher Education to acknowledge the other budget requests submitted by institutions in the cover transmittal**

**with the budget to ensure the Governor and the General Assembly are aware of other worthy projects should additional funding become available.**

Mr. Cole seconded the motion, and the motion passed unanimously.

#### Recommendations for MDHE Operating Appropriations

Mr. Wagner briefed the Board on the internal budget for the department. It was noted that the dues for the Midwestern Higher Education Compact have increased by \$5,000, and the department is requesting \$700,000 for GEAR UP scholarships for those students who have completed the GEAR UP program and will attend a postsecondary institution.

Mr. Kruse moved to recommend **that the Board approve the CBHE FY 2009 internal appropriation request, as presented, for submission to the Governor and General Assembly.**

Ms. Patterson seconded the motion, and the motion carried unanimously. Mr. Schreimann asked for the presidents' and chancellors' support of this budget, particularly regarding the FTE. Chair Swan expressed the Board's appreciation to the staff for what they continue to accomplish.

#### Recommendations for State Student Financial Assistance Programs

The Board was briefed on the budget request for the state financial assistance programs. Mr. Wagner noted that, along with the Access Missouri funding discussed previously, the appropriations for the Charles Gallagher and the College Guarantee programs are reduced to zero as those programs have been eliminated.

Ms. Patterson moved to recommend **that the board approve the CBHE FY 2009 Student Financial Assistance appropriation request, as presented, for submission to the Governor and General Assembly.**

Mr. Schreimann advised that the Board had been informed that consideration was being given to a funding increase to the Access Missouri program. After discussion, the motion was amended to **further recommend that based on oversubscription to the Access Missouri Financial Assistance program that when resources become available, additional funding should be appropriated to this program but not in lieu of the Board's recommendation for increases to institutional operating budgets.**

Mr. Kruse seconded the motion, and the motion passed unanimously.

#### Recommendations for FY 2008 Supplemental and FY 2009 Capital Improvement Budgets

The department and the Board acknowledge the ongoing capital needs of institutions, and are forwarding both a large and small capital project list to the Office of the Governor.

Mr. Wagner noted that the capital funds requested by the University of Central Missouri on the Small Projects list are planning monies for the building rather than funds for construction, and that the supplemental request does not represent the total project cost for the Ellis Fischel Cancer Center; additional funds would need to be located from other resources.

Mr. Cole moved to recommend **that the board approve the FY 2008 supplemental and FY 2009 capital improvement recommendations for the public four-year institutions, community colleges, and Linn State Technical College for submission to the Governor and General Assembly.**

Mr. Kruse seconded the motion, and the motion passed unanimously.

#### Recommendations for “Preparing to Care” Appropriation Request

Mr. Wagner briefed the Board on the Preparing to Care initiative, which is intended to meet projected workforce needs by increasing the number of graduates in health care fields.

Chair Swan thanked the presidents and chancellors for their efforts in developing this initiative and advised that legislators may wish to be briefed in detail on how funds would be spent at their respective institutions.

Mr. Kruse stated that the Missouri Hospital Association is supportive and enthusiastic of this effort and recommended that the department work with the MHA leadership to explore common interests.

Chair Swan stated that Dr. Nietzel had made a presentation to the Missouri Chamber of Commerce regarding Preparing to Care, and the initiative was very well received.

Ms. Patterson moved to recommend **the Coordinating Board approve the FY 2009 “Preparing to Care” appropriation request, as presented, for submission to the Governor and General Assembly.**

Mr. Kruse seconded the motion, and the motion passed unanimously.

#### Consent Calendar

Commissioner Stein advised that the Missouri Western State University new program, MAA Integrated Media, should have two options reading Convergent Media and Applied Integrated Media.

Mr. Cole moved to approve the items on the Consent Calendar. Ms. Patterson seconded the motion, and the motion carried unanimously.

#### Items for Discussion, Consideration, and Possible Vote

##### Campus Security Task Force

Commissioner Stein advised that he had served as co-chair of the Governor's Campus Security Task Force, which provided the Governor with its report on August 21, 2007. The emphasis is on an all-hazards approach and focuses on collaboration with local community responders. The report outlined several recommendations to improve safety standards and security on Missouri's campuses.

One recommendation was for the Governor to name a representative from higher education to Missouri's Homeland Security Advisory Council (HSAC), and Commissioner Stein has been appointed to that position. There is general support for the HSAC to appoint a subcommittee on higher education, and institutions are urged to identify representatives interested in serving on such a committee.

The Missouri School Boards Association (MSBA) has put into affect the Missouri Alert Network for K-12 schools. The MSBA believes there is potential to adapt the system to higher education, and this issue will be under consideration by the HSAC higher education subcommittee.

The board requested that campus security become an agenda item at least twice each year.

#### Cape Girardeau Needs Analysis

Mr. Wagner briefed the Board on the request from Three Rivers Community College to submit a request to develop a residence center in Cape Girardeau County. As part of the process for submitting such a request, a comprehensive educational needs analysis of the area is required. The analysis would include cost and student data, education and training needs of employers, and other support available for the proposal. In addition, demographic information and information on what instructional services are currently available is required.

Commissioner Stein stated that the department has advised institutions in the Cape Girardeau County area of the residence center proposal and has suggested that interested parties pool resources in a joint needs analysis. Three Rivers, Southeast Missouri State University, and Mineral Area College have all expressed interest in a joint needs analysis. Area businesses have also expressed interest, and the Cape Girardeau Career and Technology Center has already pledged \$4,000 towards the project.

There is agreement that the needs should be better understood then steps should be taken to determine the best collaborative delivery system to meet those needs.

#### P-20 Council Update

Chair Swan advised that the Governor held a press conference with members of the METS Coalition, the State Board of Education, and the P-20 Council. During the conference, the Governor announced the appointment of Rod Nunn as the Director of Education and Workforce Innovation, the Executive Director of the P-20 Council, and the liaison with the METS Coalition. The Governor also announced that seven regional workgroups would be formed and submits

would be held over the next several months to focus on opportunities for partnerships between business and education stakeholders.

Ms. Mary Beth Luna stated that the administration was excited about the summits and the potential in the regional workgroups. There are already initiatives underway in many of the regions, and it is understood that solutions will not come in a one-size-fits-all approach. Smaller planning committees can help to identify workforce needs. The P-20 Council is putting together data books for each region that will provide information to guide discussion between public and private entities.

Commissioner Stein advised that the P-20 Council selected the regions based on DED geographic information. Higher education institutions may have interests in more than one region, and you are encouraged to be actively involved in as many regions as you see yourself having value to bring to the table. The P-20 Council is committed to working to provide data to fit with the needs of the institutions and the local P-20 Councils.

Mr. Kruse stated that PreK should remain an important part of any agenda. The Coordinating Board for Early Childhood should be represented on the P-20 Council and should be emphasized in each region as well.

#### Report of the Commissioner

Commissioner Stein acknowledged Mr. Greg Sandbothe, Office Services Assistant, who has been with the department for nearly six years. Mr. Sandbothe is leaving for another position so this is his last meeting. Commissioner Stein also acknowledged MDHE staff present and expressed his appreciation for all staff and the work they do.

Commissioner Stein advised that the MDHE will be conducting a pandemic flu exercise and encouraged institutions to contact the MDHE to assist staff in testing the department's ability to continue operations in the event of a pandemic event or other emergency.

Commissioner Stein also thanked the institutions for their assistance in the development of draft rules and policies. The collaborative efforts and quick, constructive responses are extremely helpful. These drafts, while not perfect, serve as catalysts for discussion of these controversial issues.

Mr. Cole moved to adjourn the meeting. Mr. Schreimann seconded the motion, and the motion passed unanimously.

**Roster of Guests**  
**Coordinating Board for Higher Education**  
**October 11, 2007**

<b>Name</b>	<b>Affiliation</b>
Zora AuBuchon	Missouri Department of Higher Education
Wendy Baker	Missouri Department of Higher Education
Glen Cope	University of Missouri – St. Louis
Annette Digby	Lincoln University
Don Doucette	Metropolitan Community Colleges
John Ganio	St. Louis Community Colleges
Constance Gulley	Harris-Stowe State University
Angela Hake	Missouri Department of Higher Education
James Kellerman	MCCA
Michael McManis	Truman State University
Greg Sandbothe	Missouri Department of Higher Education
Laura Vedenhaupt	Missouri Department of Higher Education
Leroy Wade	Missouri Department of Higher Education
Paul Wagner	Missouri Department of Higher Education
Rose Windmiller	Washington University
Kichoon Yang	Northwest Missouri State University

**COORDINATING BOARD FOR HIGHER EDUCATION**  
**MINUTES OF CONFERENCE CALL**  
**October 26, 2007**

The Coordinating Board for Higher Education met via conference call at 5:00 pm on Friday, October 26, 2007. Chair Kathryn Swan called the meeting to order. The presence of a quorum was established with the following roll call vote:

	Present	Absent
Martha Boswell		X
David Cole		X
Lowell C. Kruse	X	
Jeanne Patterson	X	
Duane Schreimann	X	
Kathryn Swan	X	
Gregory Upchurch	X	

Commissioner Robert Stein reminded the Board that the Governor had committed to a three-year plan to increase funding for public higher education institutions by a total of 12.6% over the FY 2007 core appropriation. At the October 11, 2007 CBHE meeting, the MDHE recommended the Board request increases for FY 2009 that would provide an overall increase of 4.3 percent over the FY 2007 core. The Office of Budget & Planning had originally approached the funding increase from an absolute dollar figure; discussions between the MDHE and the administration to resolve the differences in interpretation were ongoing. A compromise was reached that involved differences between set dollar amounts and successive percent increases.

The department was advised of concerns from some legislators about the differential treatment between institutions when using absolute dollar amounts in contrast to percent increases. It was recommended that the Board revisit the budget request.

Commissioner Stein advised he sent a memo to Presidents and Chancellors requesting their feedback on recommending funding increases based on the same percentage appropriated for FY 2008, which would result in an additional \$515,461 in the budget request and an overall increase of 4.4 percent for the second third of the plan. The institutions unanimously supported this path. However, the Governor has not yet weighed in on his interpretation of the division of funds during the three-year plan.

Mr. Lowell Kruse moved to recommend the Board make the correction to the budget recommendations. Mr. Duane Schreimann seconded the motion. After discussion, the motion passed as follows: Lowell Kruse – aye; Jeanne Patterson – abstain; Duane Schreimann – aye; Kathy Swan – aye; and Greg Upchurch – aye.

Commissioner Stein advised the Board has been asked to consider changing the timing of the fall meeting. As other agencies typically submit budget requests prior to October 1<sup>st</sup>, higher education is often at a disadvantage. The Board should consider holding fall meetings in September in order to meet an October 1<sup>st</sup> deadline for submission of budget recommendations.

The Board agreed to consider this suggestion and take formal action at the December 2007 meeting.

Mr. Upchurch moved to adjourn the meeting. Mr. Kruse seconded the motion, and the motion passed as follows: Lowell Kruse – aye; Jeanne Patterson – aye; Duane Schreimann – aye; Kathy Swan – aye; and Greg Upchurch – aye.

The meeting adjourned at 5:20 pm.



## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Coordinated Plan Update  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

Missouri law assigns responsibility to the CBHE for developing a coordinated plan for higher education in the state. The intent of this agenda item is to provide an update on the board's fulfillment of this requirement.

#### **Background**

At its October 11 board meeting at North Central Missouri College, the CBHE formally adopted a draft coordinated plan as the foundation for future work. During the plan's subsequent development, MDHE staff has welcomed guidance from many sources. To ensure widespread participation from the academic community, Commissioner Stein appointed a Coordinated Plan Advisory Committee (CPAC). The committee is composed of ten representatives from geographically dispersed postsecondary institutions including three from public four-year universities; one from the University of Missouri System office; three from public community colleges; and one each from a public technical college, an independent four-year university, and a proprietary college. A list of CPAC members is attached. Committee members are assisting MDHE staff via telephone discussion supplemented with individual e-mail. Throughout this developmental phase, the CBHE strategic planning committee chair Jeanne Patterson, institutional CAOs, and other stakeholders have provided and will continue to provide direction.

The next version of the coordinated plan for higher education will be distributed at the December 6, 2007 CBHE meeting. While retaining the essential vision of its October iteration, this new version will offer a dynamic reworking of the framework. In addition to the inclusion of vision, mission, and value statements, this second draft will be organized around three strategic challenges: ensuring access and affordability, preparing engaged citizens to support a global workforce, and diversifying and maximizing resources. Cutting across each of these strategic challenges will be three pervasive themes: technology and innovation, identification and utilization of data, and success of underserved populations. An additional lens to ensure balance and effectiveness of the higher education system will highlight the collegiate functions of teaching and learning, research, and public service.

It should be noted that a major new strategic planning effort is also underway by the governor's office. In launching this new effort, Rod Burnett, director of strategic planning with the Office of the Governor, has been meeting with each state department to review the governor's priorities and to describe a new process whereby departments will participate in the identification of new innovative initiatives and the establishment of performance measures.

The adoption of a coordinated plan will provide a catalyst for positive change in Missouri while also informing the development of the governor's new and reaffirmed priorities and strategic plan for higher education.

### **Conclusion**

At the upcoming CBHE meeting on December 6, 2007, in Jefferson City, the MDHE staff will present the second draft of a new coordinated plan for Missouri's higher education system along with the rationale for changes from the past framework. A process for review and feedback by presidents/chancellors and members of the academic community during the month of December will also be proposed and discussed.

### **STATUTORY REFERENCE**

Section 173.020 (4), RSMo. Responsibilities of the coordinating board to identify higher education need in the state and design a coordinated plan for higher education.

### **RECOMMENDED ACTION**

This is a discussion item only.

### **ATTACHMENT**

Coordinated Plan Advisory Committee Members

## **Coordinated Plan Advisory Committee**

**Dr. Kenneth Dean, Deputy Provost and Associate Professor of Law**  
University of Missouri – Columbia

**Ms. April Durnell, Vice President of Academics**  
Bryan College

**Mr. Michael Easter, Director Assessment/Counselor, Student Services**  
Mineral Area College

**Dr. John Ganio, Vice Chancellor for Education**  
St. Louis Community College

**Dr. Steven Graham, Senior Vice President for Academic Affairs**  
University of Missouri System

**Dr. Rita Gulstad, Vice President and Dean of the University**  
Central Methodist University

**Dr. Barbara Keim, Vice President for Technology, Research, and Planning**  
St. Charles Community College

**Dr. Michael A. McManis, University Dean for Planning and Institutional Development**  
Truman State University

**Ms. Vicki Schwinke, Dean of Instruction**  
Linn State Technical College

**Dr. Kichoon Yang, Provost**  
Northwest Missouri State University

## AGENDA ITEM SUMMARY

### AGENDA ITEM

Higher Education Funding (HEF) Task Force Update  
Coordinating Board for Higher Education  
December 6, 2007

### DESCRIPTION

The Coordinating Board for Higher Education (CBHE) is committed to developing new funding policies that will be used to request appropriations for Missouri's public colleges and universities during the annual legislative budget process. This board item is intended as an update on this important initiative.

#### Status

The Higher Education Funding (HEF) Task Force has met on a monthly basis and has focused on building a case statement, a set of supporting justifications and data communicating the importance of higher education to various audiences, and strategic initiatives that higher education institutions could undertake to benefit students and the state of Missouri.

Since the October 2007 CBHE meeting, the Commissioner has appointed a technical advisory group (HEF-T) to assist the Task Force in terms of operationalizing its ideas and providing other technical support. A listing of HEF-T members is included as Attachment A.

Following the October meeting the Task Force's agenda has been focused on three areas: strategic initiatives, performance measures, and adequacy/equity. The November meeting was dedicated to strategic initiatives and the Task Force coalesced around four general areas as potential initiatives to be part of a new funding policy for higher education. The following initiatives were sent to the HEF-T group for operationalization:

- 1) **Economic Development** – It was agreed that strategic initiatives under this heading could tie into the Workforce 2025 report and other statewide studies, encompass both applied and theoretical research, address entrepreneurship (including community or downtown revitalization), and address the need to improve the most basic of workforce skills.
- 2) **METS** – Strategic initiatives in this area could focus on increased degree production at all levels, address the needs for better/increased teacher education in METS fields, and involve close collaboration with the K-12 system, especially in terms of generating interest and preparation for METS fields among younger students. There could be additional costs associated with attracting, supporting, and expanding institutional capacity in these fields.

- 3) **Access and Success for At-Risk Students** – The Task Force is interested in building an initiative around the need to improve and expand the services provided to underserved minorities, adult learners, those with marginal academic preparation, and other students who often require costly support services to successfully participate in higher education.
- 4) **Missouri's Health Care Needs/Evolving Market Needs** – The Task Force discussed this area on a variety of levels. Primarily, all agree that the Preparing to Care initiative is very important and is the top strategic initiative currently proposed by the higher education community. If unfunded in FY 2009, Preparing to Care would likely remain a prominent strategic initiative for FY 2010. Yet, owing to the possibility that it may be addressed in FY 2009, the Task Force discussed several other angles that may encompass evolving social issues that higher education has a role in addressing. These include additional health care provider needs beyond or in addition to those in Preparing to Care. There may also be other acute areas of need in Missouri related to gerontology and services for the elderly that may be addressed through an investment in higher education.

The HEF-T group is now developing specific proposals around each of these four strategic issues for the Task Force's consideration. The product of HEF-T's work will be distributed to the full Task Force by December 12<sup>th</sup>. This will allow Task Force members to review the proposals, submit comments, and prepare for discussion prior to the December HEF Task Force meeting which will be held on December 19<sup>th</sup>.

In addition to a review of HEF-T's work on strategic initiatives, the December meeting will focus on the identification of candidates for areas of performance incentive funding. The Task Force has also finalized the case statement (Attachment B) that expresses the foundation of higher education's value to the state and its importance in building a prosperous future.

In addition to the HEF meeting on December 19<sup>th</sup>, the Task Force's consultant, Brenda Albright, will be in Jefferson City on December 3<sup>rd</sup> in conjunction with the Senate Appropriation Committee's scheduled hearing for public testimony on House Bill 3. Her purpose will be to address the committee, meet separately with legislators and other key policymakers, MCCA, COPHE, and Linn State in order to gain further insight into the political climate in Missouri and the expectations for this project.

## **STATUTORY REFERENCE**

Chapter 173, RSMo, Chapter 33.210 – 33.290, Chapter 163.191, RSMo

## **RECOMMENDED ACTION**

This is an information item only.

## **ATTACHMENTS**

Attachment A – Higher Education Funding Task Force – Technical Advisory Group (HEF-T)  
Attachment B – Higher Education Funding Task Force – Case Statement

## **Higher Education Funding Technical Advisory Group (HEF-T)**

Adam Koenigsfeld	MDHE (Facilitator)
Ken Dobbins	Southeast Missouri State University
Larry Gates	University of Missouri System
Robbie Meyers	Three Rivers Community College
Rick Mihalevich	Linn State Technical College
Dave Rector	Truman State University
Gary Steffes	Moberly Area Community College
Al Tunis	Metropolitan Community Colleges

## **Higher Education Funding Task Force Case Statement**

**Invest in public higher education today,**

**Assure the success of Missouri tomorrow**

**Missouri public higher education institutions ...**

**Educate Missourians to compete and succeed in the 21<sup>st</sup> century**

*Missouri's public colleges and universities promote access, affordability, and accountability. They educate citizens of all ages to compete in today's international knowledge-based economy. This is especially true in such critical areas as mathematics, engineering, technology, and science.*

**Make Missouri an even better place to live now and in the future**

*Public higher education promotes personal growth and citizenship. Missouri's graduates strengthen our democracy. They are more productively employed, economically independent, and likely to volunteer, vote, and stay healthy. Further, Missouri's public colleges and universities add to the quality of life of our communities through the arts, entertainment, and other cultural initiatives.*

**Fuel the state's economic engine for the benefit of all Missourians**

*Public higher education meets statewide needs and generates economic development. Our public colleges and universities make vital contributions to Missouri's economic growth through investments in education, research, job training, and service. Public higher education also serves as a catalyst to attract and retain high paying jobs created by business and industry.*

## AGENDA ITEM SUMMARY

### AGENDA ITEM

Omnibus Bill Update  
Coordinating Board for Higher Education  
December 6, 2007

### DESCRIPTION

MDHE staff continues to make significant progress implementing the provisions of last year's omnibus higher education bill, SB 389. The omnibus higher education bill implementation matrix, included as Attachment A, provides a detailed report on each item requiring MDHE action and progress in that area. Specifically, the department has:

- Worked with members of the Curriculum Alignment Initiative (CAI) to complete entry-level competencies, which are currently available for public review and comment on the MDHE website (<http://www.dhe.mo.gov/casinitiative.shtml>). All comments will be considered by the Curriculum Alignment Steering Committee (CAS) and the CAI workgroups. The CAS has begun to discuss entry-level competencies associated with the attached list of beginning general education collegiate courses (Attachment B). Discipline workgroups have begun work on exit-level competencies from these courses and anticipate completion by January 4, 2008. The MDHE has also distributed an open letter to educators (Attachment C) to clarify misunderstandings about the CAI project.
- Filed a proposed rulemaking on consumer information with the Secretary of State's office. The rule will be published in the *Missouri Register* on December 3, after which any member of the public may submit comments on the proposed rule to [Zora.AuBuchon@dhe.mo.gov](mailto:Zora.AuBuchon@dhe.mo.gov). A copy of the proposed rulemaking on consumer information is provided as Attachment D.
- Prepared a draft regulation on out-of-state public institutions and draft policies on dispute resolution and waivers for tuition increases, circulated drafts to all stakeholders, and revised the drafts based on comments from stakeholders. The rule and policies will be submitted for possible CBHE approval during the Action Items portion of the December 6 agenda.
- Undertaken a review of all existing CBHE policies and regulations to ensure that they are consistent with current practice and realities. Policies and regulations will be updated as necessary and presented to the CBHE for ratification at its February board meeting. Once the universe of current policies is identified, the policy on the CBHE's ability to fine institutions that willfully disregard board policy will be circulated to all stakeholders and presented to the board for review and action.

Although the department is making progress, none of these initiatives can be successful in the long term without an increase in the department's staff and budget. One of the most important

Coordinating Board for Higher Education  
December 6, 2007



measures the department is taking to ensure that the omnibus bill is effectively implemented is consistently advocating for increased FTE allocation and funding. Key elected officials have indicated support for this request.

## **STATUTORY REFERENCE**

Section 173.005.2(7)(10), RSMo, Curriculum Alignment, Fines

Section 173.125, RSMo, Dispute Resolution

Section 173.360.2, RSMo, Lewis and Clark Discovery Fund

Section 173.1003.5, Tuition Stabilization

Section 173.1004, RSMo, Website Information

Section 173.1101-1107, RSMo, Access Missouri

Chapter 173, RSMo; Section 33.210-290, RSMo; Section 163.191, RSMo; Higher Education  
Funding Task Force

## **RECOMMENDED ACTION**

This is a discussion item only.

## **ATTACHMENT(S)**

Attachment A: Omnibus Higher Education Bill Implementation Matrix

Attachment B: Beginning General Education Collegiate Courses

Attachment C: Open Letter on Curriculum Alignment

Attachment D: Proposed Rulemaking on Consumer Information

**SENATE BILL 389**  
**IMPLEMENTATION MATRIX**

Program	Description	Implementation Timeline		MDHE Unit(s) Assigned	Current Status
		Immediate	MDHE will begin reporting to JCE on higher education issues		
Joint Committee on Education ("JCE")	The JCE's scope is expanded to include several components associated with higher education.	August 28, 2010	MDHE report on the impact of tuition stabilization to the JCE	Commissioner	There are no current requests for information from the JCE.
Missouri Teaching Fellows Program	Creates the Missouri Teaching Fellows Program, which will offer loan forgiveness and stipends to individuals who teach in unaccredited school districts. The program will be administered by the MDHE with appropriations not to exceed \$1 million a year (CPI adjusted). The MDHE is responsible for recruitment of high school seniors to participate in the program, development of an agreement for participants to sign upon entry into the program, and development of regulations and contracts. The law requires the MDHE to maintain a Missouri Teaching Fellows Program coordinator position.	2007-08	First participants must be recruited	Financial Assistance, Outreach, & Proprietary Certification and Fiscal Affairs	Senior staff is reviewing how to fulfill this obligation to publicize and recruit students into the program for fiscal year 2008 without the assignment of additional FTE or funding sources. The FY 2009 budget request included funds to address this new position and additional outreach activities.
		2013-2014	First loan forgiveness payments/stipends must be paid		
		September 1, 2014	Program sunsets (unless reauthorized)		
Transfer and articulation	Public institutions must work with the MDHE to establish agreed-upon competencies for all entry-level collegiate courses in key disciplines. The CBHE must establish policies to ensure transferability of core course credits.	2008-09 academic year	Competencies and guidelines must be implemented	Academic Affairs	Draft entry-level competencies have been completed and are currently up for public comment on the Curriculum Alignment Initiative website. All comments will be considered by the Steering Committee and the workgroups. The Steering Committee has begun conversations to frame revision and unification of entry competencies. Discipline workgroups have also begun work on exit-level competencies for completion by January 4.
Fines for non-compliance with CBHE rules and policies	Public institutions that willfully disregard CBHE policy can be fined up to 1% of their state appropriation. Rules, regulations and waiver procedures must be developed.	August 28, 2007	Statute becomes effective	General Counsel and Fiscal Affairs	The policy on fining institutions that willfully disregard CBHE policy will be presented to the board after MDHE staff review all existing

Program	Description	Implementation Timeline		MDHE Unit(s) Assigned	Current Status
					CBHE policies. Staff are currently looking at each policy to determine whether it is relevant or in need of updating, and whether regulations are consistent with policies. The CBHE will be asked to reaffirm each policy. Once that process is complete, the MDHE's general counsel will develop a policy on fining institutions that willfully disregard CBHE policy for public comment and possible board approval. The target date for presenting this material is the board's February meeting.
Out-of-state public institution standards	Out-of-state public institutions must be held to the same standards as Missouri institutions for program approval, data collection, cooperation, and resolution of disputes. The CBHE must promulgate rules.	July 1, 2008	Rules must be promulgated	Financial Assistance, Outreach, & Proprietary Certification and Academic Affairs	Out-of-state public institutions will be exempt from proprietary school certification effective on July 1, 2008. Out-of-state publics will not be required to seek recertification for the 2008-09 certification year and their certificates of approval will be allowed to lapse on June 30, 2008. Notification of out-of-state public institutions currently approved as proprietary schools has begun. In addition, MDHE's General Counsel provided a draft policy to implement this section to stakeholders in the higher education community and will use feedback provided about that draft to develop a policy that will be presented to the CBHE at its December 2007 meeting.
"No better than free"	No student shall receive need-based assistance that exceeds the student's cost of attendance. This does not include loans or merit-based aid.	August 28, 2007	Statute becomes effective	Financial Assistance, Outreach, and Proprietary Certification	Staff has provided ongoing guidance and technical assistance to institutional staff concerning the impact of this provision on Access Missouri awards. This has been accomplished through responses to individual inquiries, periodic electronic and regular mail contact,

Program	Description	Implementation Timeline		MDHE Unit(s) Assigned	Current Status
					fall workshops, and presentations at financial assistance meetings.
Binding dispute resolution	In order to receive state funds, public institutions must agree to submit to binding dispute resolution to address grievances about jurisdictional boundaries or the use or expenditure of state resources. The Commissioner of Higher Education will be the arbitrator. The CBHE and MDHE must develop rules and waiver procedures.	August 28, 2007	Statute becomes effective	General Counsel	MDHE's General Counsel has provided a draft policy to implement this section to stakeholders in the public higher education community and will use feedback provided about that draft to develop a policy that will be presented to the CBHE at its December 2007 meeting.
Higher Education Academic Scholarship Program ("Bright Flight")	The existing Bright Flight scholarship is revised to include students whose ACT/SAT scores are in the top 3% to 5% of all Missouri test-takers. Scholarships awards are increased to \$3,000 for those in the top 3 % and established at \$1,000 for the 3% to 5% range. The MDHE's FAMOUS system must be reprogrammed and rules must be revised.	January 1, 2010	FAMOUS system changes must be completed	Financial Assistance, Outreach, & Proprietary Certification and Fiscal Affairs	Public materials (website and publications, etc.) have been revised to notify students of changes associated with the Bright Flight program. Although the process of developing a model for estimating the fiscal impact of this change has begun, the recent changes in score distributions and increases in the number of students taking the test has made this process particularly challenging. Analysis of whether an appropriation request will be needed to make the necessary changes to the FAMOUS system is under review. Work on rule changes and additional appropriation for program distribution has not yet begun.
		June/July 2009	Appropriation request for FY 2011 must be developed to include updated scholarship amounts		
		July 2010	Rule changes must be complete		
		August 2010	New scholarship award amounts become effective		
Lewis & Clark Discovery Initiative ("LCDI")	Creates a fund into which MOHELA distributions will be deposited. LCDI may only be used for capital projects at public institutions or to support the Missouri Technology Corporation. Institutions that knowingly employ professors or instructors found guilty of certain crimes are ineligible to receive money through the LCDI.	August 28, 2007	Statute becomes effective	MDHE will assist the Office of Administration in managing disbursements from the LCDI	MOHELA made the initial \$230 million transfer to the L&CDF on September 15, 2007. Institutions may request reimbursement for expenses incurred on approved projects on a monthly basis. MDHE will receive and approve reimbursement requests from institutions and provide relevant amounts to the Office of Administration on a monthly basis. According to the cash flow

Program	Description	Implementation Timeline		MDHE Unit(s) Assigned	Current Status
					management schedule developed by the MDHE and the division of budget and planning, all projects under \$5 million may receive up to 100% reimbursement in FY 2008. For all other projects, reimbursements may total up to 80% of total appropriations between FY 2008 and 2009 combined, with an additional 10% available in FY 2010, and the last 10% available in FY 2011. Reimbursement payments have been made for October and November 2007.
Higher Education Student Funding Act (also known as tuition stabilization)	Establishes limits on tuition increases based on each public institution's tuition in relation to the statewide average and CPI. Institutions exceeding the limits can be fined up to 5% of their state appropriation unless a waiver is sought and approved by the Commissioner of Higher Education. Community colleges are not subject to these limits unless their average tuition for out-of-district students exceeds the state average. The MDHE must develop rules and waiver procedures.	2008-09 academic year and each academic year in the future	CBHE must review data submitted by institutions about tuition changes and make determinations about any waivers sought	Deputy Commissioner, Academic Affairs, and Fiscal Affairs	The Higher Education Funding (HEF) Task Force's discussions have included the identification of goals for the amount of resources needed to deliver high quality education to students. This segment of a new funding policy will have direct implications for granting waivers to tuition limitations.  In addition, MDHE's General Counsel provided a draft policy to implement this section to stakeholders in the public higher education community and will use feedback provided about that draft to develop a policy that will be presented to the CBHE at its December 2007 meeting.
Consumer information	The CBHE must promulgate rules and regulations to ensure that public institutions post on their websites academic credentials of all faculty (adjunct, part-time, and full-time); course schedules; faculty assignments; and, where feasible, instructor ratings by students; as well as which instructors are teaching assistants.	August 28, 2007	Statute becomes effective	General Counsel	At its October 11, 2007, meeting, the CBHE authorized the MDHE's General Counsel to file the rule with the Secretary of State. After receiving input on the estimated fiscal impact of the rule, the General Counsel filed the rule on October 22, 2007. The rule will be published in the Missouri Register December

Program	Description	Implementation Timeline		MDHE Unit(s) Assigned	Current Status
Performance measures	Institutions and the MDHE must develop institutional and statewide performance measures. The MDHE must report on progress developing statewide measures to the Joint Committee on Education at least twice a year. The MDHE must develop a procedure for reporting the effects of performance measures to the Joint Committee on Education in an appropriate timeframe for consideration in the appropriation process.	July 1, 2008	Performance measures must be established	Deputy Commissioner, Academic Affairs, and Fiscal Affairs	3, 2007. Public comments may be submitted to <a href="mailto:Zora.AuBuchon@dhe.mo.gov">Zora.AuBuchon@dhe.mo.gov</a> between the date the rule is published and January 2, 2008.  The HEF Task Force will make recommendations on performance funding, which will have direct implications for performance measures. This task force, which has met four times, has retained the services of nationally recognized higher education finance expert Brenda Albright. All sectors (Linn State, public two-year, and public four-year) have submitted initial draft recommendations of the types of elements to be included as performance measures. Work on procedures for reporting the effects of performance has not yet begun.
Access Missouri Financial Assistance Program	Establishes Access Missouri as the state's single need-based financial assistance program, to be administered by CBHE. Award ranges vary by institutional sector and expected family contribution ("EFC"). No student who is found or pleads guilty to certain criminal offenses while receiving financial aid is eligible for renewed assistance. In the event of budget shortfalls, the maximum award will be reduced across sectors; for surplus, the maximum EFC allowed will be raised. The CBHE must promulgate regulations for administering the Access Missouri program. Assistance provided to all applicants from any other student aid program, public or private, must be reported to the CBHE by the institution and the recipient.	September 2007  August 2009 and every 3 years thereafter. Program will sunset at the end of FY 2013, unless reauthorized.	Program must be administered and students will receive Access Missouri financial assistance  Award amounts may be adjusted to reflect inflation indicated by the CPI	Financial Assistance, Outreach, & Proprietary Certification	Distribution of funds under the new Access Missouri program began on September 4, 2007. MDHE information materials about student financial assistance have been revised to include information about Access Missouri. The emergency administrative rule pertaining to Access Missouri is now in effect. A final rule has been filed using the standard promulgation process. Staff have begun the process to develop benchmark and performance measures intended to inform the periodic adjustment of award amounts and sunset processes.



## **MDHE Curriculum Alignment Initiative Beginning General Education Collegiate Courses**

Prioritized courses for completion by the 2008-2009 academic year:

### **Arts and Humanities**

- Introduction to Philosophy
- Introduction to Theater

### **English and Communication**

- Composition I
- Introduction to Communication

### **Foreign Languages**

- Foreign Language I

### **Mathematics**

- College Algebra

### **Science**

- Introduction to Astronomy
- Introduction to Biology
- Introduction to Chemistry
- Introduction to Geology

### **Social Sciences**

- American History to 1877
- American History from 1877
- US Government
- Introduction to Psychology

Building Missouri's future...by degrees

To: Missouri Educators

From: Robert B. Stein, Commissioner of Higher Education

Date: November 2, 2007

Subject: Open Letter on Curriculum Alignment Initiative

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As many of you know, the MDHE has launched a Curriculum Alignment Initiative (CAI) to identify competencies for entrance into and exit from beginning-level collegiate courses. To date, over 350 faculty and administrators from higher education and K-12 are actively involved in sharing perspectives about this important agenda.

Recently, staff at MDHE alerted me to intense dialogue occurring among members associated with our CAI as well as from those less familiar with our work. Apparently some are fueling the view that the MDHE is stifling open discussion while others are implying that higher education is disregarding important work already underway by our secondary colleagues.

I am writing to clarify what may be misperceptions as well as to reinforce our commitment to an open and professional process.

This initiative has been structured to provide clearer messages to those in transition about expectations for success in first college courses. From the outset, I was aware that calling for higher education and secondary colleagues to be engaged in open discussion about competencies would be labor-intensive, arduous work. Throughout my almost 40-year career in higher education, I have come to understand that curriculum work is never easy and brings out strong opinions from persons genuinely interested in teaching and learning across educational disciplines and levels.

A major challenge in these types of discussions is to maintain professionalism, to tolerate differences of opinions, and to treat each other with respect at all times as we seek common ground on achieving the task before us, i.e., establishing what students should know and be able to do at point of entry into and exit from their first collegiate course in key disciplines associated with general education. When we fall short of this ideal, all around the table should help bring us back into focus. We should have a sense of urgency and commitment to close existing gaps between secondary and higher education without denial and without blame.

For the record, I want to share the following description about CAI so all of us operate from the same set of assumptions and facts.



## Open Letter to Missouri Educators

November 2, 2007

Page 2 of 3

**Process**

- CAI began in late July 2007 and has involved postsecondary faculty from across sectors representative of all public institutions in the state as well as 12 independent institutions.
- From the beginning, K-12 Educator Advisors representing secondary educators have been encouraged to become involved.
- Currently, 50 of the 350 volunteers engaged in CAI groups are from the secondary sector.
- In addition to CAI workgroups, there is a Curriculum Alignment Steering Committee (CAS) to ensure coordination across the workgroups and to discuss implications for state-level policy work. The CAS is made up of 1-2 liaisons from each of the 7 discipline workgroups, 6 postsecondary administrators from public institutions, and 5 secondary representatives named by the Missouri Department of Elementary and Secondary Education (DESE).
- CAI workgroups have been asked to consider the CLEs and assessment work already underway at the secondary level as part of their deliberations in addition to national recognized work associated with college readiness.
- The CAI process is open to all interested parties at the postsecondary and secondary levels. Ultimately, the Coordinating Board for Higher Education (CBHE) will establish public policy guidelines associated with the products that result from CAI.
- Whether you were involved from the beginning, or want to get involved now, all voices are welcome.
- CAI is in part driven by the recommendations of the METS Coalition; however, it is separate from the work of the METS Mathematics Subcommittee, which is working directly with DESE in their curriculum work on CLEs and related assessments.

**Product**

- The CAI competencies that are being developed will address two distinct areas:
  - Entry-Level Competencies: The knowledge and skills necessary to successfully enter into collegiate coursework at the broad disciplinary level (e.g., mathematics, English, etc.). The initial drafts from the workgroups were due on October 31<sup>st</sup>.
  - Exit-Level Competencies: Exit-level competencies refer to defining the knowledge and skills that a student is expected to have gained as a result of successfully completing a beginning general education course at the postsecondary level; these competencies are course-based (e.g., College Algebra, Composition 101, etc.). The initial drafts of competencies for these courses are due on January 4<sup>th</sup>, 2008.
- Once the working groups reach consensus on documents containing draft competencies, they will be posted on the MDHE website and available for public comment: Entry-Level Competencies will be available beginning in early November 2007 and Exit-Level Competencies in mid-January 2008.
- All public comments will be addressed by the individual discipline workgroups as well as the CAS.
- Once feedback is incorporated into each of the drafts, the competencies will be forwarded to the CAS for discussion and possible further revision.

Open Letter to Missouri Educators

November 2, 2007

Page 3 of 3

- The CAS will finalize its recommendations on the competencies and forward them to the Commissioner of Higher Education. Based on these recommendations, MDHE staff will prepare materials for review and action by the Coordinating Board for Higher Education.
- DESE will determine when and how to align its assessments with the competencies identified for beginning level college courses.

### **Rules of Engagement**

- This process is open; all participants are welcome.
- This dialogue is meant to foster professional discussions about what prepares a student to be successful in collegiate-level coursework.
- The initiative is structured to set thresholds that will maximize success for students wishing to access college-level coursework.
- There is an expectation that professionalism and respect in all interactions will be maintained from representatives of state agencies as well as from all participants.
- The discipline workgroups are operating through consensus-building within the framework of completing entry- and exit-level competencies.
- All individuals have rights to their own opinions and should freely disagree, but are asked to do so in a spirit of inquiry and in building consensus rather than finger pointing, name calling, laying blame, or fostering negative stereotypes.

### **Advice to Those with Questions and Concerns**

- All meetings associated with CAI are open to the public. Get involved by attending one of the 7 discipline workgroups or CAS meetings.
- Engage in the process and let your voice be heard by sharing perspectives with CAI members already involved by:
  - Contacting one of the postsecondary faculty or K-12 advisors involved in the work and learn more about the process or share your views;
  - Contacting a member of the Curriculum Alignment Steering Committee to learn more about the process or to express your views;
  - Contacting MDHE staff to express your views or to get answers to questions about the work of the CAI
- Once draft competencies are posted on the MDHE website, provide feedback to CAI groups or MDHE staff including suggested changes along with rationale for your position.
- Avoid doom and gloom prophecy and focus on genuine curriculum concerns.

I extend my deep gratitude to all participants who are working with us on this very important initiative and encourage all others with an interest in our work to get involved. Together we have the potential to foster important changes in the way our higher education system operates that will ultimately benefit Missouri students in the pipeline.

Coordinating Board for Higher Education

December 6, 2007

**Title 6 -- DEPARTMENT OF HIGHER EDUCATION  
Division 10 -- Commissioner of Higher Education  
Chapter 9 -- Consumer Information**

**PROPOSED RULE**

**6 CSR 10-9.010 Rules for the Posting of Consumer Information**

*PURPOSE: This rule describes the information that public institutions of higher education must post on their websites.*

(1) Definitions.

(A) The term “course” shall mean any regularly scheduled instructional activity:

1. For which, upon successful completion thereof, enrolled students are given credit that can be applied to meet the requirements for achieving a degree, certificate, or similar academic award; or
2. That provides remedial instruction to students enrolled in the institution;
3. But need not include thesis or dissertation supervision; independent study; directed study or reading courses; internship supervision; individual lessons, mentoring, or supervised experiences; or any other similar activity with such a low number of enrolled students as to allow respondents to be personally identified.

(B) The term “course information” shall include a schedule listing all courses that will be offered during an academic term, all sections of each course, the name(s) of the faculty member(s) who will teach each class, and the time and location at which each course will be offered.

(C) The term “credentials” shall include the highest post-secondary degree or certificate earned by the faculty member and the faculty member’s rank (e.g., full professor, teaching assistant).

(D) The terms “faculty” and “faculty member” shall refer to each person assigned full or partial responsibility for delivery of academic course(s) at a Missouri public higher education institution and includes but is not limited to the following categories: adjunct, part-time, and full-time instructors and lecturers; and graduate students and graduate assistants who teach all or part of any course. The terms “faculty” and “faculty member” shall not include guest speakers, tutors, and practicum or internship supervisors.

(E) The term “feasible” shall mean capable of being performed.

(F) The terms “instructor ratings by students” and “ratings” shall mean certain evaluative information, as designated by each institution, collected at least annually, provided by students enrolled in a course about the performance of the faculty member(s) responsible for delivery of all or part of the course. Ratings posted on an institution’s website need not include all information collected in regularly conducted evaluations of faculty by students and may consist of information gathered specifically for publication on the institution’s website.

- (G) The term “post” shall mean to publish on an institution’s website.
- (H) The terms “public higher education institution” and “institution” shall mean an educational institution as defined in section 173.205.2 or 173.205.3, RSMo.
- (I) The term “section” shall mean:
1. In cases where more than one course with the same prefix, course number, and course title are offered, each distinct offering in which students may enroll; and/or
  2. Each separate subdivision within one course in which students break into groups in a formal manner to discuss and/or practice course content.
- (2) Each institution shall post each of the following on a portion of its website that is available to the general public without a login, student ID, user ID, or other password, except that no institution shall be required to post any item the publication of which would constitute a violation of state or federal law:
- (A) The names of all faculty members. This information must be posted no later than the first day of the first academic term starting on or after August 1, 2008, and for each academic term thereafter.
- (B) Each faculty member’s credentials. This information must be posted no later than the first day of the first academic term starting on or after August 1, 2008, and for each academic term thereafter.
- (C) No later than ten (10) calendar days before the first day that any student may enroll for the next academic term, all available course information for the next academic term. If course information is not available ten (10) calendar days before the first day that any student may enroll for the next academic term, the institution shall post the information on its website as soon as the information is available. If course information changes at any time before the conclusion of the semester, the institution must update its website to reflect the change(s). This information must be posted before enrollment begins for the first academic term starting on or after August 1, 2008, and every academic term thereafter.
- (3) Where feasible, each institution shall post on its website instructor ratings by students, except that no institution shall be required to post any item the publication of which would constitute a violation of state or federal law.
- (A) The ratings must include:
1. The most recent ratings available; or
  2. A faculty member’s ratings for multiple academic terms, whether data for each term are presented separately or in aggregate form, so long as the ratings posted include the most recent ratings available.
- (B) Each institution may determine whether to post each faculty member’s ratings:
1. As an aggregate representing ratings received for all courses taught by that faculty member; or
  2. For each individual course taught by the faculty member.

- (C) Institutions need not post ratings of faculty members who are teaching for the first time at the institution if no such ratings exist.
- (D) If an institution decides to post ratings for each individual course taught by the faculty member and a faculty member is teaching a course for the first time, the institution need not post ratings for that course if no such ratings exist.
- (E) This information must be posted at least ten (10) calendar days before the first day that any student may enroll for the next academic term, starting with the first academic term starting on or after August 1, 2009, and every academic term thereafter.
- (F) If the Missouri Department of Higher Education (“Department”) determines that the ratings posted by an institution do not provide sufficient information, that institution shall work cooperatively with the Department to develop ratings that do provide information the Department deems sufficient.
- (G) Ratings must be posted on a portion of the institution’s website that may be viewed by currently enrolled students and by all new students participating in the enrollment process at the institution.

*AUTHORITY: section 173.1004, RSMo 2007. Original rule filed November 28, 2007.*

*PUBLIC COST: This proposed rule will cost state agencies or political subdivisions \$913,107 to implement in the aggregate in the first year. This estimate of fiscal impact is based on information provided by representatives of several public institutions of higher education. Several public institutions of higher education did not respond to the MDHE’s request for an estimate of fiscal impact. Those institutions are not included on the table below. They will, however, likely be fiscally impacted as a result of this new regulation.*

*PRIVATE COST: This proposed rule will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rule with the Missouri Department of Higher Education, 3515 Amazonas Drive, Jefferson City, Missouri 65109. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Proposed 2009 CBHE Meeting Dates and Locations  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

Each December, the CBHE establishes its meeting dates and locations for the next year. The intent of this board item is to make some adjustments in the schedule for 2008 that was previously adopted and establish dates and locations for 2009.

#### **Background**

Traditionally the CBHE has met five times a year (February, April, June, October, and December) in addition to holding an annual retreat in the summer. The October meeting has served as the time the CBHE finalizes its budget recommendations to the governor and General Assembly. Due to the timing of the October meeting, the higher education budget is delivered after the deadline set for other state departments.

The Office of Administration Division of Budget and Planning has suggested that higher education move its traditional budget meeting earlier to ensure its recommendations are not disadvantaged by arriving later than those of other state departments. In addition, institutions have suggested that the traditional budget meeting be held in central Missouri to ensure full attendance by all interested parties.

Consequently the list below represents a change from the previously approved meeting dates and locations for October 2008. In addition, proposed meeting dates and locations for 2009 are also presented.

#### **DATE**

#### **LOCATION**

February 6-7	ITT Technical Institute of Earth City, St. Louis
April 9-10	Linn State Technical College, Linn
June 11-12	Southeast Missouri State University, Cape Girardeau
August 7	CBHE Annual Retreat, Jefferson City
September 10-11	Central Methodist University, Fayette
December 3-4	Metropolitan Community Colleges - Kansas City

Following are the proposed 2009 CBHE meeting dates and locations:

<b><u>DATE</u></b>	<b><u>LOCATION</u></b>
February 11-12	St. Louis Community College – Wildwood, Wildwood
April 8-9	MCC – Blue River, Independence
June 10-11	Missouri State University - West Plains, West Plains
August 6	CBHE Annual Retreat, Jefferson City
September 9-10	Site TBD, Jefferson City
December 9-10	University of Missouri – St. Louis, St. Louis

### **STATUTORY REFERENCE**

Section 173.005.3, RSMo, Coordinating Board for Higher Education

### **RECOMMENDED ACTION**

**It is recommended that the Coordinating Board for Higher Education adopt the proposed changes to the previously approved schedule for 2008 and the proposed 2009 meeting dates and locations.**

### **ATTACHMENT(S)**

None

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Proposed Changes to CBHE Bylaws  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

The Coordinating Board's bylaws were adopted in 1987 and have not been revised since 2001. Board members have expressed an interest in updating two key items:

- The Board Chair should be permitted to serve more than two consecutive terms if two-thirds of the Board supports the Chair's continued service.
- Board officers should be elected at the board meeting immediately prior to the end of December rather than at the end of June.

In addition to these two significant changes, the bylaws have been revised to improve internal semantic consistency and to include gender-neutral language. Attached for review are two documents. The first is a strike add version showing all changes from the existing by-laws and the second is a document accepted all of the proposed changes.

### **STATUTORY REFERENCE**

Section 173.005, RSMo

### **RECOMMENDED ACTION**

**It is recommended that the Coordinating Board for Higher Education adopt the final draft of the revised bylaws.**

### **ATTACHMENT**

Attachment A: Strike Add version of Revised Bylaws -- Final Draft  
Attachment B: Revised Bylaws (all changes accepted) -- Final Draft



**Bylaws - Missouri Coordinating Board for Higher Education** *(Adopted by the Board on October 1987 – Revised on June 7, 2001)*

**Article I  
Enabling Authority**

These rules and regulations govern the conduct of the business and affairs of the Missouri Coordinating Board for Higher Education ("Board") pursuant to the responsibilities vested in it by the Missouri Constitution and ~~statutes~~.

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**Article II  
The Board**

**Section 1. Membership**

The membership of this Board and the terms of office for each member are prescribed in the Missouri statutes.

**Section 2. Place of Meeting**

Meetings of the Board may be held at any place or places within the State of Missouri.

**Section 3. Frequency of Meetings**

The Board shall hold no less than four ~~regular meetings during each~~ calendar year. Special or additional meetings may be determined by the Chair or upon call of at least five ~~members of the Board~~.

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**Section 4. Notice of Meeting**

The notice of meeting and agenda shall be in accordance with Missouri ~~statutes~~.

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**Section 5. Absence at Meetings**

If any member of the Board fails to attend any three consecutive regularly called meetings of the Board, of which meetings ~~the member~~ shall have had due notice, unless such absences shall be caused by sickness or some accident preventing his/~~her~~ arrival at the time and place appointed for the meetings, the Secretary of the Board shall, upon request of the Chairman of the Board, notify the Governor of the fact pursuant to Section 172.070, RSMo, as made applicable by Section 173.005.2 RSMo.

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**Section 6. Conduct of Meetings**

- A. A majority of the members of the Board shall constitute a quorum. Any act of the majority of the members present at any meeting at which a quorum is present shall be the act of the Board.
- B. All meetings of the Board must comply with Missouri ~~statutes~~ on governmental bodies and records.
- C. At all Board and Committee meetings, a staff member ~~of the Missouri Department of Higher Education~~ shall act as Recording Secretary. Full and complete minutes will be kept of each meeting and shall be submitted to Board members for review prior to the succeeding meeting.

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- D. Voting on all matters coming before the Board shall be voice vote. In all cases where the vote of the members present is unanimous, it shall be sufficient to indicate unanimity in the minutes of the proceedings. In all cases where the vote of the members present is not unanimous, the “ayes” and “nays” shall be separately entered upon the minutes. In the absence of such expression of dissent or an expression of abstention, a member of the Board who is present at any meeting in which action is taken on any matter shall be presumed to have assented to such actions unless, before the adjournment of the meeting, he/she shall affirmatively request that his/her “nay” be separately entered upon the minutes, or the he/she be recorded as not having voted.
- E. If at any time immediately prior to, during, or immediately following a regularly scheduled Board meeting, an executive session is called by the Chair, said meeting shall be held in conformity with Missouri statutes.
- F. Robert's Rules of Order shall govern the consideration of all business and debate so far as applicable to this body; provided, however, that if Robert's Rules conflict with these Bylaws, the Bylaws shall govern.

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## Section 7. Committees

Generally

(Adopted June 7, 2001) The Coordinating Board for Higher Education and its staff should use selection processes and criteria designed to ensure diverse representations when making appointments to various committees, councils, or commissions. In as much as reasonably possible, criteria for representation should include the following:

1. Individuals who have demonstrated appropriate expertise and experience through their vocation, employment, affiliation, or interests in connection with the membership being assembled;
2. Individuals who reflect the various geographic regions of the state as a whole or other appropriate sub-unit directly in connection to the membership being assembled; and
3. Individuals who reflect the race, ethnicity, age, gender, and disability characteristics of the population of the state as a whole, or other appropriate sub-unit in connection with the membership being assembled.

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In as much as reasonable possible, the campus presidents and chancellors, and their respective local boards should use a similar selection process and criteria in making appointments to various committees, councils, or commissions.

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## Section 8. Participation by Advisory Committees

Four times each year the Board shall meet with the Coordinating Board Advisory Committee as established by statute. Reports from the Advisory Committee to the Coordinating Board shall be included on the agenda after each meeting of the Advisory Committee.

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The Board delegates responsibility to the Commissioner to meet with and receive reports from the Proprietary School Advisory Committee.

### Article III Officers of the Board

#### Section 1. Officers

The officers of the Board shall be: Chair, Vice-Chair, and Secretary. They shall be elected by the Board from its own membership.

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#### Section 2. Election - Tenure of Officers

Officers shall be elected annually at the meeting of the Board immediately prior to December 30 and shall serve for a period of one year and until their successors are elected and qualified. The Chair shall not be elected for more than two consecutive full terms unless two thirds of the Board votes to permit a Chair to serve more than two terms.

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#### Section 3. Duties of Officers

##### *Chair*

A. The Chair of the Board shall preside at all meetings with full power to vote on and discuss all matters.

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B. The Chair of the Board shall be the spokesperson for the Board and in consultation with the Commissioner shall handle the release of all information concerning the Board and matters affecting the institutions singly or as a group.

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##### *Vice-Chair*

A. In the event of the absence of the Chair, the Vice-Chair shall serve as Chair of the Board and perform all the duties of the Chair.

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##### *Secretary*

A. The Secretary of the Board shall supervise the preparation and perpetuation of all minutes and other records of the Board. The Secretary shall likewise oversee the necessary distribution of such minutes and records to all Board members as required.

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### Article IV Conduct of Business and Affairs

#### Section 1. Staff

The Board shall employ a Commissioner of Higher Education ("Commissioner") to serve at the pleasure of the Board. The Commissioner shall employ and determine the compensation of all other employees of the Board within position salary ranges established annually by the Board. Such staff shall include professional and clerical personnel and, where justified, specialists and/or consultants subject to the limits placed by statute. The Commissioner shall serve under the supervision of and be responsible to the Board, which may act through the Chair, where appropriate.

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**Section 2. Employment of Commissioner**

The Board shall act as a Committee of the whole as a search committee. Although the Board may use an outside consulting firm in the screening process, only Board members and former Board ~~Chairs~~ (if determined by the Board) shall be involved in the search, screening, and selection of a Commissioner.

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**Section 3. Evaluation of Commissioner**

The performance of the Commissioner of Higher Education will be evaluated annually. The purpose of the evaluation is to establish a record of performance over a period of time, to identify strengths, and to determine areas where more attention may be needed.

**Article V  
Records**

Full and complete records of Board actions and activities shall be kept available in accordance with Missouri ~~statutes~~ on governmental bodies and records.

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**Proposed Revisions**  
**Missouri Coordinating Board for Higher Education Bylaws**

*(Adopted by the Board October 1987; most recently revised June 7, 2001)*

**Article I**  
**Enabling Authority**

These rules and regulations govern the conduct of the business and affairs of the Missouri Coordinating Board for Higher Education (“Board”) pursuant to the responsibilities vested in it by the Missouri Constitution and statutes.

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**The Board**

**Section 1.     Membership**

The membership of this Board and the terms of office for each member are prescribed in the Missouri statutes.

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Meetings of the Board may be held at any place or places within the State of Missouri.

**Section 3.     Frequency of Meetings**

The Board shall hold no less than four regular meetings during each calendar year. Special or additional meetings may be determined by the Chair or upon call of at least five members of the Board.

**Section 4.     Notice of Meeting**

The notice of meeting and agenda shall be in accordance with Missouri statutes.

**Section 5.     Absence at Meetings**

If any member of the Board fails to attend any three consecutive regularly called meetings of the Board, of which meetings the member shall have had due notice, unless such absences shall be caused by sickness or some accident preventing his/her arrival at the time and place appointed for the meetings, the Secretary of the Board shall, upon request of the Chairman of the Board, notify the Governor of the fact pursuant to Section 172.070, RSMo, as made applicable by Section 173.005.2 RSMo.

**Section 6.     Conduct of Meetings**

- A.     A majority of the members of the Board shall constitute a quorum. Any act of the majority of the members present at any meeting at which a quorum is present shall be the act of the Board.
- B.     All meetings of the Board must comply with Missouri statutes on governmental bodies and records.

- C. At all Board and Committee meetings, a staff member of the Missouri Department of Higher Education shall act as Recording Secretary. Full and complete minutes will be kept of each meeting and shall be submitted to Board members for review prior to the succeeding meeting.
- D. Voting on all matters coming before the Board shall be voice vote. In all cases where the vote of the members present is unanimous, it shall be sufficient to indicate unanimity in the minutes of the proceedings. In all cases where the vote of the members present is not unanimous, the “ayes” and “nays” shall be separately entered upon the minutes. In the absence of such expression of dissent or an expression of abstention, a member of the Board who is present at any meeting in which action is taken on any matter shall be presumed to have assented to such actions unless, before the adjournment of the meeting, he/she shall affirmatively request that his/her “nay” be separately entered upon the minutes, or the he/she be recorded as not having voted.
- E. If at any time immediately prior to, during, or immediately following a regularly scheduled Board meeting, an executive session is called by the Chair, said meeting shall be held in conformity with Missouri statutes.
- F. *Robert’s Rules of Order* shall govern the consideration of all business and debate so far as applicable to this body; provided, however, that if *Robert’s Rules* conflict with these Bylaws, the Bylaws shall govern.

#### **Section 7. Committees**

The Coordinating Board for Higher Education and its staff should use selection processes and criteria designed to ensure diverse representations when making appointments to various committees, councils, or commissions. In as much as reasonably possible, criteria for representation should include the following:

- 1. Individuals who have demonstrated appropriate expertise and experience through their vocation, employment, affiliation, or interests in connection with the membership being assembled;
- 2. Individuals who reflect the various geographic regions of the state as a whole or other appropriate sub-unit directly in connection to the membership being assembled; and
- 3. Individuals who reflect the race, ethnicity, age, gender, and disability characteristics of the population of the state as a whole, or other appropriate sub-unit in connection with the membership being assembled.

In as much as is reasonably possible, the campus presidents and chancellors and their respective local boards should use a similar selection process and criteria in making appointments to various committees, councils, or commissions.

#### **Section 8. Participation by Advisory Committees**

Four times each year the Board shall meet with the Coordinating Board Advisory Committee as established by statute. Reports from the Advisory Committee to

the Coordinating Board shall be included on the agenda after each meeting of the Advisory Committee.

The Board delegates responsibility to the Commissioner to meet with and receive reports from the Proprietary School Advisory Committee.

### **Article III Officers of the Board**

#### **Section 1. Officers**

The officers of the Board shall be: Chair, Vice-Chair, and Secretary. They shall be elected by the Board from its own membership.

#### **Section 2. Election - Tenure of Officers**

Officers shall be elected annually at the meeting of the Board immediately prior to December 30 and shall serve for a period of one year and until their successors are elected and qualified. The Chair shall not be elected for more than two consecutive full terms unless two thirds of the Board votes to permit a Chair to serve more than two terms.

#### **Section 3. Duties of Officers**

##### *Chair*

- A. The Chair of the Board shall preside at all meetings with full power to vote on and discuss all matters.
- B. The Chair of the Board shall be the spokesperson for the Board and in consultation with the Commissioner shall handle the release of all information concerning the Board and matters affecting the institutions singly or as a group.

##### *Vice-Chair*

- A. In the event of the absence of the Chair, the Vice-Chair shall serve as Chair of the Board and perform all the duties of the Chair.

##### *Secretary*

- A. The Secretary of the Board shall supervise the preparation and perpetuation of all minutes and other records of the Board. The Secretary shall likewise oversee the necessary distribution of such minutes and records to all Board members as required.

### **Article IV Conduct of Business and Affairs**

#### **Section 1. Staff**

The Board shall employ a Commissioner of Higher Education ("Commissioner") to serve at the pleasure of the Board. The Commissioner shall employ and

determine the compensation of all other employees of the Board within position salary ranges established annually by the Board. Such staff shall include professional and clerical personnel and, where justified, specialists and/or consultants subject to the limits placed by statute. The Commissioner shall serve under the supervision of and be responsible to the Board, which may act through the Chair where appropriate.

**Section 2.     Employment of Commissioner**

The Board shall act as a Committee of the whole as a search committee. Although the Board may use an outside consulting firm in the screening process, only Board members and former Board Chairs (if determined by the Board) shall be involved in the search, screening, and selection of a Commissioner.

**Section 3.     Evaluation of Commissioner**

The performance of the Commissioner of Higher Education will be evaluated annually. The purpose of the evaluation is to establish a record of performance over a period of time, to identify strengths, and to determine areas where more attention may be needed.

**Article V  
Records**

Full and complete records of Board actions and activities shall be kept available in accordance with Missouri statutes on governmental bodies and records.



## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Draft Policy on Dispute Resolution  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

Senate Bill 389, which became law on August 28, 2007, requires public institutions to agree to submit to binding resolution to resolve all disputes involving jurisdictional boundaries or the use or expenditure of any state resources. The attached draft policy sets forth a uniform approach by which the MDHE will address dispute resolution.

This draft was submitted to stakeholders throughout the public higher education community for review and comment on November 9, 2007. It will be revised to reflect suggestions made by those stakeholders. A final draft will be prepared and presented to Board members, the Presidential Advisory Council, and others present at the December 6, 2007, CBHE meeting.

### **STATUTORY REFERENCE**

Section 173.125, RSMo

### **RECOMMENDED ACTION**

**It is recommended that the Coordinating Board for Higher Education approve the final draft policy on dispute resolution.**

### **ATTACHMENT**

Draft Policy on Dispute Resolution

## ***Coordinating Board for Higher Education*** **Draft Policy on Dispute Resolution**

### **Section 1. General Description and Intent**

Senate Bill 389, which became law August 28, 2007, gives the Commissioner of Higher Education authority to mediate disputes that arise between institutions concerning the use of state resources and jurisdictional boundaries. This policy sets forth the process by which such dispute resolution will be conducted.

### **Section 2. Statutory Language**

173.125. As a condition of receiving state funds, every public institution of higher education shall agree to submit to binding dispute resolution with regard to disputes among public institutions of higher education that involve jurisdictional boundaries or the use or expenditure of any state resources whatsoever, as determined by the coordinating board. In all cases, the arbitrator shall be the commissioner of higher education or his or her designee, whose decision shall be binding on all parties. Any institution aggrieved by a decision of the commissioner may appeal such decision, in which instance the case shall be reviewed by the full coordinating board, at which time the full coordinating board shall have the authority to make a final and binding decision, by means of a majority vote, regarding the matter.

### **Section 3. Definitions and Acronyms**

- A. CBHE: The Coordinating Board for Higher Education.
- B. Commissioner: The Commissioner of Higher Education or his/her designee.
- C. Dispute: A disagreement between two or more institutions that involves jurisdictional boundaries or the use or expenditure of any state resources whatsoever.
- D. Institution: An approved public institution of higher education, as defined in § 173.1102, RSMo, provided it is also either accredited or a candidate for accreditation by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools, and provided it offers a postsecondary course of instruction at least two years in length leading to conferral of a degree, or an institution's representative.
- E. MDHE: The Missouri Department of Higher Education.
- F. Parties: The institutions involved in a dispute.

### **Section 4. Process**

- 1) No public institution of higher education shall receive an annual state appropriation unless the institution agrees that during the fiscal year in which it receives the

- funds, it will submit to binding dispute resolution, as described herein. The institution's agreement will be evidenced on a form provided by the MDHE.
- 2) Dispute resolution may be appropriate in circumstances including not limited to situations where tensions in an area reach a critical mass, resulting in potentially detrimental effects on the delivery of academic programs; where there is evidence of excessive duplication of services when multiple off-campus/out-of-district higher education sites exist within the same community; or where institutions engage in excessive competition with each other, resulting in less than efficient use of state funds. The dispute resolution process will be initiated only after all informal attempts to resolve the dispute have failed.
  - 3) The dispute resolution process may be initiated by an institution, the Commissioner, or the CBHE. If any such person or entity believes that a dispute exists, they may ask to be put on the agenda of the CBHE's next regularly scheduled meeting. The Commissioner will notify all potential parties to the dispute of the time, date, and place of the CHBE meeting. At the meeting, the person or entity seeking to initiate the dispute resolution process will have an opportunity to describe the dispute and the reasons they believe dispute resolution is warranted. The affected institution(s) will have an opportunity during the meeting to respond and to describe all efforts they have made to resolve the dispute. The Commissioner or CBHE may set time limits on oral presentations at the CBHE meeting if he/she feels it is fair and necessary to do so. The CBHE shall, by majority vote, determine whether to refer the dispute to the Commissioner for dispute resolution.
  - 4) If the CBHE votes to refer a dispute to the Commissioner, the Commissioner shall determine whether he/she will preside over the dispute resolution process, or if he/she will designate another individual to do so. He/she may appoint a designee if (a) he/she believes there is a real or perceived conflict of interest that may undermine the process or (b) he/she believes that the complexity, timing, or other aspect of the dispute creates a situation in which the Commissioner will have difficulty presiding over the process. The Commissioner may designate an MDHE staff member or an external consultant. If an external consultant is designated, the costs associated with the dispute resolution process shall be shared equally by the institutions that are parties to the dispute. The designee shall have the same authority as the Commissioner in the dispute resolution process. The Commissioner shall identify the person who will preside over the dispute resolution process as soon as possible.
  - 5) Within one week after the CBHE votes to refer a dispute to the Commissioner, the Commissioner shall notify all parties of the commencement of the dispute resolution process. Such notice shall describe the nature of the dispute(s) to be addressed and require the parties to set forth their positions in writing within thirty days after the day the notice is sent. The Commissioner may request additional information at this or any other time in the dispute resolution process.
  - 6) After the Commissioner has received all of the preliminary information he/she deems necessary, the Commissioner shall schedule a meeting at a time and place agreeable to all parties. The Commissioner shall inform the parties of the format

for the meeting, including any time limits on oral presentations he/she deems fair and necessary.

- 7) At the meeting, each party shall have an opportunity to be heard and to ask questions of the other party or parties. The Commissioner shall work with the parties to identify solutions that are mutually acceptable to all involved.
- 8) The Commissioner shall base his or her decision on the written and verbal representations made by the parties during the dispute resolution process and may consider other factors, including but not limited to the reasonableness of each party's response to solutions proposed during the meeting.
- 9) The Commissioner shall issue a written decision within thirty days after the meeting. The decision shall set forth the Commissioner's conclusions and any actions required of the parties.
- 10) An institution aggrieved by the Commissioner's decision may make a written appeal to the CBHE to reconsider the Commissioner's decision within thirty days after the day the Commissioner gives the parties notice of his/her decision. The appeal shall set forth the reason(s) the institution is aggrieved and the reason(s) the institution believes the Commissioner decided wrongly. The CBHE shall provide all parties with copies of the written appeal.
- 11) The other parties to the dispute and the Commissioner may respond in writing to the aggrieved party's appeal within thirty days after the date the CBHE provides copies of the appeal.
- 12) The CBHE shall consider the appeal at its next regularly scheduled meeting after the deadline for response to the aggrieved party's appeal. At such meeting, the CBHE may inquire of any party to the dispute and of the Commissioner.
- 13) After the CBHE has received all information it deems necessary, the CBHE shall make a final and binding decision about the appeal by means of a majority vote of all CBHE members present at the meeting, whether present by electronic means or in person; provided, however, that no vote will be made on the appeal unless a quorum is established. The CBHE may accept, reject, or modify all or part of the Commissioner's decision and may ask the Commissioner to resume dispute resolution to address any or all issue(s).

## **Section 5. General Requirements**

- 1) Neither the dispute resolution process nor the appeal is a legal proceeding. Parties to a dispute may, however, be represented by attorneys during any and all stages of the dispute resolution process or the appeal. The Commissioner may ask questions directly of an institutional representative at any time; the institutional representative shall respond to such questions.
- 2) An institution participating in the dispute resolution process or an appeal must provide all information requested by the Commissioner or the CBHE in a timely manner.
- 3) All parties will receive copies of all documents provided to or by the Commissioner or the CBHE in connection with the dispute resolution process or an appeal.

- 4) All written and oral representations made by an institution participating in the dispute resolution process or an appeal must be factually accurate and may not be presented in a false or misleading manner.
- 5) All written documentation submitted as part of the dispute resolution process or an appeal shall be considered public information and will be made available to any person or entity that requests it. "Written documentation" includes but is not necessarily limited to all correspondence, tables, charts, and data files.

DRAFT

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Draft Policy on Waivers for Tuition Increases  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

Senate Bill 389, which became law on August 28, 2007, includes the Higher Education Student Funding Act -- also known as the tuition stabilization or tuition caps provision. The new law requires institutions that exceed certain statutory limits to either remit 5 percent of their annual appropriation to the state's general revenue fund or to seek a waiver of that requirement from the Commissioner of Higher Education. The attached draft policy sets forth a uniform approach by which the MDHE will address waiver requests.

This draft was submitted to stakeholders throughout the public higher education community for review and comment on November 9, 2007. It will be revised to reflect suggestions made by those stakeholders. A final draft will be prepared and presented to Board members, the Presidential Advisory Council, and others present at the December 6, 2007, CBHE meeting.

### **STATUTORY REFERENCE**

Sections 173.1000-1006, RSMo

### **RECOMMENDED ACTION**

**It is recommended that the Coordinating Board for Higher Education approve the final draft policy on waivers for tuition increases.**

### **ATTACHMENT**

Draft Policy on Waivers for Tuition Increases

***Coordinating Board for Higher Education***  
**Draft Policy on Higher Education Student Funding Act Implementation**

**Section 1. General Description and Intent**

Tuition is set by the governing board of each Missouri public institution of higher education. Governing board members have relationships with the institutions they represent that give them insight into the needs of the institution, state funding levels, and the extent to which students can be asked to contribute to the cost of their education.

State law, however, now provides for the Coordinating Board for Higher Education and the Commissioner of Higher Education to have some role in the tuition setting process. Institutions that increase tuition at rates that exceed the rate of inflation must either return a portion of their state appropriations to the state or must ask the Commissioner to waive the financial penalty.

This policy sets forth the statutory language on tuition increases, defines relevant terms, describes the procedures for seeking a waiver, and lists some of the factors the Commissioner may weigh in assessing institutions' waiver requests.

**Section 2. Statutory Language**

173.1000. The provisions of sections 173.1000 to 173.1006 shall be known and may be cited as the "Higher Education Student Funding Act".

173.1003. 1. Beginning with the 2008-2009 academic year, each approved public institution, as such term is defined in section 173.1102, shall submit its percentage change in the amount of tuition from the current academic year compared to the upcoming academic year to the coordinating board for higher education by July first preceding such academic year.

2. For institutions whose tuition is greater than the average tuition, the percentage change in tuition shall not exceed the percentage change of the consumer price index or zero, whichever is greater.

3. For institutions whose tuition is less than the average tuition, the dollar increase in tuition shall not exceed the product of zero or the percentage change of the consumer price index, whichever is greater, times the average tuition.

4. If a tuition increase exceeds the limits set forth in subsections 2 or 3 of this section, then the institution shall be subject to the provisions of subsection 5 of this section.

5. Any institution that exceeds the limits set forth in subsections 2 or 3 of this section shall remit to the board an amount equal to five percent of its current year state operating appropriation amount which shall be deposited into the general revenue fund unless the institution waives requests, within thirty days of such

notice, to the commissioner of higher education for a waiver of this provision. The commissioner, after meeting with appropriate representatives of the institution, shall determine whether the institution's waiver request is sufficiently warranted, in which case no fund remission shall occur. In making this determination, the factors considered by the commissioner shall include but not be limited to the relationship between state appropriations and the consumer price index and any extraordinary circumstances. If the commissioner determines that an institution's tuition percent increase is not sufficiently warranted and declines the waiver request, the commissioner shall recommend to the full coordinating board that the institution shall remit an amount up to five percent of its current year state operating appropriation to the board, which shall deposit the amount into the general revenue fund. The coordinating board shall have the authority to make a binding and final decision, by means of a majority vote, regarding the matter.

6. The provisions of subsections 2 to 5 of this section shall not apply to any community college unless any such community college's tuition for any Missouri resident is greater than or equal to the average tuition. If the provisions of subsections 2 to 5 of this section apply to a community college, subsections 2 to 5 of this section shall only apply to out-of-district Missouri resident tuition.

7. For purposes of this section, the term "average tuition" shall be the sum of the tuition amounts for the previous academic year for each approved public institution that is not excluded under subsection 6 of this section, divided by the number of such institutions. The term "consumer price index" shall mean the consumer price index for all urban consumers (CPI-U), 1982-1984 = 100, not seasonally adjusted, as defined and officially recorded by the United States Department of Labor, or its successor agency, from January first of the current year compared to January first of the preceding year. The term "state appropriation" shall mean the state operating appropriation for the prior year per full time equivalent student for the prior year compared to state operating appropriation for the current year per full time equivalent student for the prior year. The term "tuition" shall mean the amount of tuition and required fees, excluding any fee established by the student body of the institution, charged to a Missouri resident undergraduate enrolled in fifteen credit hours at the institution.

8. Nothing in this section shall be construed to usurp or preclude the ability of the governing board of an institution of higher education to establish tuition or required fee rates.

### **Section 3. Definitions and Acronyms**

- A. Academic year: The period between August 1 and July 31.
- B. Average tuition: The sum of all included institutions' tuition for the current academic year divided by the number of included institutions. This figure will be determined

Coordinating Board for Higher Education  
December 6, 2007

11/9/07

*Draft Policy on Higher Education Student Funding Act Implementation*



- by adding the tuition of all public four-year institutions and Linn State Technical College, then dividing by the number of included institutions.
- a. The tuition figure used in this calculation will be drawn from the MDHE's Comprehensive Fee Schedule.
  - b. The average tuition of an institution that is comprised of more than one campus at which the same level of degree is offered shall be the tuition charged at each campus divided by the number of campuses.
  - c. If any community college has tuition that exceeds the average tuition at public four-year institutions and Linn State Technical College, the average tuition shall be recalculated to include that community college's tuition.
- C. CBHE: The Coordinating Board for Higher Education.
- D. Commissioner: The Commissioner of Higher Education.
- E. Consumer price index or CPI: The consumer price index for all urban consumers, 1982-1984=100, not seasonally adjusted, as defined and officially recorded by the United States Department of Labor or its successor agency, for January of the current year compared to January of the previous year.
- F. Fee established by the student body of the institution: Any fee approved by a majority of students who vote in a campus-wide election or by a majority of members of an officially recognized student government organization popularly elected by the students of an institution.
- G. Fine policy: The requirement that institutions that exceed the limitations on tuition increases set forth in §§ 173.1003.2 and .3, RSMo, remit an amount equal to 5% of their state operating appropriations to the state's general revenue fund, as set forth in § 173.1003.5, RSMo.
- H. FTE: Full time equivalent.
- I. Higher Education Student Funding Act: §§ 173.1000-1003, RSMo.
- J. Included institution: All institutions that offer four-year degree programs, Linn State Technical College, and any community college that charges out-of-district Missouri residents tuition that exceeds the average tuition.
- K. Institution: An approved public institution of higher education, as defined in § 173.1102, RSMo, and its representatives. An institution that is comprised of more than one campus at which the same level of degree is offered shall constitute one institution for purposes of calculating the average tuition and of seeking a waiver of the fine policy.
- L. MDHE: The Missouri Department of Higher Education.
- M. Notice of tuition change: Written documentation indicating the tuition charged during the current academic year, the tuition that will be charged during the upcoming academic year, and the percentage change in the tuition charged during the current

academic year compared to the tuition that will be charged during the upcoming academic year.

- N. State operating appropriation: The total dollar amount appropriated to an institution by the Missouri legislature per year. This figure shall not include any amount withheld by the governor or the legislature.
- O. Tuition: The dollar amount an institution charges all Missouri resident undergraduate students enrolled in 15 credit hours plus all fees required of all undergraduate students.
  - a. In the community college context, “tuition” means out-of-taxing-district Missouri resident tuition.
  - b. Tuition shall not include course-specific fees.
  - c. Tuition shall not include any fee established by the student body of the institution after the effective date of the Higher Education Student Funding Act.

#### **Section 4. Tuition Policy**

The Higher Education Student Funding Act provides for the following limitations on tuition increases:

- (1) Institutions whose tuition is greater than the average tuition during the current academic year shall not increase tuition for the next academic year at a percentage rate that exceeds the percentage increase in the CPI or zero, whichever is greater.
- (2) Institutions whose tuition is less than the average tuition during the current academic year shall not increase tuition for the next academic year in a dollar amount that exceeds the product of either zero or the percentage change in the CPI, whichever is greater, times the average tuition.
- (3) Community colleges shall abide by the limitations set forth in (1) and (2), above, if their tuition is greater than or equal to the average tuition during the current academic year.

#### **Section 5. Procedures Relating to Tuition**

- (1) The MDHE will provide written notice to all institutions indicating what the average tuition for the current academic year is by December 1 of each year. This notice will also list which institutions have higher than average tuition, which institutions have lower than average tuition, and which institutions will be exempt from the requirements of the Higher Education Student Funding Act for the upcoming academic year.
- (2) The MDHE will provide written notice to all institutions indicating what the CPI was for the previous year by January 15 of each year.

Coordinating Board for Higher Education  
December 6, 2007

11/9/07

*Draft Policy on Higher Education Student Funding Act Implementation*

- (3) Each institution must submit its notice of tuition change to the CBHE, via the Commissioner, on March 1, May 1, or July 1 before the start of the next academic year.
- (4) The Commissioner will notify each institution in writing that its notice of tuition change has been received and whether its tuition increase triggers the provisions of § 173.1003, RSMo, within one business day after receiving the institution's notice of tuition change.
- (5) Any institution that exceeds the limits set forth in the Higher Education Student Funding Act must remit 5% of its current year state operating appropriation to the state's general revenue fund or must ask the Commissioner for a waiver of the fine policy. In either case, action must be taken no later than 30 days after the institution provides its notice of tuition change.
- (6) The waiver request must set forth each factor the institution contends supports its decision to increase tuition.
- (7) The Commissioner must, after receiving the waiver request, arrange to meet with the institution seeking a waiver at a time and place agreeable to all parties. This meeting should take place as soon as possible and may not take place more than sixty days after the institution submits its request for a waiver.
- (8) The Commissioner may ask an institution to submit additional written material before or after the meeting.
- (9) An institution requesting a waiver must provide all information requested by the Commissioner in a timely manner.
- (10) All written materials, including but not limited to notices of tuition change and waiver requests, submitted to the Commissioner in connection with Higher Education Student Funding Act will be considered public information and will be posted on the MDHE's website. The MDHE website will specifically advise members of the public that they may submit written comments about the notice of tuition change, waiver request, or other material to the Commissioner at any time before the meeting of the Commissioner and the institution requesting a waiver takes place. The Commissioner may determine the weight each comment should be afforded and may consider the comments in determining whether to grant a waiver. Copies of all comments must be provided to the institution requesting a waiver within one business day of the date the comment is received.
- (11) Unless otherwise agreed, the meeting of the Commissioner and the institution requesting a waiver will be led by the Commissioner. The institution will have an opportunity to present its rationale for seeking a waiver and to address any comments received from the public. The Commissioner and/or his/her staff will have an opportunity to ask questions of the institution.
- (12) The Commissioner will notify the institution whether he/she has determined that its tuition increase was sufficiently warranted within 30 days of the meeting or within 30 days after the institution has provided all information requested by the

Commissioner, whichever is later. If the Commissioner finds that the tuition increase was not sufficiently warranted, such notice will also inform the institution what percentage of its state operating appropriation the Commissioner recommends the institution should be required to remit to the state's general revenue fund.

- (13) If the Commissioner determines that the tuition increase was not sufficiently warranted, he/she must notify the CBHE of his/her determination and recommendation as to what percentage of the institution's state operating appropriation the Commissioner recommends the institution should be required to remit to the state's general revenue fund. This notice will be provided on the same day as the notice described in (12), above.
- (14) The CBHE will determine what percentage of the institution's state operating appropriation must be remitted to the state's general revenue fund at its next regularly scheduled meeting or at a specially called meeting, by means of a majority vote of all CBHE members present at the meeting, whether present in person or by electronic means; provided, however, that no vote will be made on the matter unless a quorum is established. The institution will have an opportunity to present each factor it believes supports its decision to increase tuition. The CBHE's decision will be binding and final.
- (15) All written and verbal representations made by an institution requesting a waiver must be factually accurate and may not be presented in a false or misleading manner.
- (16) An institution and the Commissioner may agree to extend any deadline described in this policy.
- (17) The Commissioner is committed to addressing waiver requests in a timely manner. Failure by the Commissioner to meet any deadline described in this policy shall not, however, invalidate the process.

## **Section 6. Factors to be Considered by the Commissioner**

The Commissioner shall consider all written and verbal information provided by an institution in the waiver request process. Specifically, the Commissioner shall consider:

- (1) The relationship between state appropriations and the consumer price index. State appropriations means the state operating appropriation for the prior year per FTE student for the prior year compared to the state operating appropriation for the current year per FTE student for the prior year; and
- (2) Extraordinary circumstances.

The institution may also submit, or the Commissioner may request, additional information including but not limited to the following:

- (1) Mandatory costs that have increased at a rate that exceeds the CPI.
- (2) Historical trends in the institution's state operating appropriations.
- (3) Historical trends in the institution's tuition.

Coordinating Board for Higher Education  
December 6, 2007

11/9/07

*Draft Policy on Higher Education Student Funding Act Implementation*

- (4) Aspects of the institution's mission that necessitate increases in tuition above the rate of inflation.
- (5) Increased costs incurred in connection with strategic initiatives planned to meet specific needs of the state of Missouri.
- (6) Increased costs incurred in connection with the implementation of new legislative mandates.
- (7) The average hourly cost of educating one undergraduate student at the institution seeking a waiver compared to the cost of doing so at other institutions in the state and peer institutions outside of Missouri. The institution may present this information by discipline, by grade level, or in any other way deemed appropriate by the institution.
- (8) The percentage of the institution's total budget allocated to salaries for positions other than faculty members.
- (9) The number of non-teaching employees per full time undergraduate student at the institution.
- (10) The number of teaching employees per full time undergraduate student at the institution.
- (11) The percentage of the institution's total budget allocated to salary and benefits for non-teaching employees.
- (12) The percentage of the institution's total budget allocated to salary and benefits for teaching employees.
- (13) Out-of-state tuition rates charged by the institution.
- (14) The percentage of the cost of educating a full time undergraduate student at the institution paid by the state compared to the same figure for other Missouri institutions.
- (15) Damage, destruction, or deterioration of facilities, infrastructure, property, or other physical assets of an institution for which there are insufficient funds from state appropriations or insurance proceeds to repair or replace.
- (16) Increases in compensation levels to promote recruitment or retention of employees, including faculty and staff.

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Draft Rule on Out-of-State Public Institutions  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

Senate Bill 389, which became law on August 28, 2007, includes provisions that address out-of-state public institutions that offer instruction in Missouri. The attached draft rule develops the requirements with which such institutions must comply.

This draft was submitted to stakeholders throughout the higher education community for review and comment on November 21, 2007. It will be revised to reflect suggestions made by those stakeholders. A final draft will be prepared and presented to Board members, the Presidential Advisory Council, and others present at the December 6, 2007, CBHE meeting.

### **STATUTORY REFERENCE**

Sections 173.005, RSMo

### **RECOMMENDED ACTION**

**It is recommended that the Coordinating Board direct the Commissioner of Higher Education to take all actions necessary to ensure the attached Proposed Rulemaking become effective as administrative rules as soon as possible.**

### **ATTACHMENTS**

Attachment A:	Draft Rule on Out-of-State Public Institutions
Attachment B:	Statutory Language on Out-of-State Public Institutions

**CBHE Draft Rule on  
Out-of-State Public Institutions**

- 1) Definitions.
  - i) CBHE: The Coordinating Board for Higher Education created by § 173.005(2), RSMo.
  - ii) MDHE: The Missouri Department of Higher Education created by § 173.005(1), RSMo.
  - iii) Out-of-state public institution: An educational institution as defined by § 173.005.11(a), RSMo.
  - iv) Course: A defined and unique educational offering with discrete objectives and requirements in support of a program, whether conducted in person, by mail, or through any telecommunication medium.
  - v) Program: A complete academic or vocational educational offering that fulfills the requirements for the awarding of a certificate or a degree. A program may consist of one or more courses and shall, upon satisfactory completion, fulfill an academic, occupational, or other training objective.
  - vi) Offer: To enroll or seek to enroll anyone residing in the state of Missouri in a course or program beyond the high school level.
- 2) No out-of-state public institution shall offer programs or courses in Missouri without receiving prior approval of the CBHE to do so. Failure to seek and receive approval prior to the delivery of instruction and/or the enrollment of students shall be sufficient cause to deny approval to offer courses or programs.
- 3) Approval from the CBHE to offer programs or courses shall be valid for a period of no more than three years. During the period of approval, the out-of-state public institution must provide annual data reports concerning their operations in Missouri as specified by the MDHE.
- 4) Degree Program Approval: As of July 1, 2008, the standards for approving degree programs of out-of-state public institutions will be substantially identical to the standards for Missouri public institutions of higher education, with the exception of the standards relating to program financing. The proposal components will be those required by the MDHE under the "Policies and Procedures for the Review of Academic Program Proposals" adopted by the CBHE on April 17, 1997 and standards for approval will be those specified in that policy.
- 5) Course Approval: All courses offered by an out-of-state public institution that are not creditable toward a degree program approved by the MDHE for delivery in Missouri must meet, as determined by the MDHE, the following criteria in order to be approved by the CBHE:
  - a) The course must be applicable to a recognized program offered by the delivering institution on its home campus;

- b) The course must be of adequate content and duration so as to be considered consistent with similar coursework offered on the institution's home campus or with coursework in the same subject area offered by other higher education institutions;
  - c) The course must be taught by regular institutional faculty with educational and experiential qualifications that, in the judgment of the MDHE, are in excess of the level of the program to which the course is applicable;
  - d) Students enrolling in the course must have access to adequate academic and student support services, including but not limited to advising, library, financial assistance, and technical assistance;
  - e) Students enrolling in the course must have access to adequate information regarding the course content and objectives, all costs associated with enrollment, and the applicability of the course to degree programs offered by the delivering institution; and
  - f) Courses offered by telecommunication means must have evidence of sufficient support from the home campus to ensure students have the means to achieve the stated objectives in a manner consistent with students enrolled on the home campus and must be aligned with the "Principles of Good Practice for Distance-Learning/Web-Based Courses" adopted by the CBHE on April 13, 2000.
- 6) In order to be approved, the applicant institution must:
- a) Provide documentation that the courses and programs offered by the institution in Missouri are included within the scope of accreditation currently granted by the institution's recognized accrediting body and, as applicable, any applicable programmatic accrediting agency; and
  - b) Agree to comply with all CBHE policies relating to data collection, cooperation, and resolution of disputes.
- 7) Nothing in this regulation shall be construed or interpreted so that students attending an out-of-state public institution of higher education are considered to be attending a Missouri public institution of higher education for purposes of obtaining student financial assistance.



**Out-of-State Public Institutions  
Statutory Language**

§ 173.005, RSMo.

(11) (a) As used in this subdivision, the term "out-of-state public institution of higher education" shall mean an education institution located outside of Missouri that:

- a. Is controlled or administered directly by a public agency or political subdivision or is classified as a public institution by the state;
- b. Receives appropriations for operating expenses directly or indirectly from a state other than Missouri;
- c. Provides a postsecondary course of instruction at least six months in length leading to or directly creditable toward a degree or certificate;
- d. Meets the standards for accreditation by an accrediting body recognized by the United States Department of Education or any successor agency; and
- e. Permits faculty members to select textbooks without influence or pressure by any religious or sectarian source.

(b) No later than July 1, 2008, the coordinating board shall promulgate rules regarding:

- a. The board's approval process of proposed new degree programs and course offerings by any out-of-state public institution of higher education seeking to offer degree programs or course work within the state of Missouri; and
- b. The board's approval process of degree programs and courses offered by any out-of-state public institutions of higher education that, prior to July 1, 2008, were approved by the board to operate a school in compliance with the provisions of sections 173.600 to 173.618.

The rules shall ensure that, as of July 1, 2008, all out-of-state public institutions seeking to offer degrees and courses within the state of Missouri are evaluated in a manner similar to Missouri public higher education institutions.

Such out-of-state public institutions shall be held to standards no lower than the standards established by the coordinating board for program approval and the policy guidelines of the coordinating board for data collection, cooperation, and resolution of disputes between Missouri institutions of higher education under this section.

Any such out-of-state public institutions of higher education wishing to continue operating within this state must be approved by the board under the rules promulgated under this subdivision.

(c) Nothing in this subdivision or in section 173.616 shall be construed or interpreted so that students attending an out-of-state public institution are considered to be attending a Missouri public institution of higher education for purposes of obtaining student financial assistance.

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Proprietary School Certification Actions and Reviews  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

All program actions that have occurred since the October 11, 2007, Coordinating Board meeting are reported in this consent item. In addition, the report includes information concerning anticipated actions on applications to establish new postsecondary education institutions and exemptions from the department's certification requirements.

### **STATUTORY REFERENCE**

Sections 173.600 through 173.618, RSMo, Regulation of Proprietary Schools

### **RECOMMENDED ACTION**

Assigned to Consent Calendar

### **ATTACHMENT**

Proprietary School Certification Program Actions and Reviews

## **Coordinating Board for Higher Education**

### **Proprietary School Certification Program Actions and Reviews** ***Certificates of Approval Issued (Authorization for Instructional Delivery)***

Central Missouri Dental Assisting  
Warrensburg, Missouri

This for-profit school offers one non-degree program in dental assisting. The 10 week, 80 contact hour program is designed to “give you the best, basic foundational knowledge and skills necessary to start your new career” as a dental assistant. This school is not accredited.

Westwind CDL Training Center  
Cuba, Missouri

This for-profit school strives to provide students “with the proper training, knowledge, skills and ability necessary to operate a commercial vehicle with reasonable safety on public streets and highways.” The school’s non-degree programs of instruction offer small student to instructor ratios and focus on hands-on experience using both range and road driving instruction. This school is not accredited.

### ***Certificates of Approval Issued (Authorization Only to Recruit Students in Missouri)***

None

### ***Applications Pending Approval (Authorization for Instructional Delivery)***

None

### ***Applications Pending Approval (Authorization Only to Recruit Students)***

None

### ***Exemptions Granted***

Master’s Divinity School  
Evansville, Indiana

This not-for-profit religious institution applied for exemption in order to offer academic seminars and extension classes in Missouri. Offerings are designed to equip individuals with the knowledge of scripture and to prepare individuals for Christian ministry. Full degree programs will not be available at the Missouri site.

Exemption was granted as “a not-for-profit school owned, controlled and operated by a bona fide religious or denominational organization which offers no programs or degrees and grants no degrees or certificates other than those specifically designated as theological, bible, divinity or other religious designation.” This school is not accredited.

### ***Exemptions Denied***

Queens University of Brighton  
Grandview, Missouri

This not-for-profit school submitted an application for exemption in November of 2006. The application requested exemption as “a not-for-profit school owned, controlled and operated by a bona fide religious or denominational organization which offers no programs or degrees and grants no degrees or certificates other than those specifically designated as theological, bible, divinity or other religious designation.”

Department staff obtained documentation indicating an institution using the same name with a contact address in Grandview, Missouri was offering a wide range of instructional programs beyond the scope of the exemption category listed above. The department requested documentation clarifying the nature of this institution and its relationship to the applicant school, and set a deadline for action on the application. No documentation was provided by the deadline that was established. Because the department was unable to verify the programs and degrees offered by the applicant were consistent with the statutory requirement, the school was notified on October 12, 2007 that the application was denied. The school was also notified of its right to appeal the decision to deny the application for exemption to the Administrative Hearing Commission as provided in section 173.606, RSMo. No appeal was initiated.

### ***Schools Closed***

Career Alternatives Learning Center  
Bridgeton, Missouri

This for-profit school offered a variety of non-degree programs, most of which focused on computer hardware and software training for career development. The school did not provide notification of closure to the department; rather, a student contacted the department because of concern related to the school’s pending closure. Department staff notified the school of closure requirements relating to completion of training for enrolled students and the storage of student records. The school provided correspondence indicating these requirements have been satisfactorily addressed. This school was not accredited.

Swift Driving Academy  
Kansas City, Missouri

This for-profit, over-the-road trucking company based in Memphis, Tennessee, operated a driver training facility in Kansas City, Missouri. Although previously exempted as employer sponsored training, in June 2006 the school became authorized to offer its single three-week non-degree program in commercial driving to the general public. The school initiated the 2007-2008 recertification cycle, but further recertification correspondence sent to the school was returned. Research of the corporate Web site by department staff indicated the school had closed. As a result, staff notified the school's corporate office of school closure requirements relating to completion of training for enrolled students and the storage of student records. The corporate office verified the school had closed and had taken actions to satisfy the training completion and record storage requirements. This school was not accredited.

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Appointments to the CBHE Proprietary School Advisory Committee  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

At the end of this calendar year, two vacancies will occur on the Proprietary School Advisory Committee (PSAC). The retiring members are Ms. Michaelle Holland, National American University (Kansas City), and Mr. Alan Clay, Vatterott College (St. Ann).

The Commissioner has appointed Ms. Paula Jerden, ITT Technical Institute (Earth City) and Mr. Charles Ware, Pinnacle Career Institute (Kansas City) to fill the vacancies. These individuals have been selected through processes and criteria consistent with the board's June 7, 2001 policy to ensure diverse representation in appointments to committees. The appointees' terms begin on January 1, 2008 and expire on December 31, 2010.

### **STATUTORY REFERENCE**

Section 173.614, RSMo, Regulation of Proprietary Schools

### **RECOMMENDED ACTION**

Assigned to Consent Calendar

### **ATTACHMENTS**

- Attachment A: Background Information—Appointments to the Proprietary School Advisory Committee
- Attachment B: January 1, 2008 Membership Roster—CBHE Proprietary School Advisory Committee

## **Background Information**

### **Appointments to the Proprietary School Advisory Committee**

The Proprietary School Advisory Committee (PSAC) is a statutorily established committee consisting of seven members serving three-year terms (Section 173.614, RSMo). The statute defines the general eligibility requirements as individual proprietors, general partners of a partnership, or managerial employees of proprietary schools. The statute also charges the committee with the following responsibilities.

- Advise the board in the administration of the proprietary school certification program
- Make recommendations with respect to the rules and regulations establishing minimum standards of operation
- Advise the board with respect to grievances and complaints

At the end of this calendar year, two vacancies will occur on the PSAC. The Commissioner has appointed Ms. Paula Jerden and Mr. Charles Ware to fill the vacancies. The appointees' terms begin on January 1, 2008 and expire on December 31, 2010.

Ms. Jerden is currently the district manager for ITT Education Services for Missouri. ITT Education Services operates three campuses in the state of Missouri offering programs at the associate and bachelor degree levels in technical and occupational subjects. ITT Technical Institutes are accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). Ms. Jerden has been active in private career education for nearly 20 years as well as involvement with the Missouri Association of Private Career Colleges and Schools including serving as president of that association. She has worked in a variety of capacities at institutions in Missouri, including positions in student services, as campus director and as director of operations. Ms. Jerden earned her Bachelor of Science in liberal studies from the University of Missouri-St. Louis.

Mr. Ware is the Director of Education for Pinnacle Career Institute of Kansas City, Missouri. Pinnacle Career Institute offers campus-based and online associate and non-degree level programs in allied health and technology related fields. It is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT). Mr. Ware has been involved in private career education for more than two years and has served as an instructor and program coordinator prior to assuming his current position. Previously, Mr. Ware has been a firefighter, emergency medical technician, fitness specialist and health educator. Mr. Ware earned a Bachelor of Science degree in fitness, wellness and health from the University of Central Missouri.

## **PROPRIETARY SCHOOL ADVISORY COMMITTEE**

### **Membership Roster January 1, 2008**

Mr. Sam L. Atieh  
President  
American College of Technology  
2921 N. Belt Highway, Suite M4  
Saint Joseph, MO 64506 (816) 279-7000  
*(Term expires 12/31/2008)*

Mr. Larry W. Cartmill  
Campus Director  
Heritage College  
1200 East 104<sup>th</sup> Street, Suite 300  
Kansas City, MO 64131 (816) 942--5474  
*(Term expires 12/31/2008)*

Ms. Paula Jerden  
District Manager  
ITT Technical Institute  
3640 Corporate Trail Drive  
Earth City, MO 63045 (314) 298-7800  
*(Term expires 12/31/2010)*

Ms. Patty Shoemaker  
Co-Director  
WTI – Joplin Campus  
1531 East 32<sup>nd</sup> Street  
Joplin, MO 64804 (417) 206-9115  
*(Term expires 12/31/2009)*

Ms. Melissa Uding  
Campus President  
Sanford-Brown College  
1345 Smizer Mill Road  
Fenton, MO 63026 (636) 349-4900  
*(Term expires 12/31/2008)*

Mr. John Vatterott, Jr.  
President  
American Trade School  
9510 Page Avenue  
Overland, MO 63132 (314) 423-1900  
*(Term expires 12/31/2009)*

Mr. Charles M. Ware  
Director of Education  
Pinnacle Career Institute  
1001 East 101<sup>st</sup> Terrace  
Kansas City, MO 64131 (816) 331-5700  
*(Term expires 12/31/2010)*



## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Annual Report of the State Student Financial Aid Committee  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

The State Student Financial Aid Committee, the CBHE's permanent advisory committee on state student financial aid programs and issues, has continued its work to advise the board on steps needed to modernize and streamline the state's student financial assistance programs. The intent of this agenda item is to provide the board with the requested annual update from this committee.

#### **Access Missouri**

##### *Accomplishments*

- This new need-based financial assistance program, enacted during the 2007 regular session, was implemented as a fully-functioning part of the state financial assistance system on August 28, 2007, the effective date of the new statute.
- To date, more than 35,800 students have received awards under the new program totaling nearly \$31 million for the Fall 2007 semester only. This compares with the approximately 14,300 students served by the Charles Gallagher and College Guarantee programs combined who received \$11.8 million during the same time period in 2006. Total students served and dollars awarded under Access Missouri will not be known until the academic year is completed in June of 2008.
- Individual award amounts were reduced from the statutory maximums due to a substantial increase in the pool of potentially eligible students. Award amount may be revised between semesters to address this issue.

##### *Ongoing Challenges*

- Given funding levels and program usage, current award amounts do not appear sufficient to expend all appropriated funds. Based on current estimates, a mid-year revision of the maximum award amounts is under consideration. While a stressful event for students and financial aid officers, this step appears necessary to appropriately manage the program funds. The need for such actions in future years will be reduced as our predictive model for the program improves.
- Performance measures continue to be a topic of committee interest and discussion. With periodic award amount adjustments and program sunset provisions occurring in the near future, establishment of accountability measures is critical to the program's success.

Coordinating Board for Higher Education  
December 6, 2007

## **Bright Flight**

### *Accomplishments*

- The 2.5 cumulative grade point average requirement for renewal students was implemented. The 2007-2008 academic year was considered a grace period to permit students time to improve their performance prior to the enforcement of this provision. All initial and renewal applicants have been informed of this impending change.
- When the minimum eligibility scores for Fall 2008 college entrance were announced in the fall of 2007, the increase in the minimum score necessary for eligibility caused concern and confusion throughout the state. In response, notification was provided to all high school seniors previously reported as having a high score of 30 on the ACT as well as to financial aid officers, high school counselors and the general public to clarify any misunderstanding. In addition, procedures and publications have been reviewed and revised based on the minimum ACT and SAT scores required.

### *Ongoing Challenges*

- Discussions of the impact of the changes to this program enacted as part of SB 389 and strategies for implementation of those changes are underway.
- Review of needed legislative changes to update the program have been discussed, particularly in response to legislative interest.

## **Marguerite Ross Barnett**

### *Accomplishments*

- The 2.5 cumulative grade point average requirement for renewal students was implemented. The 2007-2008 academic year was considered a grace period to permit students to improve their performance prior to the enforcement of this provision.
- The implementation of a specific definition of half-time and three-quarter time attendance is complete and the impact is being monitored.

### *Ongoing Challenges*

- Staff is currently developing documents for informing eligible students of the grade point average requirements. These documents will be shared with the committee and financial aid officers prior to distribution.
- Additional revisions needed to streamline the attendance definitions are under review for the Financial Assistance for Missouri Undergraduate Students (FAMOUS) system, the automated financial assistance delivery system.

### **Other Issues**

- The department is currently engaged in the review and redesign of security for the FAMOUS system. This challenge was identified in the findings of a 2006 State Auditor's office audit of that system. Implementation of the new security system has been scheduled for early January 2008. The committee will assist with resolving any issues that arise as the new security system is fully implemented.
- As an outgrowth of the recent addition of Access Missouri to FAMOUS and the current security project, the need for modernization of this system has become a topic of discussion. The committee will play an integral role in determining when a modernization project should be initiated and in making recommendations for the look and feel of a revised system.
- The development of a college cost estimator has been a component of the Governor's priorities for the department for some time. The committee has begun a process of reviewing existing products provided by other organizations and has discussed a phased approach to integrating this new item into the department's website.

### **Conclusion**

The State Student Financial Aid Committee continues to play a crucial role in the development, implementation, and improvement of the state's financial assistance programs. With the many changes that are anticipated in this area over the next several years, they will remain a valuable resource for the board and the MDHE as we address the related challenges.

### **STATUTORY REFERENCE**

Section 173.235, RSMo, Vietnam Veteran's Survivor Grant Program

Section 173.250, RSMo, Higher Education Academic Scholarship Program

Section 173.260, RSMo, Public Service Officer or Employee's Child Survivor Grant Program

Section 173.262, RSMo, Marguerite Ross Barnett Memorial Scholarship Program

Section 173.1101, RSMo, Access Missouri Financial Assistance Program

### **RECOMMENDED ACTION**

Assigned to Consent Calendar

### **ATTACHMENT(S)**

None

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

State Student Financial Aid Committee Membership  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

In June 2006, the Coordinating Board converted its temporary State Aid Program Task Force to the standing State Student Financial Aid Committee (SSFAC). The intent of this board item is to address the length of the term of membership, the process for new appointments, and how current members will be transitioned into this new membership process.

#### **Background**

When the CBHE's SSFAC was established, structural questions associated with membership terms were not addressed. Current membership involved a transition for all available and interested members from a previous ad hoc advisory committee working with MDHE staff. There are currently 21 members, representing several organizations and agencies as follows:

- Public four-year institutions (COPHE) – Four members
- Public two-year institutions (MCCA) – Four members
- Independent institutions (ICUM) – Four members
- Independent institutions (non-ICUM) – Two members
- Linn State Technical College – One member
- Missouri Association of Private Career Colleges and Schools (MAPCCS) – One member
- Missouri Higher Education Loan Authority (MOHELA) – One member
- Office of the Governor – One member
- Missouri Senate Staff – One member
- Missouri House of Representatives Staff – One member
- MDHE – One member

Currently, three positions are vacant and a fourth vacancy is anticipated by the end of this calendar year. Those vacancies are for two public two-year representatives, a MOHELA representative, and a Senate staff person. In addition, the current distribution of membership leaves one group of student financial aid eligible institutions, the professional and technical schools, without representation. While many of those schools enroll only a very small number of students, their input concerning the operation of existing programs and the development of new initiatives is important.

#### **Proposed Membership Structure**

Coordinating Board for Higher Education  
December 6, 2007

Based on discussions with the SSFAC members and MDHE staff, the following structure has been established for committee membership:

- Current members will be assigned one- or two-year terms in order to provide opportunities for new members while maintaining an adequate level of committee continuity.
- With the exception of current committee members, all members shall be appointed by the Commissioner of Higher Education for two-year terms. Members may be reappointed indefinitely.
- Appointments to the committee will be based on recommendations from the related affinity group, when such a group exists.
- Appointments representing areas without affinity groups will be based on input from the employing agency or organization, as appropriate.
- The current distribution of members will be maintained on the committee, with the addition of one additional individual to represent the professional and technical schools.
- Vacancies during an existing term will be filled through the regular appointment process but the appointee will serve the unexpired term before being eligible for a regular appointment.

Attached is a listing of the proposed membership with vacancies identified and terms for existing members established. Appointments will be made to fill all vacancies.

### **Conclusions**

Given the important work conducted by this committee and the anticipated changes in the student financial aid area over the next several years, it is critical that this committee be designed so as to maintain its vitality and broad representation as it continues its work. Based on this structure, staff will report on committee membership at the February CBHE meeting.

### **STATUTORY REFERENCE**

Section 173.235, RSMo, Vietnam Veteran's Survivor Grant Program  
Section 173.250, RSMo, Higher Education Academic Scholarship Program  
Section 173.260, RSMo, Public Service Officer or Employee's Child Survivor Grant Program  
Section 173.262, RSMo, Marguerite Ross Barnett Memorial Scholarship Program  
Section 173.1101, RSMo, Access Missouri Financial Assistance Program

### **RECOMMENDED ACTION**

Assigned to Consent Calendar

### **ATTACHMENT(S)**

Proposed State Student Financial Aid Committee Members and Length of Terms

**PROPOSED STATE STUDENT FINANCIAL AID COMMITTEE MEMBERS AND  
LENGTH OF TERMS**

**Council on Public Higher Education (COPHE)**

Angie Beam, Assistant Director of Financial Aid  
Missouri Western State University (term expires December 31, 2009)  
Joe Camille, Financial Aid Director  
University of Missouri-Columbia (term expires December 31, 2008)  
Karen Walker, Financial Aid Director  
Southeast Missouri State University (term expires December 31, 2009)  
Melinda Wood, Financial Aid Staff  
Truman State University (term expires December 31, 2008)

**Missouri Community College Association (MCCA)**

Cindy Butler, District Director of Student Financial Aid  
Metropolitan Community Colleges (term expires December 31, 2008)  
Herb Gross, Dean of Admissions, Registration, and Student Financial Services  
St. Louis Community College-Forest Park (will become vacant December 31, 2007)  
Amy Hager, Director of Financial Aid  
Moberly Area Community College (term expires December 31, 2008)  
*Vacant*

**Independent Colleges and Universities of Missouri (ICUM) Members**

Brad Gamble, Director of Financial Assistance  
Southwest Baptist University (term expires December 31, 2009)  
Laurie Wallace, Director of Financial Services  
Missouri Baptist University (term expires December 31, 2008)  
Cari Wickliffe, Director of Student Financial Services  
Saint Louis University (term expires December 31, 2009)  
Rose Windmiller, Director State Relations and Local Government Affairs  
Washington University (term expires December 31, 2008)

**Non-ICUM Members**

Annette Avery, Director of Financial Aid  
Drury University (term expires December 31, 2008)  
Lori Bode, Director of Financial Aid  
Lindenwood University (term expires December 31, 2009)

**Missouri Association of Private Career Colleges and Schools (MAPCCS)**

George Holske, President  
Metro Business College (term expires December 31, 2008)

**Linn State Technical College**

Becky Whithaus, Financial Aid Director (term expires December 31, 2009)

**Professional/Technical Schools**

*Vacant*

**Office of the Governor**

Mary Beth Luna, Education Policy Advisor (term expires December 31, 2008)

**Missouri Senate Staff**

*Vacant*

**Missouri House of Representatives Staff**

Mike Price, Budget Analyst, House Appropriations (term expires December 31, 2009)

**Missouri Higher Education Loan Authority (MOHELA)**

*Vacant*

**Missouri Department of Higher Education (MDHE)**

Leroy Wade, Assistant Commissioner, Financial Assistance, Outreach, and Proprietary Certification (term expires December 31, 2009)

**MDHE Support Staff**

Kelli Reed, Student Assistance Associate

Amy Haller, Program Specialist

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Academic Program Actions  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

All program actions that have occurred since the October 11, 2007, Coordinating Board meeting are reported in this consent calendar item.

### **STATUTORY REFERENCE**

Sections 173.005.2(1), 173.005.2(8), 173.030(1), and 173.030(2), RSMo, Statutory requirements regarding CBHE approval of new degree programs

### **RECOMMENDED ACTION**

Assigned to Consent Calendar

### **ATTACHMENT**

Academic Program Actions



## **ACADEMIC PROGRAM ACTIONS**

### **I. Programs Discontinued**

#### **Central Methodist University**

##### Current Programs Delivered at Mineral Area College in Park Hills:

BSE, Business Education  
BS, Public Administration/Environmental Studies

##### Approved Changes:

Delete programs.

##### Programs as Changed:

BSE, Business Education (Deleted)  
BS, Public Administration/Environmental Studies (Deleted)

#### **Jefferson College**

##### Current Programs:

C1, Law Enforcement  
C1, Police Training Institute  
AAS, Laser Electro-Optics Technology

##### Approved Changes:

Delete programs.

##### Programs as Changed:

C1, Law Enforcement (Deleted)  
C1, Police Training Institute (Deleted)  
AAS, Laser Electro-Optics Technology (Deleted)

#### **Missouri State University – West Plains**

##### **1. Current Programs:**

C1, Mechanical Drafting  
Mechanical Drafting  
Technology Management

AAS, Industrial Technology  
Mechanical Drafting  
Technology Management

##### Approved Changes:

Delete both program and all options.

Programs as Changed:

C1, Mechanical Drafting (Deleted)  
Mechanical Drafting (Deleted)  
Technology Management (Deleted)

AAS, Industrial Technology (Deleted)  
Mechanical Drafting (Deleted)  
Technology Management (Deleted)

2. Current Programs:

AA, General Studies (Off-site delivery at Houston High School)  
AA, General Studies (Off-site delivery at Mountain Grove High School)

Approved Change:

Delete both programs.

Programs as Changed:

AA, General Studies (Off-site delivery at Houston High School) (Deleted)  
AA, General Studies (Off-site delivery at Mountain Grove High School)  
(Deleted)

**II. Programs and Options Placed on Inactive Status**

None

**III. Approved Changes in Academic Programs**

**Jefferson College**

1. Current Program:

AAS, Electronic Technology  
Electronics Technology  
Industrial Automation  
Telecommunication Technology

Approved Change:

Change title of option in Industrial Automation to Robotics and Automation Technology.

Program as Changed:

AAS, Electronic Technology  
Electronics Technology  
Robotics and Automation Technology.  
Telecommunication Technology

2. Current Programs:

AAS, Heating/Refrigeration/AC  
C1, Heating/Refrigeration/AC

Approved Changes:

Change title of AAS and C1 to Heating/Refrigeration/AC Technology.

Programs as Changed:

AAS, Heating/Refrigeration/AC Technology  
C1, Heating/Refrigeration/AC Technology

3. Current Programs:

AAS, Early Childhood Education  
C1, Early Childhood Education

Approved Changes:

Change title of AAS and C1 to Child Care/Early Childhood Education.

Programs as Changed:

AAS, Child Care/Early Childhood Education  
C1, Child Care/Early Childhood Education

4. Current Program:

AAS, Office Systems Technology  
Executive Secretary  
Legal Office  
Medical Transcriptionist  
Word Processing Specialist

Approved Change:

Change title of options in Executive Secretary, Legal Office, and Word Processing Specialist to Executive, Legal, and Word Processing, respectively.

Program as Changed:

AAS, Office Systems Technology  
Executive  
Legal  
Medical Transcriptionist  
Word Processing

5. Current Program:

C1, Computer Information Systems  
Programming & Operations – AS/400

Approved Change:

Delete option.

Program as Changed:

C1, Computer Information Systems  
Programming & Operations – AS/400 (Deleted)

6. Current Program:

AAS, Computer Aided Design and Engineering Technology  
Architectural Option  
Mechanical Option

Approved Changes:

Delete both options.

Program as Changed:

AAS, Computer Aided Design and Engineering Technology  
Architectural Option (Deleted)  
Mechanical Option (Deleted)

**Missouri Southern State University**

1. Current Program:

BA, Communications  
International Communications  
Mass Communications  
Public Relations  
Speech Communications

Approved Change:

Delete option in International Communications.

Program as Changed:

BA, Communications  
International Communications (Deleted)  
Mass Communications  
Public Relations  
Speech Communications

2. Current Program:

BS, Health Science  
Dental Hygiene Emphasis  
Life/Health Science Emphasis  
Radiology Technology Emphasis  
Respiratory Therapy Emphasis

Approved Change:

Change title of option in Life/Health Science Emphasis to Business/Life-Health Science Emphasis.

Program as Changed:

BS, Health Science  
Business/Life-Health Science Emphasis  
Dental Hygiene Emphasis  
Radiology Technology Emphasis  
Respiratory Therapy Emphasis

3. Current Program:

BS, Environmental Health  
Community and Occupational Health  
Hazardous Materials Management  
Water and Wastewater Management

Approved Change:

Delete all options

Program as Changed:

BS, Environmental Health  
Community and Occupational Health (Deleted)  
Hazardous Materials Management (Deleted)  
Water and Wastewater Management (Deleted)

4. Current Program:

BS, Management Technology  
General  
Manufacturing Information Management Systems

Approved Change:

Delete both options.

Program as Changed:

BS, Management Technology  
General (Deleted)  
Manufacturing Information Management Systems (Deleted)

5. Current Program:

BSE, Middle School Education  
Business  
English/Math (5-9)  
English/Science (5-9)  
English/Social Studies (5-9)  
Industrial Technology

Science/Math (5-9)  
Social Studies/Science (5-9)  
Speech/Theatre

Approved Changes:

Change title of option in English/Social Studies (5-9) to Social Studies/English (5-9).

Delete options in Business, Industrial Technology, and Speech/Theatre.

Add options in Business/Industrial Technology (5-9), Business/Social Studies (5-9), Business/Speech & Theatre (5-9), English/Business (5-9), Industrial Technology/English (5-9), Industrial Technology/Social Studies (5-9), Industrial Technology/Speech & Theatre (5-9), Mathematics/Business (5-9), Mathematics/Industrial Technology (5-9), Mathematics/Speech & Theatre (5-9), Science/Business (5-9), Science/Industrial Technology (5-9), Speech & Theatre/English (5-9), Speech & Theatre/Science (5-9), and Speech & Theatre/Social Studies (5-9).

Program as Changed:

BSE, Middle School Education

Business (Deleted)  
Business/Industrial Technology (5-9)  
Business/Social Studies (5-9)  
Business/Speech & Theatre (5-9)  
English/Business (5-9)  
English/Math (5-9)  
English/Science (5-9)  
Industrial Technology (Deleted)  
Industrial Technology/English (5-9)  
Industrial Technology/Social Studies (5-9)  
Industrial Technology/Speech & Theatre (5-9),  
Mathematics/Business (5-9)  
Mathematics/Industrial Technology (5-9)  
Mathematics/Speech & Theatre (5-9)  
Science/Business (5-9)  
Science/Industrial Technology (5-9)  
Science/Math (5-9)  
Social Studies/English (5-9)  
Social Studies/Science (5-9)  
Speech/Theatre (Deleted)  
Speech & Theatre/English (5-9)  
Speech & Theatre/Science (5-9)  
Speech & Theatre/Social Studies (5-9)

## **Southeast Missouri State University**

1. Current Programs:

BS, Geography  
BS, Geoscience  
BSED, Secondary Education-Earth Science  
BA, Sociology  
BS, Sociology  
MS, Environmental Science

Approved Changes:

Delete programs.

Programs as Changed:

BS, Geography (Deleted)  
BS, Geoscience (Deleted)  
BSED, Secondary Education-Earth Science (Deleted)  
BA, Sociology (Deleted)  
BS, Sociology (Deleted)  
MS, Environmental Science (Deleted)

2. Current Program:

BS, Engineering Technology  
Electrical Systems Design Technology  
Manufacturing Design

Approved Change:

Change title of option in Manufacturing Design to Mechanical and Manufacturing Design.

Program as Changed:

BS, Engineering Technology  
Electrical Systems Design Technology  
Mechanical and Manufacturing Design

3. Current Programs:

MMED, Music Education

Approved Changes:

Change degree nomenclature to MME.

Programs as Changed:

MME, Music Education

4. Current Programs:

BS, Computer Science  
Computational Systems  
Computer Systems  
Graphical Systems

Approved Changes:

Delete options.

Programs as Changed:

BS, Computer Science  
Computational Systems (Deleted)  
Computer Systems (Deleted)  
Graphical Systems (Deleted)

5. Current Program:

BA, English  
Language  
Literature  
Writing

Approved Change:

Delete option in Language.

Program as Changed:

BA, English  
Language (Deleted)  
Literature  
Writing

6. Current Program:

BS, Health Management  
Athletic Training  
Fitness and Sports Medicine  
Health Promotion

Approved Change:

Delete option in Athletic Training.

Program as Changed:

BS, Health Management  
Athletic Training (Deleted)  
Fitness and Sports Medicine  
Health Promotion



7. Current Program:

MBA, Business Administration  
Accounting  
Environmental Management  
Finance  
General Administration  
Industrial Management  
International Business

Approved Change:

Delete option in Finance.

Program as Changed:

MBA, Business Administration  
Accounting  
Environmental Management  
Finance (Deleted)  
General Administration  
Industrial Management  
International Business

8. Current Program:

MNS, Natural Science  
Biology  
Chemistry  
Geosciences  
Mathematics  
Science Education

Approved Change:

Delete option in Geosciences.

Program as Changed:

MNS, Natural Science  
Biology  
Chemistry  
Geosciences (Deleted)  
Mathematics  
Science Education

9. Current Program:

BA, Speech Communication  
Interpersonal/Small Group Communication  
Organizational Communication & Social Influence  
Public Communication

Approved Change:

Change degree title to Communication Studies.

Program as Changed:

BA, Communication Studies  
Interpersonal/Small Group Communication  
Organizational Communication & Social Influence  
Public Communication

10. Current Program:

BMED, Music Education

Approved Changes:

Change degree nomenclature to BME.  
Add options in Instrumental and Vocal.

Program as Changed:

BME, Music Education  
Instrumental  
Vocal

11. Current Program:

BM, Music  
Composition  
Performance

Approved Changes:

Delete option in Performance.  
Add options in Instrumental Performance and Vocal Performance.

Program as Changed:

BM, Music  
Composition  
Performance (Deleted)  
Instrumental Performance  
Vocal Performance

**University of Central Missouri**

Current Program:

BS, Engineering Technology (functional major)

Approved Change:

Add options in Electronics Engineering Technology, Industrial Engineering Technology, Manufacturing Engineering Technology, and Mechanical Engineering Technology.

Program as Changed:

BS, Engineering Technology (functional major)  
Electronics Engineering Technology  
Industrial Engineering Technology  
Manufacturing Engineering Technology  
Mechanical Engineering Technology

**University of Missouri – Kansas City**

1. Current Program:

BS, Environmental Studies  
Chemistry  
Geoscience

Approved Change:

Change degree title to Environmental Science.

Program as Changed:

BS, Environmental Science  
Chemistry  
Geoscience

2. Current Program:

MM, Music History and Literature

Approved Change:

Change degree title to Musicology

Program as Changed:

MM, Musicology

**University of Missouri – Rolla**

1. Current Program:

BS, Applied Mathematics  
Actuarial Science  
Algebra/Discrete Mathematics  
Applied Analysis  
Computational Mathematics  
General  
Statistics

Approved Change:

Add option in Secondary Education.

Program as Changed:

BS, Applied Mathematics  
Actuarial Science  
Algebra/Discrete Mathematics  
Applied Analysis  
Computational Mathematics  
General  
Statistics  
Secondary Education

2. Current Program:

BA, Biological Sciences  
Pre-Medicine

Approved Change:

Add option in Secondary Education.

Program as Changed:

BA, Biological Sciences  
Pre-Medicine  
Secondary Education

3. Current Program:

BA, Chemistry

Approved Change:

Add options in General and Secondary Education.

Program as Changed:

BA, Chemistry  
General  
Secondary Education

4. Current Program:

BA, Economics

Approved Change:

Add option in Secondary Education.

Program as Changed:

BA, Economics  
Secondary Education

5.    Current Program:  
          BA, English  
  
      Approved Change:  
          Add option in Secondary Education.  
  
      Program as Changed:  
          BA, English  
          Secondary Education
6.    Current Program:  
          BA, History  
  
      Approved Change:  
          Add option in Secondary Education.  
  
      Program as Changed:  
          BA, History  
          Secondary Education
7.    Current Program:  
          BS, Physics  
              Applied Physics  
              General  
              Geophysics  
  
      Approved Change:  
          Add option in Secondary Education.  
  
      Program as Changed:  
          BS, Physics  
              Applied Physics  
              General  
              Geophysics  
              Secondary Education
8.    Current Programs:  
          BA, Psychology  
              Cognitive Neuroscience  
              Human Resources/Personnel  
              Human Services  
              Psychology of Leadership  
              Usability of Technology

BS, Psychology  
Cognitive Neuroscience  
Human Resources/Personnel  
Human Services  
Psychology of Leadership  
Usability of Technology

Approved Changes:

Add options in Secondary Education to both degrees.

Programs as Changed:

BA, Psychology  
Cognitive Neuroscience  
Human Resources/Personnel  
Human Services  
Psychology of Leadership  
Secondary Education  
Usability of Technology

BS, Psychology  
Cognitive Neuroscience  
Human Resources/Personnel  
Human Services  
Psychology of Leadership  
Secondary Education  
Usability of Technology

**IV. Received and Reviewed Changes in Programs (Independent Colleges and Universities)**

No actions of this type have been taken since the last board meeting.

**V. Program Changes Requested and Not Approved**

No actions of this type have been taken since the last board meeting.

**VI. New Programs Approved**

**Three Rivers Community College**

*AAS, Forestry Technology (Delivery at main campus in Poplar Bluff and off-site at TRCC Centers in Kennett, Malden, Portageville, and Sikeston.)*

**VII. New Programs Received and Reviewed (Independent Colleges and Universities)**

**Culver-Stockton College**

1. BFA, Musical Theatre
2. BS, Sport Management

**Hannibal-LaGrange College**

MSE, Education  
Literacy  
Teaching and Learning

**VIII. Programs Withdrawn**

No actions of this type have been taken since the last board meeting.

**IX. New Programs Not Approved**

No actions of this type have been taken since the last board meeting.

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Results from the 2006 – 2007 Postsecondary Technical Education Survey  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

A coordinated and effective postsecondary technical education delivery system continues to be an important priority across the state, both in its own right, and for its impact on other statewide interests, particularly mathematics, engineering, technology, and science (METS)-focused economic and workforce development. The intent of this agenda item is to provide the board with selected results from the 2006 - 2007 Postsecondary Technical Education survey completed during fall 2007.

#### **Background**

As a result of the State Plan for Postsecondary Vocational Technical Education (The State Plan) approved by the Coordinating Board in June 1996, Regional Technical Education Councils (RTECs) led by community college presidents/chancellors were assigned to each community college service region. The State Plan set forth a series of recommendations for the comprehensive support of statewide postsecondary education, as mandated by statute (Section 178.637, RSMo). RTECs include representatives of regional public and private postsecondary institutions, employers, labor unions, and local governments. Through their collaborative efforts, RTECs have engaged in initiatives to:

- Strengthen educational opportunity across apprenticeship, certificate, and associate's degree programs in support of technical / vocational workforce development
- Strengthen existing or design new training, certificate, and degree programs that support regional and statewide needs, such as allied health and other METS fields
- Manage delivery of customized and contract training programs, offered in collaboration with the Department of Elementary and Secondary Education (DESE), the Department of Economic Development (DED), and area employers
- Develop other collaborative partnerships to provide courses and programs that meet the needs of the regions' residents and employers.

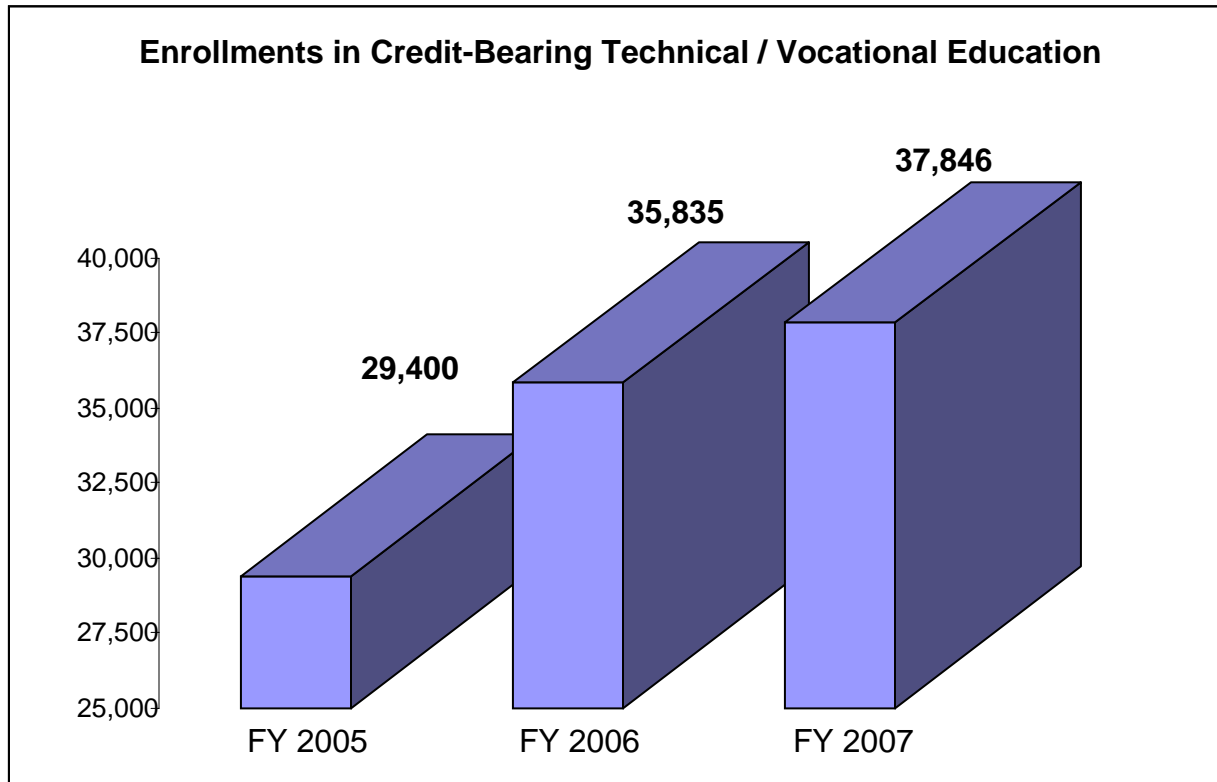
#### **FY 2007 Survey Results**

Each year, the MDHE surveys community colleges and Linn State Technical College for information about postsecondary technical education at the main campus and at each outreach site. Funding earmarked specifically for RTECs has remained stable for several years at \$20.4 million, and is built into each community college's core budget. Colleges are also leveraging additional funds to provide greater opportunities for Missouri's students and workers in technical

Coordinating Board for Higher Education  
December 6, 2007

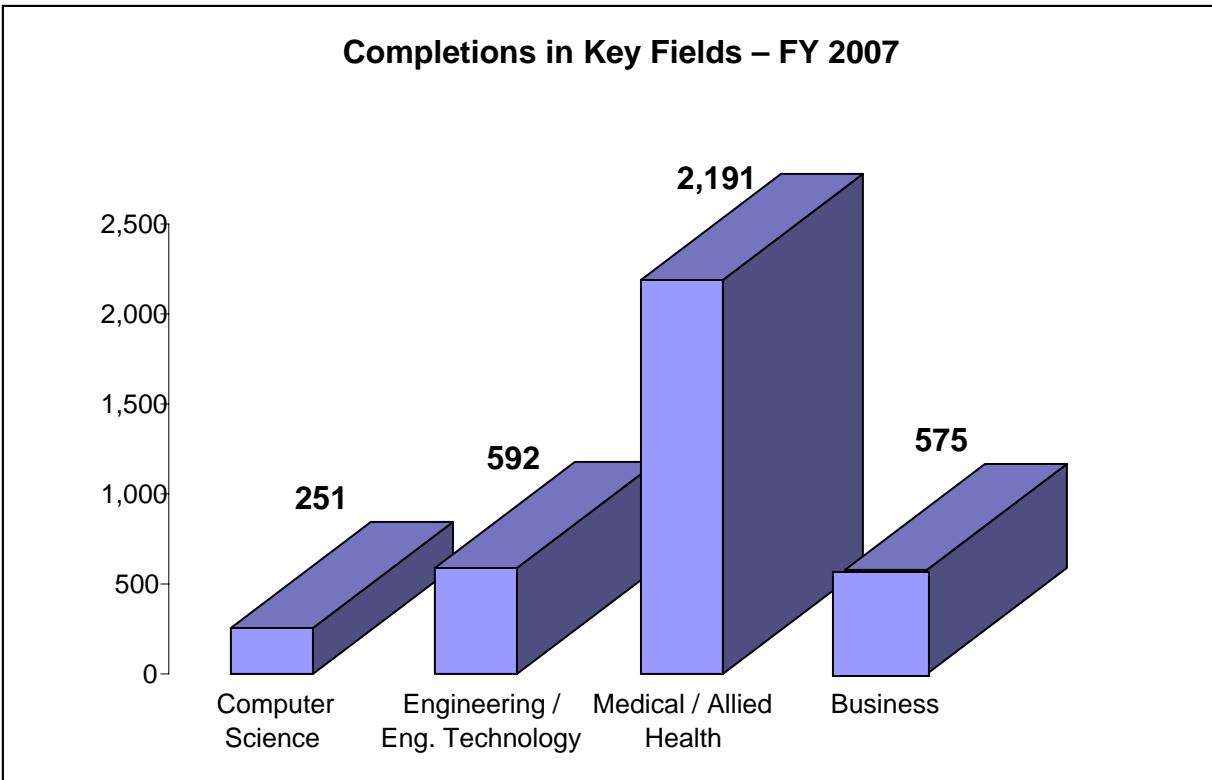


fields. In total, community colleges and Linn State Technical College reported over \$105.2 million in expenditures on technical education and training programs, an increase of 4.7 percent over FY 2006. Results from the FY 2007 survey illustrate that enrollments in credit-bearing technical / vocational education continue to increase.



Missouri community colleges and Linn State Technical College reported an unduplicated enrollment (students are counted once, though some enrolled in more than one program) of approximately 37,850 students in credit-bearing programs in FY 2007, an increase of 5.6 percent over reported enrollments in FY 2006, and 28.7 percent over FY 2005. During the same time period, completions in these programs increased by 13.8 percent, from 5,418 in FY 2006 to 6,164 in FY 2007. This total included 773 students who completed specialized certification, including 249 in nursing.

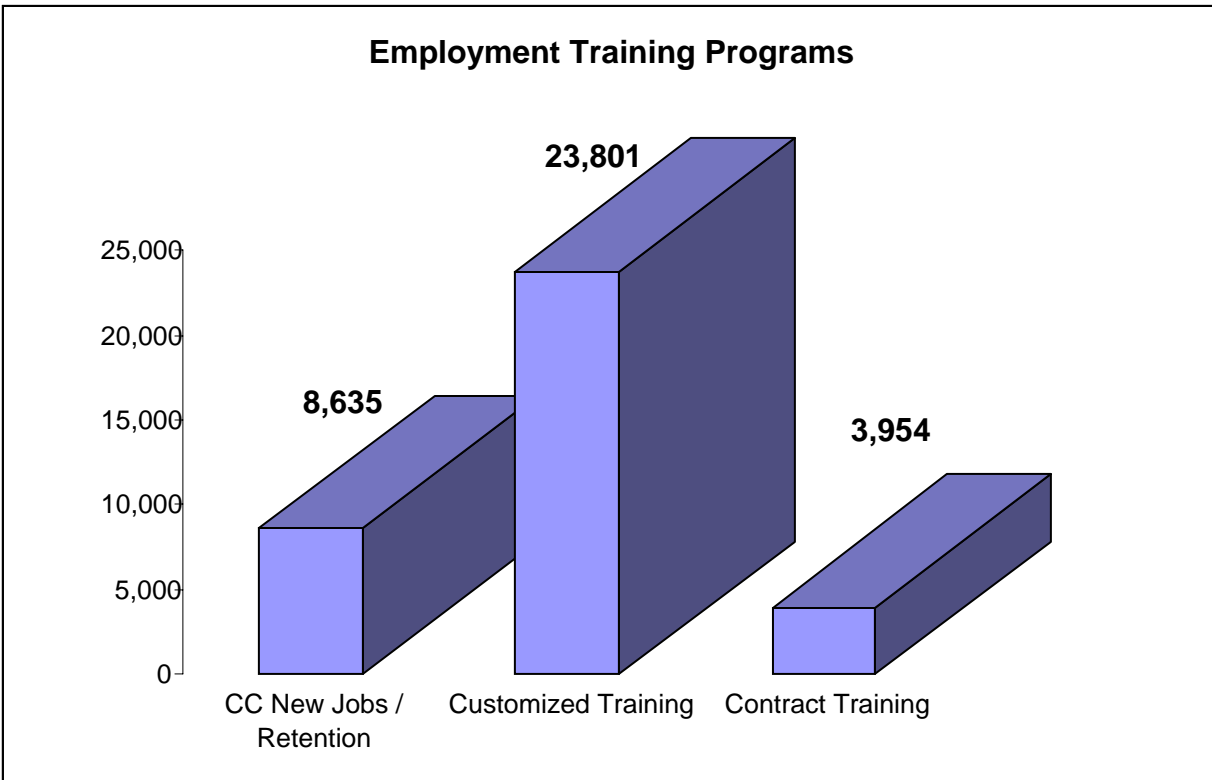
Missouri community colleges and Linn State Technical College offered 927 certificate and degree programs in technical and vocational education fields across all sites in FY 2007, including 433 certificate programs and 494 associate's degree programs.



In addition, community colleges and Linn State Technical College support workforce development in key fields and support statewide needs. Completions in key fields in technical education in FY 2007 included computer science (251), pre-engineering and engineering technology (592), medical and allied health (2,191), and business and marketing fields (575). Enrollments and completions in other available disciplines were varied, and programs included agriculture, early childhood education, biotechnology, criminal justice, and graphic design.

As illustrated in the following chart, participation in employment training programs was also significant in the past year; in FY 2007, the Missouri Community College New Jobs Training and Retention programs, designed to provide assistance in employee training, provided training to an unduplicated count of 8,635 workers in cooperation with 20 employers.

Two additional educational partnership programs, Customized and Contract Training Programs, provide local and on-site technical training to local businesses and their employees. The Customized Training Program provided training opportunities to an unduplicated count of 23,801 workers on over 260 separate training projects. Similarly, Contract Training programs enrolled an unduplicated count of 3,954 workers on over 160 separate training projects.



### **Conclusions**

Missouri's community colleges and Linn State Technical College continue to serve as invaluable resources for students seeking workforce training or the improvement of technical / vocational skills. Enrollments, completions, and program offerings are expanding, and these developments are an important facet of the state's economic growth. Finally, many of the program offerings supported by the original RTEC funds and other leveraged funding sources are supportive of state interests, including education and workforce training in METS disciplines, as well as the efficient delivery of educational services across all of the state's regions.

Finally, the new Workforce 2025 initiative sponsored by the state's P-20 Council will again place a spotlight on regional opportunities and challenges for more effective business/education partnerships that will address Missouri's needs for a truly competitive global workforce. Community college RTEC networks should become actively engaged in the regional Workforce 2025 Summits that will be held throughout Missouri during spring 2008.

### **STATUTORY REFERENCE**

Section 178.637(2), RSMo, Strengthening the delivery of postsecondary technical education  
Sections 178.892 through 178.896, RSMo, Community college job training program

**RECOMMENDED ACTION**

Assigned to Consent Calendar

**ATTACHMENT(S)**

None

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Annual Report of Southeast Missouri State University and Three Rivers Community College  
Delivery Systems  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

At its December 2005 meeting, the Coordinating Board determined that ongoing tensions between Three Rivers Community College (TRCC) and Southeast Missouri State University (Southeast) had reached a “critical mass resulting in potentially detrimental effects on the delivery of student services”. Differences between the institutions over delivery of off-site / out-of-taxing district instruction, particularly in Sikeston, Malden, and Kennett, resulted in the CBHE setting criteria under which these institutions, and potentially others in similar conflicts, would be directed to provide detailed data summarizing off-site / out-of-taxing district instructional activity in overlapping regions to support further decision-making by the Coordinating Board. The intent of this agenda item is to provide FY2007 reporting in response to this directive.

### **Background**

In February 2005, Southeast notified TRCC that a contract formalizing collaboration between the institutions at sites in Sikeston, Malden, and Kennett would be terminated. Despite efforts by the Commissioner of Higher Education and others to work with the institutions to resolve differences, the collaboration was terminated, and TRCC filed a lawsuit against Southeast which remains in process.

As noted above, the Coordinating Board directed in December 2005 that MDHE staff develop an annual report to which TRCC and Southeast, and potentially other institutions in similar conflicts, would be directed to respond in order to support further decision-making by the Coordinating Board, until such time as the CBHE determined to sunset the reporting mandate. The CBHE has also publicly encouraged both institutions to continue to “maintain a focus on serving the needs of students, on addressing the unique challenges of the region, on collaborating with other educational institutions that serve the same region, and on fulfilling a commitment to train a highly educated workforce”. Data have accordingly been reported to the CBHE by both institutions summarizing off-site / out-of-taxing district instructional activity in FY 2005 and FY 2006, and in collaboration with MDHE staff (and given some reported revisions to FY 2005 data), sufficiently comparable parameters have been established for the reporting of requested data elements.

The Coordinating Board received FY 2006 and revised FY 2005 data from the institutions at its June 2007 meeting. At that time, the CBHE directed Southeast and TRCC to report FY 2007 data

Coordinating Board for Higher Education  
December 6, 2007

by November 1, 2007 for reporting at the December 2007 meeting. As directed, below are included summaries of reporting from the institutions of FY 2007 enrollments, completions, and other key measures at off-site / out-of-taxing district instructional sites during the past year.

## FY 2007 Reported Data

*Sikeston, Malden, and Kennett:*

	<b>Southeast FY06</b>	<b>Southeast FY07</b>	<b>TRCC FY06</b>	<b>TRCC FY07</b>
Faculty FTE - FT	35	46.4	5.3	9.1
Faculty FTE - PT	24.8	18.44	21.7	24
Undergraduate FTE	660.5		266.7	
Lower-Division UG FTE	not reported	520.7	266.7	344.5
Upper-Division UG FTE	not reported	136.1	not reported	N/A
Graduate FTE	11.4	18.5	N/A	N/A
<b>Total Onsite FTE</b>	671.9	675.3	266.7	344.5
Online FTE	not reported	95	not reported	53.5
Courses	328	390	239	177
Sections	654	743	262	319
Direct Expend.	\$3,271,721	\$3,130,984	\$853,334	\$696,212
Direct Revenue	\$2,509,035	\$2,702,119	\$741,420	\$951,134
Avg. DE Per FTE	\$4,502	\$4,001	\$3,200	\$2,761
Revenue Ratio	76.70%	86.30%	86.90%	136.62%
Total Aided Students		2,736		1040
Federal		\$7,688,921		\$472,123
State		\$333,697		\$27,181
Institutional		\$690,116		\$7,917

- Lower- and upper-division FTE were analyzed separately for the first time in FY 2007 (although TRCC of course delivers exclusively lower-division coursework). TRCC's on-site FTE increased by 29 percent over FY 2006, while Southeast's overall undergraduate FTE remained largely stable at the three primary sites.
- For the first time in FY 2007, both institutions reported additional FTE comprised of online course enrollment by students enrolled at these sites. No prior year data exists on this measure, although it will provide additional context in the future as onsite enrollments continue to be monitored.
- As might be expected given differences in overall FTE, Southeast continues to deliver the majority of courses and sections in these communities, although courses delivered by TRCC correspond to a higher number of individual programs.

- For purposes of comparison, MDHE staff calculated aggregate direct expenditures and revenue across the three sites, as well as a measure of direct expenditures per FTE, and a “revenue ratio”, which is simply the extent to which direct expenditures are offset by direct revenue. Both institutions reported a significantly lower measure of direct expenditures per FTE in FY 2007 than in FY 2006.
- Southeast reports that 89.3 percent of degree-seeking students enrolled in fall 2006 at Sikeston, Malden, and Kennett had re-enrolled within the institution or completed by summer 2007. TRCC reports that 86 percent of degree-seeking students had re-enrolled or completed within a similar timeframe.
- “Total aided students” is very likely a duplicated count when accounting for students who may have attended multiple instructional sites or received multiple sources of aid. Likewise, financial aid totals reflect all aid distributed to all students who attended any of the three sites.

*FY 2007: Other Sites:*

	<b>Southeast FY06</b>	<b>Southeast FY07</b>	<b>TRCC FY06</b>	<b>TRCC FY07</b>
Faculty FTE - FT	6.2	5.1	3.6	3.2
Faculty FTE - PT	1.3	1.1	9.5	7
Undergraduate FTE	49.2		72.6	
Lower-Division UG FTE	not reported	5.7	not reported	59.4
Upper-Division UG FTE	not reported	40.2	not reported	N/A
Graduate FTE	17.4	5	N/A	N/A
<b>Total Onsite FTE</b>	66.6	50.9	72.6	59.4
Online	not reported	14.7	not reported	10.1
Courses	59	61	125	79
Sections	74	78	132	107
Direct Expend.	\$268,393	\$243,412	\$277,432	\$115,785
Direct Revenue	\$296,142	\$284,351	\$218,742	\$167,631
Avg. DE Per FTE	\$4,030	\$5,586	\$3,821	\$2,822
Revenue Ratio	110.30%	116.82%	78.80%	144.78%
Total Aided Students		248		293
Federal		\$927,223		\$639,759
State		\$21,901		\$56,659
Institutional		\$16,315		\$18,276

- FTE enrollment for Southeast at Poplar Bluff decreased between FY 2006 and FY 2007. Total FTE delivered by Three Rivers at its 9 additional sites has also decreased somewhat in comparison to activity reported at additional sites in FY 2006.

- As had been the case in FY 2006, TRCC reports that three sites (Campbell, Portageville, and West Plains) accounted for the clear majority (83.2 percent) of FTE enrollment at its additional sites.
- Sections offered by Southeast increased slightly at Poplar Bluff from the previous year, while sections offered by TRCC at its additional sites decreased, as did overall FTE.
- Direct expenditures per FTE by TRCC appear to have decreased significantly at its additional sites; the same measure increased for Southeast, although this appears to be largely due to a decrease in overall FTE at Poplar Bluff, since overall expenditures also decreased from FY 2006 to FY 2007.
- Southeast reports that 89.2 percent of degree-seeking students enrolled in fall 2006 at Poplar Bluff had re-enrolled within the institution or completed by summer 2007. TRCC reports that 77 percent of degree-seeking students at its additional sites had re-enrolled or completed within a similar timeframe.
- “Total aided students” is very likely a duplicated count when accounting for students who may have attended multiple instructional sites or received multiple sources of aid. Likewise, financial aid totals reflect all aid distributed to all students who attended any of the three sites.

### **Conclusion**

As directed by the Coordinating Board, TRCC and Southeast reported FY 2007 data detailing off-site / out-of-taxing district instructional activity across southeast Missouri. Data indicate that onsite FTE enrollments over the past year at Sikeston, Malden, and Kennett (which have been at the center of the dispute between the institutions) have remained largely stable for Southeast and have increased for TRCC. Both institutions also report lower expenditures per FTE at these sites since FY 2006, and fall to spring / summer retention and completion rates in excess of 85 percent.

In addition to the communities at the center of the dispute, Southeast also offers coursework at TRCC’s Poplar Bluff campus, and TRCC operates 9 additional sites throughout the region. Both institutions report that onsite FTE has decreased since FY 2006 at these additional sites, as have direct expenditures. Overall, TRCC and Southeast would appear to have established unique roles in Sikeston, Malden, Kennett, and other communities across the region, as undergraduate FTE and course offerings are stable or increasing for both institutions. Additional data will assist in determining the impact of course and program offerings on student choice and educational attainment in these communities.

The Coordinating Board remains committed to monitoring the scope of off-site / out-of-taxing district instructional activity by TRCC and Southeast across the region, particularly as educational attainment and workforce development at the regional level are areas of key policy focus. The Coordinating Board encourages both institutions to continue to work to provide educational services to students, to expend state resources efficiently, to collaborate where possible, and to expand services consistently with all relevant state policies.



Finally, as has been previously mandated, the Coordinating Board will look forward to the reporting of comparable FY2008 data, and is appreciative of the work of both institutions in providing this valuable information.

## **STATUTORY REFERENCE**

Section 173.005.2(4), RSMo, Establishment of state-supported senior colleges or residence centers

Section 173.005.2(5), RSMo, Coordinating Board for Higher Education shall establish admission guidelines consistent with institutional missions

Section 173.005.2(9), RSMo, Compliance with requests from the Coordinating Board for Higher Education

## **RECOMMENDED ACTION**

Assigned to Consent Calendar

## **ATTACHMENT(S)**

None

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Program Inventory Clean-Up  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

The state's program inventory of certificates and degrees offered by Missouri institutions serves as a utility for prospective students interested in locating programs and for institutional and state policymakers in planning for the future. The intent of this board item is to provide an update on the work of the MDHE academic affairs unit in ensuring an accurate program inventory for use by Missouri citizens and policymakers.

#### **Background**

Discrepancies between out-of-district programs offered by Missouri community colleges with the list maintained by the MDHE for the state's official program inventory (PI) were resolved in April 2006. At the time, the MDHE also agreed to work with each educational sector to ensure all on- and off-campus programs listed in the PI are also accurate.

The redesign of the department's website in early 2007 resulted in transferring the PI into a new format to permit easier access. In addition, a more sophisticated search engine was designed so specific programs could be located quickly. As part of this transition, institutions were asked to report any discrepancies between the PI and the institution's inventory as well as to update the Classification of Instructional Program (CIP) codes assigned to each program with the goal of establishing more uniformity in the use of CIP codes. This request was timely since the CIP, developed by The National Center for Education Statistics, underwent several changes in 2000, some of which were integrated into institutional inventories.

#### **Current Status**

In response to the initial request for verification of consistency between the PI with institutional inventories, MDHE staff learned through institutional self reports of several hundred discrepancies involving a total of twenty public and independent institutions. The staff immediately began to work with institutional representatives to resolve the differences. In the months that followed, MDHE staff has reviewed supporting documentation, identified and corrected clerical errors, and processed changes through the regular program review process to resolve most of the discrepancies that had been identified. Currently, discrepancies have been resolved with all institutions except for three (one public institution and two independent institutions).

Coordinating Board for Higher Education  
December 6, 2007

In each case, MDHE staff is working with the chief academic officer of the institution who has made a commitment to process the necessary paperwork for all differences to be resolved. Any institution with discrepancies after January 1, 2008, will have their inventory pulled from the MDHE website until all discrepancies are resolved.

### **Conclusion**

An accurate inventory of all academic programs offered by Missouri's colleges and universities is essential if the PI is to be a useful tool for prospective students, institutional personnel, and state policymakers planning for the future. Removing an institution's inventory from the PI when discrepancies are found and not resolved in a reasonable time period should serve as an incentive for public institutions to submit new and revised programs for review and approval and in the case of independent institutions for review only. Additional sanctions should be considered after January 1, 2008, to ensure all institutions abide by state policy concerning academic program review.

### **STATUTORY REFERENCE**

Sections 173.005.2(1), 173.005.2(8), 173.030(1), and 173.030(2), RSMo, Statutory requirements regarding CBHE approval of new degree programs

### **RECOMMENDED ACTION**

This is an information item only.

### **ATTACHMENT(S)**

None

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Update on Needs Analysis for Cape Girardeau County and the Surrounding Region  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

For several years, there has been interest expressed by several separate entities in Southeast Missouri for expanding the education and training opportunities available to residents of Cape Girardeau County. The intent of this board item is to provide an update on the Commissioner's request for all interested parties to pool their resources in support of an advanced needs analysis to be performed by an external organization.

#### **Background**

In August 2007, Three Rivers Community College (TRCC) indicated its interest in potentially opening a Residence Center in Cape Girardeau County. As part of its exploration about this potential, TRCC also requested that the Missouri Department of Higher Education (MDHE) clarify the relevant policies and types of information required for processing a future residence center application. Identification of relevant policies and required elements to be included in a formal educational needs analysis of the area were described in a board item at the October 11, 2007 CBHE meeting in Trenton, MO.

At the same time, it was acknowledged that any formal proposal from TRCC to establish a permanent residence center in Cape Girardeau County would impact, and be impacted by, interests from other entities in meeting the postsecondary educational needs of the county's residents. Several other structures besides a residence center were referenced as having been previously suggested by various groups. It was also acknowledged that in almost all cases, a needs analysis would be necessary prior to moving forward.

Rather than encourage separate initiatives driven by separately performed needs analyses, the commissioner encouraged all interested parties, despite their differences on proposed delivery systems, to pool their resources in support of one advanced needs analysis of Cape Girardeau County to be performed by an external organization.

On October 26, 2007, Commissioner Stein sent a request to those who had previously expressed interest in the education and training opportunities available in Cape Girardeau County and asked each for a commitment of funds in support of a collaborative effort. A target between \$50,000 and \$80,000 was set. In response to this request, eleven entities (see attached) have pledged a total of \$68,500 in support of an educational needs analysis for the region. The Missouri Chamber of Commerce has agreed to act as a fiscal agent for this "Cape Girardeau Needs Analysis Coalition."

Coordinating Board for Higher Education  
December 6, 2007

The Coalition will hold its first meeting in Cape Girardeau on November 29, 2007. The agenda is structured for the Coalition to develop agreed-upon parameters for an advanced needs analysis, to identify deliverables expected, and to adopt a process for choosing an external firm to conduct the analysis. Results of this meeting will be shared with the Board at the December 2007 CBHE meeting.

## **STATUTORY REFERENCE**

Sections 173.005, RSMo

## **RECOMMENDED ACTION**

This is an information item only.

## **ATTACHMENT**

Cape Girardeau Needs Analysis Coalition

**Cape Girardeau Needs Analysis Coalition  
Members – November 25, 2007**

Benton Hill Investment Company

Cape Girardeau Career and Technology Center

Cape Girardeau Chamber of Commerce

Drury Southwest

First Missouri State Bank

MidAmerica Hotels Corporation

Mineral Area College

Personal Commitment – Gary Rust

Southeast Missouri Hospital College of Nursing and Health Sciences

Southeast Missouri State University

Three Rivers Community College

Coordinating Board for Higher Education  
December 6, 2007

## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

Update on Community College Service Regions  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

Several education leaders in Cape Girardeau County recently sent letters to the MDHE requesting a review and possible change to the community college voluntary service regions for Three Rivers Community College (TRCC) and Mineral Area College (MAC). The intent of this item is to update the Board on the status of this request and next steps.

#### **Background**

Community colleges serve both their base taxing districts and outlying service regions. In 1993, in response to a call for expanding access to community college services, presidents and chancellors of community colleges agreed to divide the state into twelve voluntary service regions (see attached) and sought CBHE approval to use these regions as a planning tool for taking additional programming outside of their taxing districts. By dividing the state into separate voluntary service regions, community colleges have avoided unnecessary competition for the same students.

From its inception, however, the voluntary community college service regions assigned to each community college were not intended to create sole rights for single institutions. Meeting unmet needs of local citizens and employers continues to be the major driver for granting approval of new program requests from community colleges, regardless of location.

In 2003, the CBHE adopted an additional policy concerning delivery of lower-division coursework, lower-division certificates, and associate degrees. This policy provides guidelines for determining institutional responsibility for delivery of courses and programs at different types of locations throughout the state, including communities that house existing institutions as well as those that are outside of community college taxing districts or the counties in which universities are located.

Cape Girardeau County is the home of Southeast Missouri State University and is not within the taxing district of any community college. The county does fall within the voluntary service region assigned to TRCC. However, some lower division services in the county, particularly those at the Cape Girardeau Career and Technology Center (CTC), are being provided by MAC. This arrangement dates back several years.

In September 2007, CTC director Rich Payne submitted letters from several area superintendents requesting that Cape Girardeau County be removed from the voluntary service region of TRCC and be placed in the voluntary service region assigned to MAC. In response to the request from

Coordinating Board for Higher Education  
December 6, 2007

Mr. Payne, Commissioner Stein asked community college presidents and chancellors for input and guidance. The Missouri Community College Association (MCCA) Presidents and Chancellors Council reviewed the issue and has since communicated to MDHE a unanimous decision to recommend that the voluntary service region boundaries remain unchanged.

### **Conclusion**

At this time, there is no interest by community colleges to adjust the voluntary service region boundaries for TRCC and MAC established in 1993. Despite this position, there continues to be a real potential for conflict between public institutions interested in delivering lower-division courses and programs in Cape Girardeau County. Voluntary service regions do not preclude a community college that is outside a voluntary service region from proposing and/or being approved to deliver courses and/or programs in another institution's voluntary service region, especially if the proposal addresses an unmet need. Furthermore, the higher education omnibus bill of 2007 (SB 389) which is now law, authorizes the Commissioner of Higher Education to mediate jurisdictional disputes between institutions.

The needs analysis for Cape Girardeau County should identify unmet education and training needs in the region. Regardless of current voluntary service regions, and assuming that the CBHE adopts the proposed policy on dispute resolution under Tab F of this board book, any unresolved conflicts that emerge between two or more public institutions about delivery of educational services in Cape Girardeau would be subject to the provisions of the new policy.

### **STATUTORY REFERENCE**

Sections 173.005, RSMo

### **RECOMMENDED ACTION**

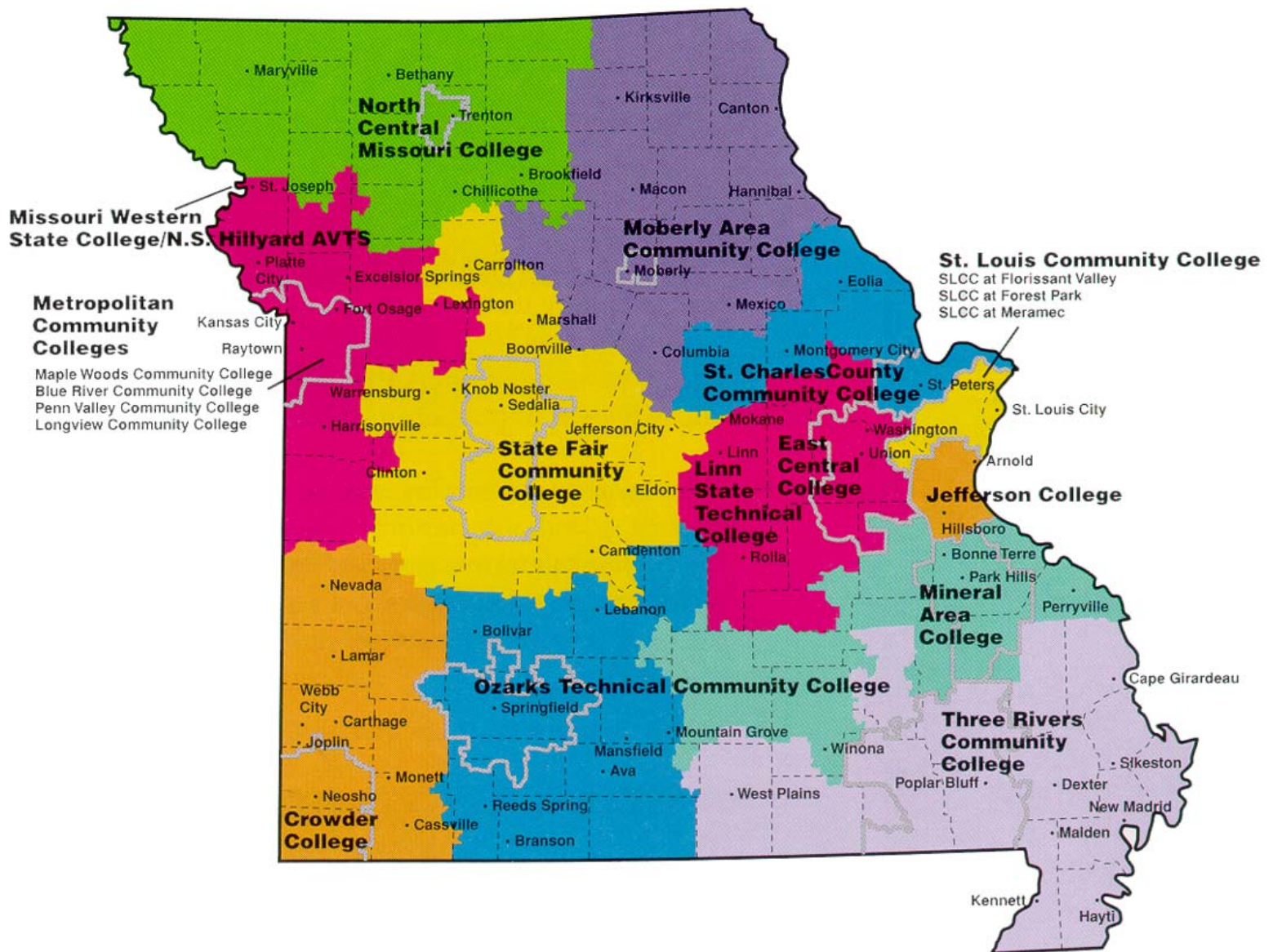
This is an information item only.

### **ATTACHMENT**

Community College Service Regions



# Missouri Community College Service Regions and Taxing Districts



## **AGENDA ITEM SUMMARY**

### **AGENDA ITEM**

New Legislative Session Logistics  
Coordinating Board for Higher Education  
December 6, 2007

### **DESCRIPTION**

The 2008 legislative session officially begins January 9, 2008, when session convenes. MDHE staff will again provide legislative updates via e-mail and the Department's website. The legislative update has been revamped this year and will include both a text update and an Excel spreadsheet that will allow viewers to sort bills by category, sponsor, date of most recent activity, or any other field of interest.

Although higher education will certainly be less in the limelight than it was last year, there will likely be focused attention on some key areas, including:

- Changes to the Proprietary School Certification Program;
- Illegal immigrants' admission to institutions or access to in-state tuition;
- Changes in the Bright Flight statute to make it clear that eligibility will be based on the previous year's ACT scores and that home school students and GED recipients can receive the award. The required GPA for maintaining eligibility for the award may also be increased.

### **STATUTORY REFERENCE**

Chapter 173, RSMo

### **RECOMMENDED ACTION**

This is an informational item only.

### **ATTACHMENT**

2008 Legislative Session: Dates of Interest

## **2008 Legislative Session Dates of Interest**

### **December 2007**

1 - Bills may be pre-filed December 1 through January 9, 2008

### **January 2008**

9 - 94th General Assembly 2nd Regular Session convenes at noon

### **March 2008**

1 - Last day to introduce bills  
13 - Spring break begins upon adjournment  
24 - Easter Monday - NO SESSION  
25 - Spring break ends; Convene at noon (tentative)

### **May 2008**

9 - Appropriations bills must be truly agreed and finally passed  
16 - SESSION ENDS at 6:00 p.m.