

Coordinating Board for Higher Education

**9:30 a.m.
Thursday
February 4, 2016**

**Harry S Truman State Office Building
Jefferson City, MO**

COORDINATING BOARD FOR HIGHER EDUCATION

Brian Fogle, Chair, Springfield

Carolyn Mahoney, Vice-Chair, Jefferson City

Doug Kennedy, Secretary, Poplar Bluff

Dalton Wright, Conway

Betty Sims, St. Louis

TIME: 9:30 a.m.
Thursday, February 4, 2016

PLACE: Harry S Truman State Office Building
Room HST-490/492
301 West High Street
Jefferson City, MO 65101

Schedule of Events February 3-4, 2016

Wednesday, February 3, 2016

2:00 p.m. – 5:00 p.m. **CBHE Work Session**
Harry S Truman State Office Building
Room HST – 490
301 West High Street
Jefferson City, MO 65101

Thursday, February 4, 2016

9:30 a.m. – 12:00 p.m. **CBHE / PAC Meeting**
Harry S Truman State Office Building
Room HST – 490/492
301 West High Street
Jefferson City, MO 65101

Individuals needing special accommodations relating to a disability should contact Jenn Clemons at the Missouri Department of Higher Education, 205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65109, or Jennifer.clemons@dhe.mo.gov or at (573) 751-1876, 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. Dwaun Warmack, President
Harris-Stowe State University

Dr. Kevin Rome, President
Lincoln University

Dr. Alan Marble, President
Missouri Southern State University

Mr. Clif Smart, President
Missouri State University

Dr. Cheryl Schrader, Chancellor
Missouri University of Science and Technology

Dr. Robert Vartabedian, President
Missouri Western State University

Dr. John Jasinski, President (PAC Vice-Chair)
Northwest Missouri State University

Dr. Carlos Vargas-Aburto, President
Southeast Missouri State University

Dr. Troy Paino, President
Truman State University

Dr. Charles Ambrose, President
University of Central Missouri

Mr. Mike Middleton, Interim President
University of Missouri System

Dr. Hank Foley, Interim Chancellor
University of Missouri-Columbia

Mr. Leo Morton, Chancellor
University of Missouri-Kansas City

Dr. Thomas George, Chancellor
University of Missouri-St. Louis

Public Two-Year Colleges

Dr. Jennifer Methvin, President
Crowder College

Dr. Jon Bauer, President
East Central College

Dr. Raymond Cumiskey, President
Jefferson College

Mr. Mark James, Chancellor
Metropolitan Community Colleges

Dr. Steven Kurtz, President
Mineral Area College

Dr. Jeffrey Lashley, President
Moberly Area Community College

Dr. Neil Nuttall, President
North Central Missouri College

Dr. Hal Higdon, Chancellor
Ozarks Technical Community College

Dr. Ronald Chesbrough, President
St. Charles Community College

Dr. Jeff Pittman, Chancellor
St. Louis Community College

Dr. Joanna Anderson, President
State Fair Community College

Dr. Wesley Payne, President
Three Rivers Community College

Public Two-year Technical College

Dr. Donald Claycomb, President
State Technical College of Missouri

(PAC Chair)

Independent Four-year Colleges and Universities

Dr. Michael Shonrock, President
Lindenwood University

Dr. Roger Drake, President
Central Methodist University

Dr. Ron Slepitz, President
Avila University

Dr. Mark S. Wrighton, Chancellor
Washington University

Four-year alternate:

Vacant

Independent Two-year Colleges

Col. Mike Lierman, Interim President
Wentworth Military Academy and Junior College

Two-year alternate:

Dr. Jann Weitzel, President
Cotter College

Association Chairs

COPHE – Clif Smart, President, Missouri State University

MCCA – Dr. Jon Bauer, President, East Central College

ICUM – Dr. Ron Slepitz, President, Avila University

COORDINATING BOARD FOR HIGHER EDUCATION
 February 4, 2016 – 9:30 a.m. – 12:00 p.m.
 Harry S Truman State Office Building – Room 490/492

AGENDA

<u>Agenda Item Description</u>	<u>Tab</u>	<u>Presenter</u>
General Business		
<u>Information</u>		
1. New Committee Chairs		
<u>Action</u>		
1. Review Consent Agenda		
a. Minutes of the December 10, 2015, CBHE meeting and January 12, 2016, CBHE Conference Call		
b. Distribution of Community College Funds	A	Leroy Wade
Report of the Commissioner		David Russell, Commissioner
1. Coordinated Plan Update		
Presidential Advisory Committee		
<u>Information</u>		
2. 2016 Legislative Session	B	Leroy Wade
3. Budget Update	C	Debra Burnette
Budget and Financial Aid Committee		
<u>Action</u>		
1. A+ Program Administrative Rule Revisions	D	Leroy Wade
2. A+ EOC Alternative Options for 2017 High School Seniors	E	Leroy Wade
<u>Information</u>		
1. Performance Funding – Proposed Community College Developmental Education Changes	F	Leroy Wade
2. Access Missouri FAFSA Filing Deadline	G	Leroy Wade
3. Student Loan Update	H	Leanne Cardwell
4. Journey to College Update	I	Leanne Cardwell
Academic Affairs and Workforce Needs Committee		
<u>Action</u>		
1. Academic Program Actions	J	Liz Valentine
2. Proprietary School Certification Program Administrative Rule	K	Leroy Wade
<u>Information</u>		
1. Proprietary School Certification Actions and Reviews	L	Leroy Wade
Audit Committee		
<u>Information</u>		
1. Audit Committee Report	M	Jeremy Knee
Strategic Planning & External Relations Committee		
<u>Action</u>		
1. Appointment of Trustee to STLCC Board	N	Jeremy Knee
2. Certification of Missouri S&T Energy Loan	O	Jeremy Knee

COORDINATING BOARD FOR HIGHER EDUCATION
February 4, 2016 – 9:30 a.m. – 12:00 p.m.
Harry S Truman State Office Building – Room 490/492

General Business

Information

1. Good and Welfare of the Board
2. CBHE Members by Congressional District P
3. CBHE Statutory Functions Q

Action

1. Adjourn

**COORDINATING BOARD FOR HIGHER EDUCATION
MINUTES OF MEETING
December 10, 2015**

The Coordinating Board for Higher Education met on Thursday, December 10, 2015; at Holiday Inn Executive Center in Columbia, MO. Madame Chair Betty Sims called the meeting to order at 9:04 a.m. The presence of a quorum was established with the following in attendance:

	Present	Absent
Brian Fogle	X	
Doug Kennedy	X	
Carolyn Mahoney	X	
Betty Sims	X	
Dalton Wright	X	

GENERAL BUSINESS

The meeting began with a presentation from Commissioner David Russell.

Preparing Missourians to Succeed: A Blueprint for Higher Education

Dr. Russell stated that a 36-member Coordinated Plan Steering Committee held nine hearings around the state and received information from more than 100 speakers. The new coordinated plan is all about trying to achieve greater student success.

Vision:

Missouri will be a national leader in providing high quality postsecondary education that will equip Missourians with the personal and professional skills to succeed in the 21st century.

Mission:

The Coordinating Board for Higher Education and the Missouri Department of Higher Education will collaborate with stakeholders to deliver a coordinated postsecondary education system that provides accessible, affordable and innovative education that supports economic growth, enhances civic engagement, and improves the quality of life for all Missourians.

The plan is organized around five goals that focus on:

1. Attainment
2. Affordability
3. Quality
4. Research and Innovation
5. Investment, Advocacy and Partnerships

Dr. Russell stated that we understand this plan is not a panacea for everything that ails higher education. It does explore the intersection of a strong and seamless educational system with economic growth and a skilled workforce.

The board has asked the department to prepare a matrix of the coordinated plan that focuses on strategies that depend on gubernatorial or legislative action, or efforts to garner public engagement so these can be tracked in detail and progress reported quarterly to the board.

Deb Hollingworth – Co-chair of the Coordinated Plan Steering Committee said that we all need to be advocates for higher education.

Jim Anderson – Co-chair of the Coordinated Plan Steering Committee said nothing is more important for economic growth than higher education. Vision without implementation is nothing more than a hallucination.

CBHE Chair Betty Sims presented the steering committee co-chairs with plaques honoring them for their leadership in the coordinated planning process.

Discussion Panel 1: Are We Producing Graduates with the Skills Needed to Succeed on the Job and in Life?

- Dr. Joanna Anderson, President of State Fair Community College – We will continuously need to evaluate and upgrade processes and technology in training our workforce.
- Dr. Michael Bleich, President of Barnes Jewish College and Maxine Clark and Bob Fox Dean and Professor, Goldfarb School of Nursing – In some fields, certifications are more important than degrees.
- Senator David Pearce, Missouri State Senator – Internships and apprenticeships are important and a great way to get students in a possible pipeline for a job.

Discussion Panel 2: How Can University Research and Innovation Contribute to a Stronger Economy?

- Mike Downing, Director of Missouri Department of Economic Development – Talent attraction and development is the number one economic issue. The future economy is about innovation and research is at the core.
- Dr. Jennifer Lodge, Vice Chancellor for Research at Washington University – It is critical to get more of Missouri's population to have two-year and four-year degrees in an affordable way. Without skilled workers, we will not be able to attract or retain businesses to Missouri. We have to fill all these science and technology jobs that require advanced skills.

Discussion Panel 3: How Do We Build a Higher Education System that Provides Access, Affordability and Opportunity?

- Representative Kathy Swan, Missouri State Representative – Educational outreach has a two-prong approach. We need to reach children at a younger age. We must change the perception of education from an expense to an investment.
- Dr. Dwaun Warmack, President of Harris-Stowe State University – Competency-based education will be one way to attain the 2025 goal. We need to ensure that students with prior education credits have access and opportunity to complete their degree program.
- Dr. Jeff Pittman, President of St. Louis Community College – We need to get focused on the adult population and how to get them the skills needed to succeed. For traditional students to succeed, we need a much closer alignment with high schools.

GENERAL BUSINESS

Items on the consent agenda included the Minutes of the September 3, 2015, CBHE Meeting in Jefferson City, MO and the Distribution of Community College Funds. **Dalton Wright made a motion to approve the consent agenda in its entirety. Doug Kennedy seconded the motion. Motion passed unanimously.**

Brian Fogle made a motion to approve the proposed 2017 meeting dates. Carolyn Mahoney seconded the motion. Motion passed unanimously.

February 1-2, 2017

April 5-6, 2017

June 7-8, 2017

July 25, 2017 (tentative)
Governing Board Forum

July 26-27, 2017
(Retreat)

September 6-7, 2017

December 13-14, 2017

REPORT OF THE COMMISSIONER

Student Ambassadors

A group of 12 diverse students from all types of postsecondary education institutions in Missouri. They are the student ambassadors for the 2015-2016 and 2016-2017 school years. They are the faces on our publications, they assist with outreach efforts, and they give us advice on a broader scale.

PRESIDENTIAL ADVISORY COMMITTEE

Don Claycomb chaired the Presidential Advisory Committee report.

Board Resolution: Recognition of the Coordinated Plan Steering Committee

Carolyn Mahoney made a motion to approve the resolution commending the Coordinated Plan Steering Committee and direct the Commissioner of Higher Education to provide a copy to each serving member. Brian Fogle seconded the motion. Motion passed unanimously.

Preparing Missourians to Succeed: A Blueprint for Higher Education

Dalton Wright made a motion to adopt the framework of the five goals of the coordinated plan titled, Preparing Missourians to Succeed: A Blueprint for Higher Education, and that MDHE continue to refine the document consistent with the framework adopted today to insure that goals, strategies and measures are clear, organized and supported by appropriate data points. By January 15, 2016, the department should present the refined document to the Coordinated Board for final approval. Carolyn Mahoney seconded the motion. Motion passed unanimously.

2016 Legislative Preview

Leroy Wade discussed the pre-filed bills.

There is a bill to allow community college police to enforce traffic violations on campus thoroughfares.

There is a bill to expand the public safety officer program. This is a financial aid program that assists survivors of individuals that are police or firefighters that are killed in the line of duty.

There is a bill that will require colleges and universities to post certain kinds of course information on their website.

State student financial aid program legislation is getting interest. Many bills on the A+ program, Bright Flight and Missouri Access.

There are bills that address sexual violence on campus and carrying concealed firearms on campus of higher education institutions.

No board action was required for the 2016 Legislative Preview.

BUDGET AND FINANCIAL AID COMMITTEE

Brian Fogle chaired the Budget and Financial Aid Committee report.

Student Loan Program Update

Information was noted with no further discussion.

ACADEMIC AFFAIRS AND WORKFORCE NEEDS COMMITTEE

Carolyn Mahoney chaired the Academic Affairs and Workforce Needs Committee report.

Academic Program Actions

Carolyn Mahoney moved to approve the off-site location update and the program changes and new program proposals. Brian Fogle seconded the motion. Motion passed unanimously.

Proprietary School Certification Actions and Reviews

Information was noted with no further discussion.

Fall 2015 Enrollment: A Preliminary Report

Information was noted with no further discussion.

Update on State Authorization Reciprocity Agreements (SARA)

Information was noted with no further discussion.

Missouri Mathematics Pathways Initiative and Best Practices in Remedial Education

Information was noted with no further discussion.

GENERAL BUSINESS

Nominating Committee

The nominating committee met and voted to nominate the following officers for 2016:

Chair – Brian Fogle

Vice-Chair – Carolyn Mahoney

Secretary – Doug Kennedy

Carolyn Mahoney made a motion to elect the 2016 officers identified by the nominating committee.

Dalton Wright seconded the motion. Motion passed unanimously.

CBHE Chair Betty Sims announced that Leroy Wade will become the Interim Commissioner of MDHE effective March 1, 2016.

Dalton Wright made a motion to adjourn the meeting. Brian Fogle seconded the motion. Motion passed.

COORDINATING BOARD FOR HIGHER EDUCATION
Conference Call – Tuesday, January 12, 2016
526-5504 / 866-630-9347
3:00 p.m. – 4:00 p.m.

The Coordinating Board for Higher Education met via teleconference on Tuesday, January 12, 2016; Chair Brian Fogle called the meeting to order at 3:00 p.m. The presence of a quorum was established by roll call with the following in attendance:

	Present	Absent
Brian Fogle	X	
Doug Kennedy	X	
Carolyn Mahoney	X	
Betty Sims	X	
Dalton Wright	X	

ACADEMIC AFFAIRS

Dual Credit Update

Dr. Rusty Monhollon delivered an informational update on the implementation of the CBHE's Policy on Dual Credit Delivery. In particular, Dr. Monhollon noted the Department's decision to delay the effective date of Section 7.0, Faculty/Instructor Qualifications and Support, until July 1, 2017.

STRATEGIC PLANNING & EXTERNAL AFFAIRS

Preparing Missourian's to Succeed: A Blueprint for Higher Education

Commissioner Russell introduced the updated draft of the coordinated plan, highlighting sections where collaborative effort between agencies, lawmakers, higher education institutions, and private industry will be necessary for successful implementation.

Chair Fogle noted that the plan will necessarily take various iterations directed toward different groups of individuals, but will be consistent with the approved version.

Betty Sims moved to approve the revised coordinated plan. Carolyn Mahoney seconded. Motion passed by unanimous vote.

GENERAL BUSINESS

Betty Sims moved to adjourn the meeting. Carolyn Mahoney seconded the motion. Motion passed unanimously.

AGENDA ITEM SUMMARY

AGENDA ITEM

Distribution of Community College Funds
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

State aid payments to community colleges will be made on a monthly basis. All FY 16 state aid appropriations are subject to a three percent governor's reserve. The Truly Agreed To and Finally Passed (TAFP) core state aid appropriations reflect an equity adjustment to the distribution formula as proposed and agreed to by the community college presidents and chancellors. State aid consists of two additional components for FY 16. One component includes an appropriation of \$1,843,319 that was awarded based on improvement on specified performance measures, commonly known as performance funding. The second component is an appropriation of \$5,540,000 for the purpose of equity adjustments.

The total TAFP state aid appropriation for community colleges in House Bill 3 for FY 16, including performance funding, is \$147,370,942. The amount available to be distributed (TAFP appropriation less the three percent governor's reserve) is \$142,949,816.

The total payment of state aid distributions to community colleges for December and January 2016 is summarized below.

State Aid (excluding M&R) – GR portion	\$20,224,648
State Aid – Lottery portion	1,695,880
Performance Funding	298,006
Equity Distribution	895,636
Maintenance and Repair	<u>551,309</u>
TOTAL	\$23,665,479

The total distribution of state higher education funds to community colleges during the period July 2015 through January 2016 is \$81,686,769.

STATUTORY REFERENCE

Section 163.191, RSMo

RECOMMENDED ACTION

Assigned to Consent Calendar

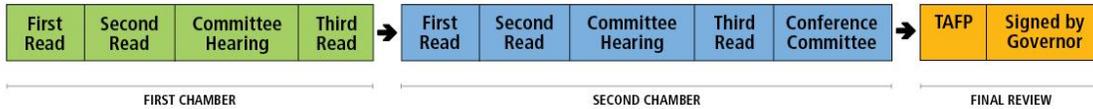
ATTACHMENT(S)

None

Coordinating Board for Higher Education
February 4, 2016



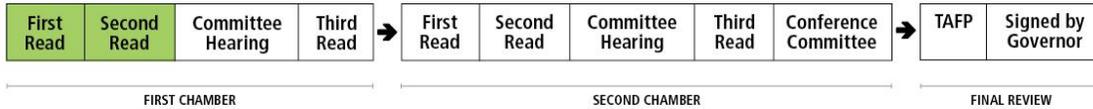
LEGISLATIVE UPDATE
January 22, 2016



Summary of Legislation Impacting Higher Education

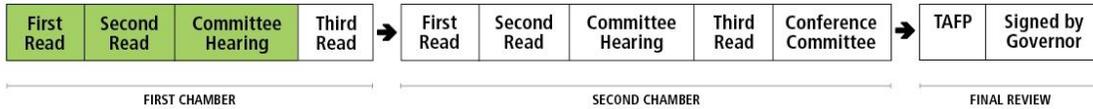
HB1383 English A+ Schools Program requirements: Expands the A+ Schools Program to graduates of any Missouri high school who meet the program requirements.

Bill History Committee:



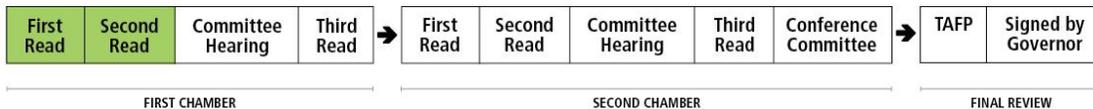
HB1401 Conway Control of traffic on college campuses: Allows community college police officers to establish regulations to control vehicular traffic on any thoroughfare owned or maintained by the college.

Bill History Committee: [House Public Safety and Emergency Preparedness \(Standing\)](#)



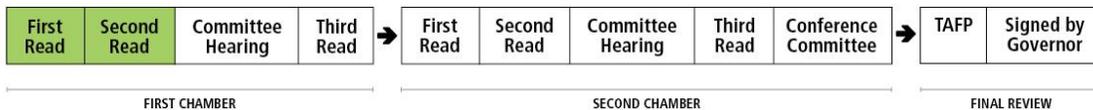
HB1438 Mims Favoritism in higher education: Requires public institutions of higher education to adopt policies on student favoritism by September of 2017. The policy must establish a procedure for addressing allegations of favoritism toward any student and an institution must uniformly and consistently apply the policy, make it easily accessible, and train campus leaders about its contents.

Bill History Committee:



HB1543 Brown A+ tuition reimbursement: Specifies that students shall not receive A+ tuition reimbursement for remedial college courses.

Bill History Committee:

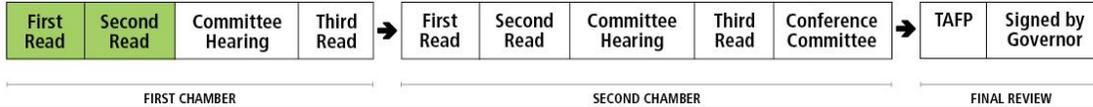


<p>HB1571 Lynch</p>	<p><u>MO National Guard Educational Assistance Grant</u>: Allows members of the reserves of any branch of the United States armed forces to be eligible for a Missouri National Guard educational assistance grant</p> <p>Bill History Committee:</p>
<p>HB1610 Swan</p>	<p><u>Postsecondary course options</u>: Changes the laws regarding postsecondary course options (dual enrollment) by broadening the definition of schools allowed to cooperate with public high schools to offer those options to include the State Technical College of Missouri.</p> <p>Bill History Committee: House Higher Education (Standing)</p>
<p>HB1613 Swan</p>	<p><u>Identifying students at risk</u>: Requires school districts to develop a system for identifying students who are at risk of not being ready for college-level work or entry-level career positions.</p> <p>Bill History Committee: House Elementary and Secondary Education (Standing)</p>
<p>HB1621 Haahr</p>	<p><u>MO Civics Education Initiative</u>: Creates the "Missouri Civics Education Initiative" which requires every high school student attending any public, charter or private school to complete and pass a basic civics test similar to the civics portion of the United States Naturalization test in order to receive a high school diploma, certificate of high school graduation or a high school equivalency certificate. In addition, students who earn a passing grade in a course of instruction on the Constitution of the United States and of the State of Missouri and who transfer to another college or university are not required to earn a passing grade in another such course as a condition of graduation.</p> <p>Bill History Committee: House Elementary and Secondary Education (Standing)</p>
<p>HB1637 Dohrman</p>	<p><u>Course in freedom of speech</u>: Requires graduates of two-year and four-year institutions of higher education located in Missouri to have successfully completed a three credit hour course in the freedom of speech.</p> <p>Bill History Committee: House Higher Education (Standing)</p>

HB1640 Hicks

Modifies the Science, Technology, Engineering and Mathematics Fund: Authorizes a tax liability transfer for an employer that hires a student majoring in the field of science, technology, engineering, or mathematics for an internship. Up to \$5,000 of the employer's state tax liability may be annually removed from the general fund and placed in the Science, Technology, Engineering and Mathematics Fund. The bill also allows an employer with facilities in Missouri that provides educational benefits to a qualified individual or trains a qualified individual for an employment position in the health care, engineering, or information technology field to apply to have up to \$5,000 of the employer's state tax liability removed from the general fund and placed in the Science, Technology, Engineering and Mathematics Fund for up to one year. The Department of Higher Education must establish a procedure for approving applications.

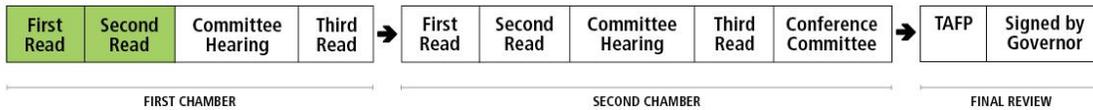
Bill History Committee:



HB1646 Swan

MO Civics Education Initiative: Creates the "Missouri Civics Education Initiative" which requires every high school student attending any public, charter or private school to complete and pass a basic civics test similar to the civics portion of the United States Naturalization test in order to receive a high school diploma, certificate of high school graduation or a high school equivalency certificate. In addition, students who earn a passing grade in a course of instruction on the Constitution of the United States and of the State of Missouri and who transfer to another college or university are not required to earn a passing grade in another such course as a condition of graduation.

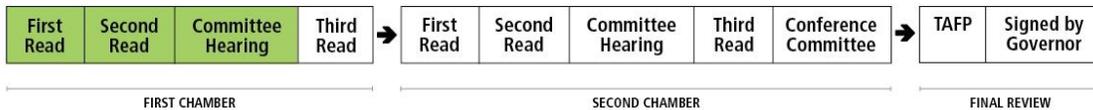
Bill History Committee: [House Elementary and Secondary Education \(Standing\)](#)



HB1658 Frederick

Establishes the Show-Me Compassionate Medical Education Act: Designates August 28, 2016, and thereafter the date designated by the show-me compassionate medical research project committee, as "Show-Me Compassionate Medical Education Day" in Missouri. In addition, no medical school in the state shall prohibit, discourage, or otherwise restrict a medical student organization or medical organization from conducting a study on the prevalence of depression, suicide, or other mental health issues among medical students. Medical schools may also collaborate with the show-me compassionate medical education research project committee to conduct a single center or multicenter study or studies in order to facilitate the collection of data and implement practices and protocols to minimize stress and reduce the risk of depression and suicide for medical students.

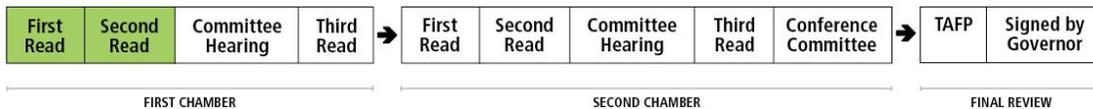
Bill History Committee: [House Social Services \(Select\)](#)



HB1678 Solon

Student safety at higher ed institutions: Requires public institutions of higher education to implement memorandums of understanding with law enforcement with respect to sexual assaults on campus.

Bill History Committee:



<p>HB1681 Haahr</p>	<p><u>Regulation of proprietary schools</u>: Exempts yoga teacher training courses, programs, or schools from provisions of law regulating proprietary schools.</p> <p>Bill History Committee: House Emerging Issues (Standing)</p>
<p>HB1716 Lichtenegger</p>	<p><u>Virtual institutions</u>: Allows students enrolled in approved virtual institutions to participate in the Access Missouri Financial Assistance Program.</p> <p>Bill History Committee:</p>
<p>HB1735 Davis</p>	<p><u>Password Privacy Protection Act</u>: Prohibits an employer or educational institution from requiring or requesting certain persons to disclose their user name and password for a personal social media account.</p> <p>Bill History Committee: House Emerging Issues (Standing)</p>
<p>HB1751 Roden</p>	<p><u>Public safety-emergency services</u>: Contains various provisions relating to public safety and emergency services, including adding emergency medical technicians and certain staff of the state fire marshal's office to the list of individuals eligible for the Public Service Officer or Employee's Child Survivor Grant program.</p> <p>Bill History Committee:</p>
<p>HB1839 Gardner</p>	<p><u>Health care professionals to complete cultural competency training</u>: Requires all health care professionals to complete cultural competency training in school and as continuing education for licensure, certification, or registration.</p> <p>Bill History Committee:</p>
<p>HB1850 Franklin</p>	<p><u>Health care workforce analysis</u>: Allows various state boards to collaborate with the Department of Health and Senior Services or other entities to collect and analyze workforce data to assess the availability of qualified health care providers.</p> <p>Bill History Committee: House Health and Mental Health Policy (Standing)</p>

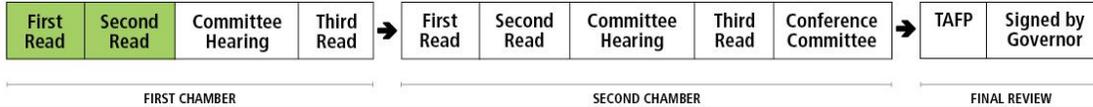
<p>HB1899 Taylor</p>	<p><u>Removes concealed carry ban on DHE institutions</u>: Removes the current ban on carrying concealed firearms in higher education institutions.</p> <p>Bill History Committee: House Emerging Issues (Standing)</p>
<p>HB1910 Kelley</p>	<p><u>Concealed carry in DHE institutions</u>: Removes the current ban on carrying concealed firearms in higher education institutions, but allows institutions to ban concealed firearms under certain conditions.</p> <p>Bill History Committee: House Emerging Issues (Standing)</p>
<p>HB1964 Walker</p>	<p><u>Survivor benefits</u>: Adds emergency medical technicians, certain staff of the state fire marshal's office, and certain air ambulance personnel to the list of individuals eligible for the Public Service Officer or Employee's Child Survivor Grant program and changes the disbursement of any unpaid workers compensation into his or her estate.</p> <p>Bill History Committee: House Public Safety and Emergency Preparedness (Standing)</p>
<p>HB1984 McDaniel</p>	<p><u>Concurrent enrollment</u>: Directs the coordinating board for higher education to develop policies for concurrent enrollment in public two-year and four-year institutions of higher education.</p> <p>Bill History Committee:</p>
<p>HB1985 McDaniel</p>	<p><u>Transferability of postsecondary academic credit</u>: Requires the department of higher education to establish a website with information about transferability of postsecondary academic credit.</p> <p>Bill History Committee:</p>
<p>HB2058 Haahr</p>	<p><u>Cronkite New Voices Act</u>: Establishes that a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media.</p> <p>Bill History Committee: House Emerging Issues (Standing)</p>

<p>HB2095 Chipman</p>	<p><u>Financial information provided by colleges/universities</u>: Requires that public colleges and universities provide on their websites and to students upon acceptance or before enrollment the estimated cost for each degree program offered.</p> <p>Bill History Committee: House Higher Education (Standing)</p>
<p>HB2096 Chipman</p>	<p><u>Health care fees</u>: Specifies that public colleges and universities shall not require their students to pay fees related to health care if they show proof of health insurance coverage.</p> <p>Bill History Committee: House Consumer Affairs (Standing)</p>
<p>HB2097 Chipman</p>	<p><u>Athletic scholarships</u>: Specifies circumstances in which athletic programs at public colleges and universities shall maintain athletic scholarships for student-athletes who are injured.</p> <p>Bill History Committee: House Higher Education (Standing)</p>
<p>HB2098 Chipman</p>	<p><u>On campus housing</u>: Prohibits public institutions of higher education from requiring students to live on campus.</p> <p>Bill History Committee: House Higher Education (Standing)</p>
<p>HB2099 Chipman</p>	<p><u>Student meal plans</u>: Prohibits public institutions of higher education from requiring students to purchase a meal plan.</p> <p>Bill History Committee: House Higher Education (Standing)</p>
<p>HB2100 Chipman</p>	<p><u>Student reimbursement for lack of teaching</u>: Specifies that if a faculty member listed as the instructor for a course at a public college or university does not teach at least 75 percent of his or her classes for that course, then students in that course shall receive reimbursement of 25 percent of tuition and fees for that course. It also specifies that if a graduate or undergraduate student teaching assistant at a public college or university teaches, as the sole instructor present, at least 75 percent of classes for a course, then students in that course shall receive a reimbursement of 25 percent of tuition and fees for that course.</p> <p>Bill History Committee: House Higher Education (Standing)</p>

HB2124 Butler

Modifies the Science, Technology, Engineering and Mathematics Fund: Authorizes a tax liability transfer for an employer that hires a student majoring in the field of science, technology, engineering, or mathematics for an internship. Up to \$5,000 of the employer's state tax liability may be annually removed from the general fund and placed in the Science, Technology, Engineering and Mathematics Fund. The bill also allows an employer with facilities in Missouri that provides educational benefits to a qualified individual or trains a qualified individual for an employment position in the health care, engineering, or information technology field to apply to have up to \$5,000 of the employer's state tax liability removed from the general fund and placed in the Science, Technology, Engineering and Mathematics Fund for up to one year. The Department of Higher Education must establish a procedure for approving applications.

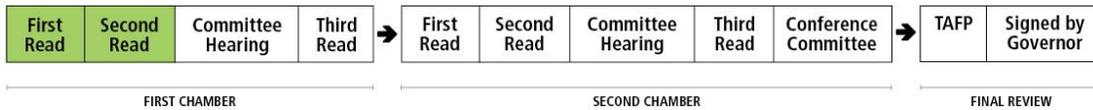
Bill History Committee:



HB2132 LaFaver

MO Civics Education Initiative: Creates the "Missouri Civics Education Initiative" which requires every high school student attending any public, charter or private school to complete and pass a basic civics test similar to the civics portion of the United States Naturalization test in order to receive a high school diploma, certificate of high school graduation or a high school equivalency certificate. In addition, students who earn a passing grade in a course of instruction on the Constitution of the United States and of the State of Missouri and who transfer to another college or university are not required to earn a passing grade in another such course as a condition of graduation.

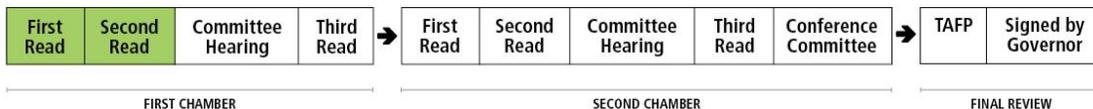
Bill History Committee: [House Elementary and Secondary Education \(Standing\)](#)



HB2143 Smith

College Credit Disclosure Act: Establishes the College Credit Disclosure Act that requires a higher education institution unaccredited by a regional accrediting agency to disclose that status to students before enrollment.

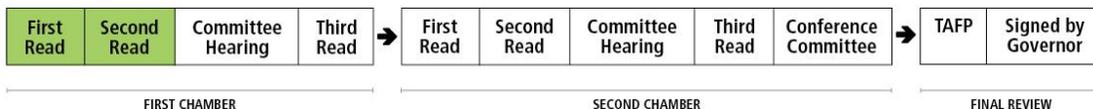
Bill History Committee:



HB2155 Davis

Resident student status: Allows individuals currently serving in the Missouri National Guard to have resident student status for admission and tuition purposes at public institutions of higher education.

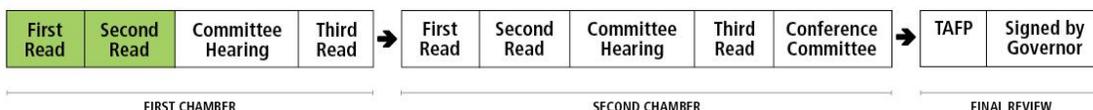
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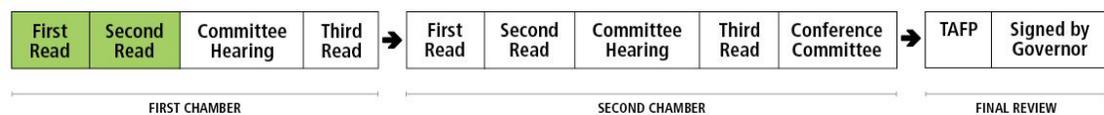
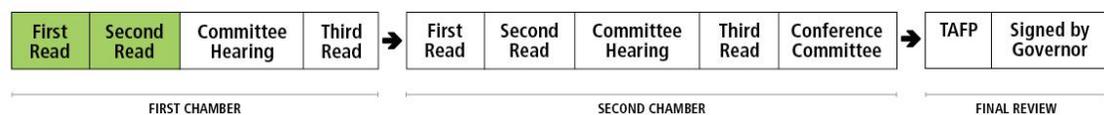
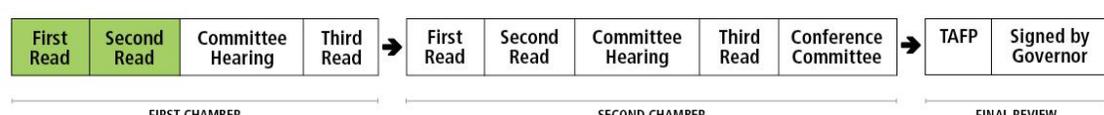
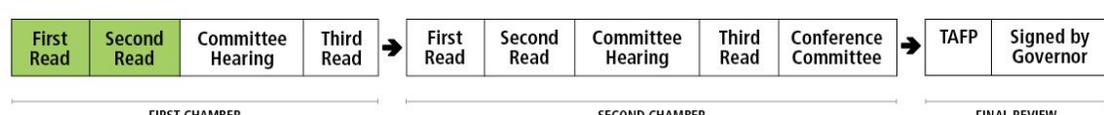
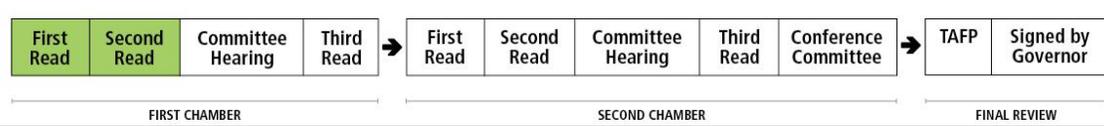


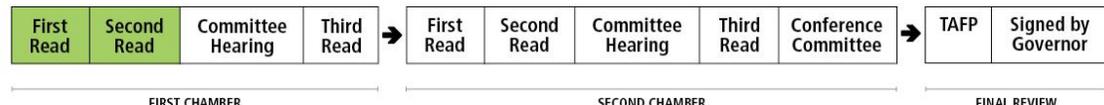
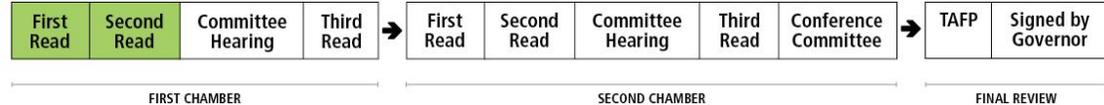
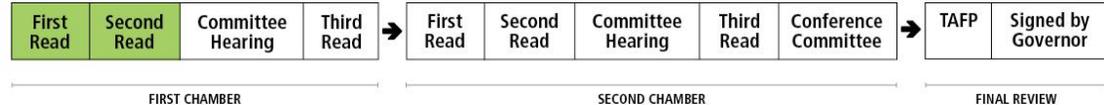
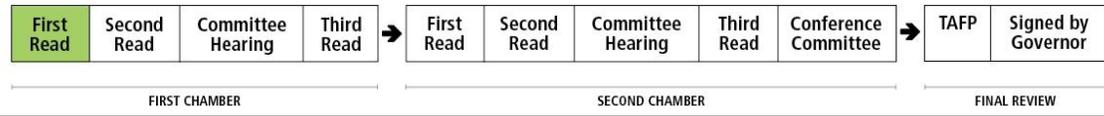
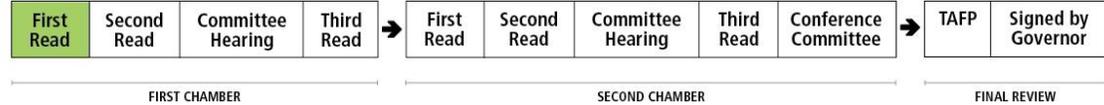
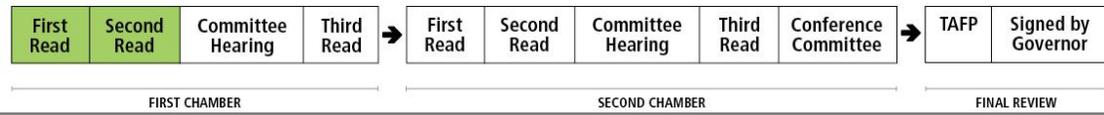
HB2156 Davis

Missouri Returning Heroes' Education Act: Changes the laws regarding the Missouri Returning Heroes' Education Act to require the application of state and federal student aid before the tuition discount and allow the resulting reduction to result in aid that exceeds the cost of attendance.

Bill History Committee:

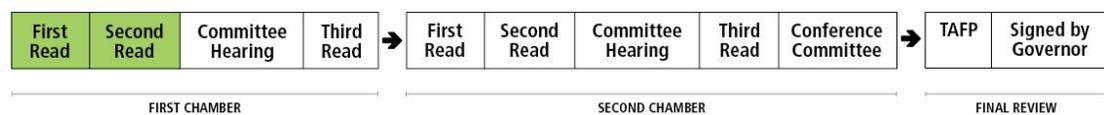
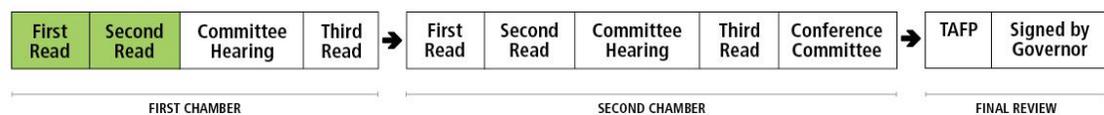
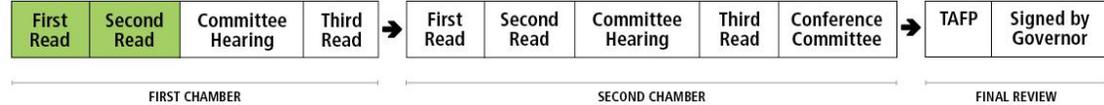
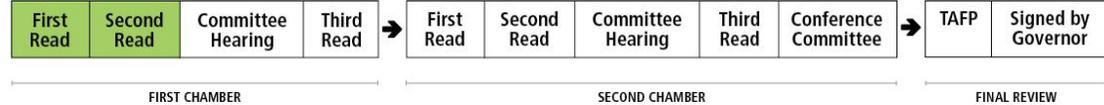
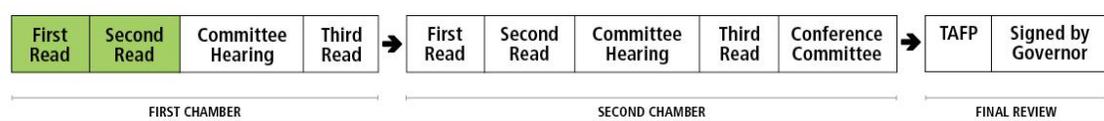


<p>HB2176 Curtis</p>	<p><u>Tax credits and tuition rates for postsecondary students</u>: Allows students who cease attendance to claim a tax deduction for completing their remaining credit hours when they resume postsecondary attendance. Allows students who are enrolled in remedial education courses to receive a reimbursement from their high school's withholdings from the classroom trust fund payment. This bill would change the definition of a Missouri resident for purposes of tuition, fees, and admission. It also requires that 33 percent of student tuition increase be designated for faculty improvement and requires a tuition rate lock beginning in the 2016-2017 school year.</p> <p>Bill History Committee:</p> 
<p>HB2179 Rone</p>	<p><u>Governing boards of public institutions of higher education</u>: Modifies provisions relating to membership qualifications for governing boards of public institutions of higher education by limiting the number of members who are employed in the same profession.</p> <p>Bill History Committee:</p> 
<p>HB2186 Ross</p>	<p><u>Constitution Project recognition</u>: Allows school districts to develop policies on student recognition for participation in the Constitution Project of the Missouri Supreme Court, including the "community service or citizenship requirements" of the A+ tuition reimbursement program.</p> <p>Bill History Committee: House Emerging Issues in Education (Standing)</p> 
<p>HB2204 Newman</p>	<p><u>Enough is Enough Act</u>: Requires higher education institutions to inform students and employees about sexual assault and amend sexual assault policies to include an affirmative consent standard.</p> <p>Bill History Committee:</p> 
<p>HB2234 Dohrman</p>	<p><u>Student web portal</u>: Requires the department of higher education to develop, maintain, and operate a website containing information for students about resources at public and private institutions of higher education.</p> <p>Bill History Committee:</p> 

<p>HB2237 Rowden</p>	<p><u>University of Missouri extension councils</u>: Allows county commissioners who serve on boards and commissions to vote as a member of the county commission on any funding request submitted to the county commission without that vote being seen as a conflict of interest. Allows the University of Missouri extension councils in counties to obtain financing in their own name so long as it does not constitute a debt to the university and the university is not obligated to repay the financed amount.</p> <p>Bill History Committee:</p> 
<p>HB2241 Dohrman</p>	<p><u>Bill of Rights coursework</u>: Requires coursework addressing the Bill of Rights in secondary schools and coursework in the Constitutions of the United States and Missouri in introductory courses in American government and American history at colleges and universities.</p> <p>Bill History Committee:</p> 
<p>HB2327 Curtis</p>	<p><u>Urban Education Institute</u>: Establishes the Urban Education Institute, a joint program between Lincoln University and Harris-Stowe State University to address the urban education crisis.</p> <p>Bill History Committee:</p> 
<p>HB2337 Parkinson</p>	<p><u>Student health insurance</u>: Specifies that public universities must not bind students to third-party contracts for health insurance without written approval.</p> <p>Bill History Committee:</p> 
<p>HB2353 Morgan</p>	<p><u>Missouri Tuition Equity Act</u>: Changes the definition of a Missouri resident for purposes of tuition, fees, and admission at any higher education institution that receives state funds.</p> <p>Bill History Committee:</p> 
<p>SB583 Munzlinger</p>	<p><u>Instructional waiver review board for UM System</u>: Creates an instructional waiver review board for the University of Missouri System to evaluate all instructional waivers requested by faculty members. The number of instructional waivers granted for each campus cannot exceed thirty percent of the regular faculty employed, and waiver preference is given to faculty whose research is not funded through state appropriations.</p> <p>Bill History Committee: Senate Education</p> 

<p>SB589 Dixon</p>	<p><u>Removes ban on concealed carry in DHE facilities</u>: Removes the current ban on carrying concealed firearms in higher education institutions.</p> <p>Bill History Committee: Senate Transportation, Infrastructure and Public Safety</p>
<p>SB626 Nasheed</p>	<p><u>Affirmative consent to sexual activity</u>: Requires higher education institutions to inform students and employees about affirmative consent to sexual activity.</p> <p>Bill History Committee: Senate Education</p>
<p>SB627 Nasheed</p>	<p><u>Suicide awareness/prevention in school</u>: Requires each public institution of higher education to develop and implement a policy to advise students and staff on available suicide prevention programs</p> <p>Bill History Committee: Senate Education</p>
<p>SB638 Riddle</p>	<p><u>MO Civics Education Initiative</u>: Creates the "Missouri Civics Education Initiative" which requires every high school student attending any public, charter or private school to complete and pass a basic civics test similar to the civics portion of the United States Naturalization test in order to receive a high school diploma, certificate of high school graduation or a high school equivalency certificate. In addition, students who earn a passing grade in a course of instruction on the Constitution of the United States and of the State of Missouri and who transfer to another college or university are not required to earn a passing grade in another such course as a condition of graduation.</p> <p>Bill History Committee: Senate Education</p>
<p>SB649 Pearce</p>	<p><u>Higher Ed Academic Scholarship Program</u>: Modifies the Higher Education Academic Scholarship Program by expanding eligibility requirements and by adding the option of receiving forgivable loans.</p> <p>Bill History Committee: Senate Education</p>
<p>SB650 Pearce</p>	<p><u>A+ schools program</u>: Modifies the A+ Schools Program by removing the requirement that the student's attendance of public high school occur in the three years immediately prior to graduation.</p> <p>Bill History Committee: Senate Education</p>

<p>SB712</p> <p>Chappelle-Nadal</p>	<p><u>Access MO Financial Assistance program</u>: Modifies the Access Missouri Financial Assistance Program by adding eligibility requirements, including development of a personal plan of study beginning in the 9th grade and 50 hours of tutoring or mentoring. In addition, students meeting all eligibility requirements may receive awards to cover costs for dual enrollment coursework.</p> <p>Bill History Committee: Senate Education</p>
<p>SB731</p> <p>Munzlinger</p>	<p><u>Removes concealed carry ban in DHE institutions</u>: Removes the current ban on carrying concealed firearms in higher education institutions, but allows institutions to ban concealed firearms under certain conditions.</p> <p>Bill History Committee: Senate Transportation, Infrastructure and Public Safety</p>
<p>SB766</p> <p>Schmitt</p>	<p><u>Auditor to audit UM System</u>: Requires the State Auditor to audit the University of Missouri System at least once annually.</p> <p>Bill History Committee: Senate Governmental Accountability and Fiscal Oversight</p>
<p>SB767</p> <p>Schmitt</p>	<p><u>Post certain course information online</u>: Requires public colleges and universities to post information for each course – including course syllabus, reading list, attendance requirements, extra credit opportunities, and a description of required assignments – on their Internet websites.</p> <p>Bill History Committee: Senate Education</p>
<p>SB777</p> <p>Munzlinger</p>	<p><u>Virtual institutions</u>: Allows students enrolled in approved virtual institutions to participate in the Access Missouri Financial Assistance Program.</p> <p>Bill History Committee: Senate Education</p>
<p>SB835</p> <p>Wasson</p>	<p><u>Nursing education incentive program</u>: Transfers the authority over the Nursing Education incentive Program from the Department of Higher Education to the State Board of Nursing.</p> <p>Bill History Committee: Senate Financial and Governmental Organizations and Elections</p>

<p>SB855 Pearce</p>	<p><u>Wartime Veteran's Survivor Grant</u>: Reauthorizes the existing tuition grant program for surviving spouses and children of war veterans.</p> <p>Bill History Committee: Senate Education</p> 
<p>SB857 Romine</p>	<p><u>Dual credit course fees</u>: Modifies the Access Missouri program to require the Coordinating Board for Higher Education to establish a procedure for the reimbursement of the student's portion of fees for any dual credit courses.</p> <p>Bill History Committee: Senate Education</p> 
<p>SB873 Pearce</p>	<p><u>Modifies the Science, Technology, Engineering and Mathematics Fund</u>: Authorizes a tax liability transfer for an employer that hires a student majoring in the field of science, technology, engineering, or mathematics for an internship. Up to \$5,000 of the employer's state tax liability may be annually removed from the general fund and placed in the Science, Technology, Engineering and Mathematics Fund. The bill also allows an employer with facilities in Missouri that provides educational benefits to a qualified individual or trains a qualified individual for an employment position in the health care, engineering, or information technology field to apply to have up to \$5,000 of the employer's state tax liability removed from the general fund and placed in the Science, Technology, Engineering and Mathematics Fund for up to one year. The Department of Higher Education must establish a procedure for approving applications.</p> <p>Bill History Committee: Senate Education</p> 
<p>SB874 Pearce</p>	<p><u>UM extension councils</u>: Allows the University of Missouri extension councils in counties to obtain financing in their own name so long as it does not constitute a debt to the university and the university is not obligated to repay the financed amount.</p> <p>Bill History Committee: Senate Education</p> 
<p>SB941 Dixon</p>	<p><u>Regulation of proprietary schools</u>: Exempts yoga teacher training courses, programs, or schools from provisions of law regulating proprietary schools.</p> <p>Bill History Committee: Senate Education</p> 

AGENDA ITEM SUMMARY

AGENDA ITEM

2016 Legislative Session
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

The Second Regular Session of the 98th General Assembly is underway, and some higher education-related issues have already emerged. A report detailing higher education-related legislation being tracked by the department, filed as of January 22, 2016, is provided as an attachment. Updated information will be provided in the verbal report that accompanies this item at the February 4, 2016 CBHE meeting. The following is a summary of some of the major areas of legislative interest.

Firearms on Campus

Bills have been introduced in both chambers that would effectively remove the current statutory ban on carrying a concealed firearm on a college campus. HB 1899 (Rep. Taylor) and SB 589 (Sen. Dixon) would remove the ban entirely. HB 1910 (Rep. Kelly) and SB 731 (Sen. Munzlinger) remove the ban but do allow institutions to seek exemptions under certain conditions. Several institutions have responded that the requirements to receive an exemption under these bills (e.g., the permanent placement of security personnel and electronic weapons screening devices at each entrance to any building and a requirement that security personnel screen each person entering the building for weapons) would be cost prohibitive.

Student Financial Aid

Several bills have been filed that would revise existing aid programs or establish new ones. HB 1964 (Rep. Walker) revises the Public Service Officer Survivor Program to include emergency medical technicians, certain staff in the state fire marshal's office, and certain air ambulance personnel.

SB 649 (Sen. Pearce) would revise the student eligibility requirements for the Bright Flight program and add a forgivable loan component to the program. The loan component allows eligible students to receive a loan, with the amount based on the institutional sector in addition to the scholarship amount. The loans are forgiven if the student remains and works in the state of Missouri for a specified period of time.

SB 650 (Sen. Pearce) modifies the A+ Scholarship program by removing the requirement that an eligible student attend a designated A+ high school in the three years immediately prior to graduation. This would permit students involved in yearlong activities, such as study abroad and internships, to maintain their eligibility for the program. HB 1543 (Rep. Brown) would prohibit A+ reimbursement for remedial college courses.

SB 712 (Sen. Chappelle-Nadal) would add several student eligibility requirements to the Access Missouri program. Those requirements include the development of a personal plan of study beginning in the 9th grade and 50 hours of tutoring and mentoring. The bill would also make students meeting these eligibility requirements eligible to receive awards from the program for the cost of dual credit coursework.

SB 777 (Sen. Munzlinger) and HB 1716 (Rep. Lichtenegger) establishes a new category of institutional eligibility for the Access Missouri program for “approved virtual institutions.”

STEM-related Legislation

There is considerable interest in providing incentives for employers to hire individuals that have completed a degree in a STEM area. HB 2124 (Rep. Butler) and SB 873 (Sen. Pearce) would authorize a tax liability transfer for an employer that provides an internship to a student majoring in a STEM field. In addition, a Missouri employer that provides education benefits for employment in health care, engineering or information technology would also be eligible for a tax liability transfer.

Other Higher Education Legislation

HB 1401 (Rep. Conway) would allow community college police officers to establish and enforce regulations to control traffic on campus thoroughfares. HB 1678 (Rep. Solon), HB 2204 (Rep. Newman), and SB 656 (Sen. Nasheed) all deal with reducing the incidence of sexual assault on college campuses. HB 2234 (Rep. Dohrman) requires the Department of Higher Education to develop and maintain a student portal containing information to assist students with information about postsecondary education, including credit transfer.

STATUTORY REFERENCE

Chapter 173, RSMo, Department of Higher Education

RECOMMENDED ACTION

This is an information item only.

ATTACHMENT(S)

Attachment: MDHE Legislative Update – January 22, 2016

AGENDA ITEM SUMMARY

AGENDA ITEM

Budget Update - Governor's Actions and Recommendations
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

The intent of this item is to provide an update on the governor's recommendations relating to the Fiscal Year 2017 Missouri Department of Higher Education budget, including state scholarship programs administered by the department, public institutional operating and capital budgets, and University of Missouri-related budget items.

FY16 Supplemental

Tax Refund Offset – University of Missouri System

The governor's recommendations include a supplemental decision item for the University of Missouri System to cover unpaid debts owed to the institution by state taxpayers. The system surpassed its \$200,000 threshold last year through its UMKC campus. Beginning the current fiscal year, this mechanism for recouping debts is being utilized system-wide. As a result, the department is requesting an increase of \$1.2 million of authority in the Debt Offset Escrow Fund.

Bright Flight Spending Authority Increase

For the 2015-2016 academic year, Bright Flight expenditures are estimated to be almost \$20 million for students qualifying in the top three percent. The combination of the FY 2016 core transfer and the remaining funds carried forward from FY 2015 are sufficient to cover the estimated expenditures only for students qualifying in the top three percent. However, the core spending authority of \$18,676,666 is insufficient. The governor has recommended a \$1.4 million supplemental decision item in order to maintain full funding of \$3,000 for eligible students. Without this authority, awards will have to be reduced to approximately \$2,750 for the spring semester.

FY17 Recommendations

Coordination Administration

The governor's recommendations for FY 17 for the department's internal administration generally maintain FY 16 levels of funding. The governor recommended a two percent pay increase for state employees effective on July 1, 2016. For coordination, pay plan is \$12,856.

Proprietary School Regulation

This core maintains FY 16 funding levels of \$303,936, but redistributes \$20,000 from expense and equipment to personal services to enable full use of the 5.0 FTE allotted. Pay plan is an additional \$4,235, for total funding of \$308,171. Proprietary School Bond remains \$400,000 in authority.

Coordinating Board for Higher Education
February 4, 2016

Midwestern Higher Education Compact

Level funding remains at the FY 16 budget of \$115,000.

Federal and Other Grants

The governor recommended continuation of the \$1,000,000 placeholder enabling the department to pursue federal grants that may come available outside of the budget appropriations process. The additional \$876,000 received in the current budget year will be core cut, as it was ultimately not needed.

The governor also recommended continued funding for the Improving Teacher Quality Grant at department-requested levels. Due to annual reductions in grant awards, the core appropriation is being reduced in FY 2017 by \$533,974. The pay plan for ITQG is \$760. Total recommendations for ITQG funding for FY 2017 is \$1,248,806.

The governor recommended continuing \$97,900 in spending authority for two multistate collaborative efforts: the advanced learning outcomes assessment and the military credit grant. In addition, \$459 is included for pay plan.

Another \$10,000 was also recommended by the governor to increase the military credit grant authority due to the timing of receiving the grant funds. This will allow for the first year grant funds received early in FY16 and second year grant funds to be fully spent.

The department had requested \$1,000,000 for pursuing foundation resources and private donations to support new programs. The governor's recommendation is for \$1E (or estimated appropriation).

Thus, total funding in the governor's budget for other grants and donations is \$108,359.

Student Financial Assistance Programs

Administration of State Grant and Scholarship Programs

The department anticipates distributing more than \$122,000,000 in state grants and scholarships during the current year. For FY 2017, the governor has recommended continued funding at FY 16 levels for 2.85 FTE with an additional \$2,342 for pay plan, bringing the recommended budget to \$149,604.

A+

The governor has recommended a total of \$37,613,326 for the A+ Schools Program, which represents a \$2.5 million increase over FY16.

Bright Flight

As mentioned previously, the governor has recommended a supplemental FY16 spending authority decision item of \$1.4 million for the Academic Scholarship Program known as Bright Flight. In addition, he has recommended a \$500,000 increase in funding for FY17, and an increase in spending authority as well, to accommodate continuation of the supplemental funding and the transfer increase, and allow some room for redistribution of any returned

scholarship funds. The total transfer for Bright Flight with the additional \$500,000 brings total funding to \$18,176,666.

Access Missouri

The governor has recommended \$4 million in new funding for the Access Missouri needs-based scholarship program: \$2 million general revenue and \$2 million from MOHELA initiates a three year effort to move the program to full funding. The intent is to begin to restore the program's ability to provide funds to Missouri's neediest students sufficient to increase award levels from 65 percent to 75 percent in FY 2017. Total funding would be increased to \$63,682,307.

Other MDHE Student Financial Aid Programs

The governor recommended continued level funding of \$1,111,589 for the following programs:

- Advanced Placement Incentive Grant Program \$100,000
- Kids' Chance Scholarship Program \$15,000
- Public Service Officer's Survivor Grant Program \$140,000
- Wartime Veteran's Survivor Grant Program \$241,250
- Minority Teaching Scholarship Program \$169,000
- Minority and Underrepresented Environmental Literacy Program \$32,964
- Marguerite Ross Barnett Scholarship Program \$413,375*

*The Vietnam Veterans Survivor Grant Program sunset on December 31, 2015, and \$50,000 for that program has been reallocated to the core transfer of the Marguerite Ross Barnett Scholarship Program.

Missouri Student Loan Program and Administration

The governor recommends continued funding at FY16 levels to operate the Missouri Student Loan Program and its administration component, with \$45,446 in additional pay plan funding:

- Loan Program Administration \$10,533,446
- Federal Loan Compliance \$8,500,000
- Collection Payments Transfer \$15,000,000
- Federal Student Loan Reserve \$170,000,000
- Tax Refund Offset \$750,000
- Transfer to Federal Student Loan Reserve \$1,000,000

Higher Education Initiatives

Performance and Equity Funding

The governor recommended \$55,789,147 in new performance funding and equity based on the resource allocation model established in SB 492: 90 percent distributed based on achievement of the five performance measures and 10 percent distributed based on the equity formulas provided by MCCA and COPHE, with State Technical College receiving 90/10 as they are a sector of one.

MSU-UMKC Pharmacy/Doctorate Program

The governor recommended \$2 million of continued funding for the Pharmacy Doctorate program at Missouri State University that is operated in collaboration with the University of Missouri – Kansas City School of Pharmacy.

University of Missouri - MU Medical School Partnerships

The governor recommendations include \$10 million in continued core funding for a cooperative medical program between the University of Missouri-Columbia and Springfield hospitals.

Missouri State University - Occupational Therapy Program

The governor recommends continued core funding of \$1.325 million for the Occupational Therapy program at the Springfield and West Plains campuses.

New initiatives recommended by the governor include the following:

- Board of Nursing funded competitive grants which allow post-secondary institutions to enhance and expand nursing education programs: \$2,000,000
- A satellite dental program at Missouri Southern State University which is operated in collaboration with the University of Missouri-Kansas City School of Dentistry: \$3,000,000
- Autism services and related training through an autism clinic at Truman State University: \$1,000,000.

The governor made the following FY 17 recommendations for items listed as University of Missouri-related:

- University of Missouri – Kansas City Neighborhoods Initiative – not funded
- University of Missouri – St. Louis International Collaboration – continued funding of \$300,000
- Missouri Telehealth Network – continued funding of \$1,937,640
- Missouri Kidney Program – continued funding of \$1,750,000
- State Historical Society – \$250,000 increase in funding, for total of \$2,460,855
- Spinal Cord Injury Research – continued funding of \$1,500,000
- State Seminary Investments – continued funding of \$3,000,000, and
- State Seminary Income on Investments – continued funding of \$275,000

College and University Operating Budgets

The governor's recommendations include funding equivalent to FY16 for college and university operating budgets, with the following exceptions:

Performance and Equity Funding

The \$12,000,000 received by Missouri's public colleges and institutions in new performance funding and equity dollars in FY16 has been rolled into their core budgets for FY17.

A table of FY 17 funding for institutions based on the governor's recommendations follows this board item as an attachment.

Capital Improvements

The capital budget is a two-year budget, and this is the off-year.

STATUTORY REFERENCE

Sections 173.005(2), 173.030(7) RSMo

RECOMMENDED ACTION

This is an information item only.

ATTACHMENT(S)

Attachment: Institutional Funding Distribution FY17 - Governor's Recommendations

Total Higher Education Institutions' FY 17 Funding - Governor's Recommendations

Institution	FY 17 Core Funding	Performance Funding	Equity Funding	FY 17 Total Funding	Change in Funding	% Change
Crowder College	5,328,413	376,854	39,201	5,744,468	416,055	7.81%
East Central College	5,600,984	316,906	33,348	5,951,238	350,254	6.25%
Jefferson College	8,185,955	347,373	48,383	8,581,711	395,756	4.83%
Metropolitan Community College	33,928,842	1,439,780	182,624	35,551,246	1,622,404	4.78%
Mineral Area College	5,621,183	238,537	36,293	5,896,013	274,830	4.89%
Moberly Area Community College	5,972,439	337,923	42,716	6,353,078	380,639	6.37%
North Central Missouri College	2,717,562	192,201	16,048	2,925,811	208,249	7.66%
Ozarks Technical Community College	12,806,395	905,738	103,300	13,815,433	1,009,038	7.88%
St. Charles Community College	8,854,417	500,986	59,250	9,414,653	560,236	6.33%
St. Louis Community College	47,243,876	2,673,076	246,784	50,163,736	2,919,860	6.18%
State Fair Community College	6,033,944	341,403	40,517	6,415,864	381,920	6.33%
Three Rivers Community College	5,076,932	287,254	35,762	5,399,948	323,016	6.36%
Community College Subtotal	147,370,942	7,958,031	884,226	156,213,199	8,842,257	6.00%
State Technical College of Missouri	5,483,992	302,264	26,776	5,813,032	329,040	6.00%
University of Central Missouri	57,399,456	3,163,714		60,563,170	3,163,714	5.51%
Southeast Missouri State University	47,307,674	2,607,480	521,775	50,436,929	3,129,255	6.61%
Missouri State University	80,684,077	4,447,103	1,235,258	86,366,438	5,682,361	7.04%
Missouri State University - West Plains	5,817,867	256,533		6,074,400	256,533	4.41%
Lincoln University	18,900,792	1,041,764		19,942,556	1,041,764	5.51%
Truman State University	43,110,124	2,376,122		45,486,246	2,376,122	5.51%
Northwest Missouri State University	32,223,806	1,420,876		33,644,682	1,420,876	4.41%
Missouri Southern State University	24,415,963	1,345,746		25,761,709	1,345,746	5.51%
Missouri Western State University	22,523,461	1,241,437	18,265	23,783,163	1,259,702	5.59%
Harris-Stowe State University	10,319,388	113,756		10,433,144	113,756	1.10%
University of Missouri	434,261,572	23,935,406	2,892,615	461,089,593	26,828,021	6.18%
Four-Year Institution Subtotal	782,448,172	42,252,201	4,694,689	829,395,062	46,946,890	6.00%
Two- and Four-Year Institutions Total	929,819,114	50,210,232	5,578,915	985,608,261	55,789,147	6.00%

AGENDA ITEM SUMMARY

AGENDA ITEM

Revision of the A+ Scholarship Administrative Rule
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

Background

Two events occurred in 2015 that led to the Missouri Department of Higher Education's review of the A+ Scholarship administrative rule, 6 CSR 10-2.190. First, the General Assembly passed Senate Bill 224 that limited A+ Scholarship eligibility to students who are U.S. citizens or permanent residents. Although Governor Nixon vetoed this bill, the General Assembly overrode that veto and this provision became effective October 16, 2015. Implementation of this provision created a discrepancy between state statute and the A+ Scholarship Program administrative rule. Second, the department was informed that, to comply with Section 536.175, RSMo, it must conduct a comprehensive review of its administrative rules, including the A+ Scholarship rule, by June 30, 2016. As a result of the rule review prompted by these events, MDHE is seeking CBHE approval to move forward with amendments to the A+ Scholarship administrative rule.

Proposed Changes

The proposed amendments can be classified into four categories.

1. Alignment of the U.S. citizenship requirement with the A+ statute. [Paragraphs (3)(A)2 and (1)(I)3]
2. Permanent establishment of the temporary cost saving measures implemented for the 2015-2016 academic year. The measures include the requirement that all students complete a minimum of 12 credit hours each term (6 in summer) as well as the requirement that initial students achieve a minimum 2.0 cumulative grade point average by the end of the fall term. [Paragraphs (3)(A)12-13 and (3)(B)2-3]

This category also includes:

- The policy for re-establishing eligibility if the completion requirement is not met. [Subsection (4)Q]
- Amendment to the policy regarding reimbursement of withdrawn coursework. The amendment to that policy is included to ensure students who become eligible in a subsequent term are not penalized twice for dropped coursework. [Paragraph (4)(F)2-4]

3. Removal of references to the COMPASS exam, which will be phased out in November 2016. The COMPASS exam currently serves as an alternative to the Algebra I end-of-course exam requirement. The proposed amendments in this category would provide the department with the flexibility needed to establish appropriate alternatives in consultation with A+ stakeholders without reference to specific exams or other materials that may become obsolete or change over time. This would allow for implementation of the recommended alternative outlined in Tab E of this board book. [Subparagraph (3)(A)7.A-B and subsection (4)(G)]

4. Miscellaneous amendments, including clarification of the definition of full-time student, the addition of the term “positive net disbursement,” and clarification of the timeframes in which high school students establish eligibility:

- The proposed amendment to the definition of full-time student clarifies that if the institution has a higher threshold for full-time enrollment than that established in the rule, the student must meet the institution’s threshold. [Subsection (1)(H)]
- The addition of the definition of “positive net disbursement” in subsection (1)(N) provides clarification for new paragraphs (3)(A)13 and (3)(B)3.
- The amendments to the high school eligibility criteria are included to bring uniformity to the criteria, as well as provide an extension for the tutoring/mentoring criterion in exceptional circumstances. [Paragraphs (3)(A)6 and (3)(A)8]

Public Comment

MDHE submitted these proposed changes to the A+ community for comment in December. The department received comment from one individual. That individual expressed concern with the addition of the exception outlined in subparagraph (3)(A)6.A, which would allow a student to complete the tutoring/mentoring requirement within a limited period after high school graduation in the event of circumstances beyond the student’s control. The commenter indicated this exception may result in a larger number of students than expected seeking an exceptional circumstances determination, creating an administrative burden for high schools. The MDHE staff believes the benefits of this provision to students outweigh concerns about abuse by school districts.

Conclusion

The A+ Scholarship program, like all student aid programs, is dynamic in nature and requires periodic updating to ensure it remains current in its operation and that requirements for participation and operation are relevant. The changes proposed in this item are based on both MDHE experience with the program and advice from individuals working with the program on a daily basis in the schools and colleges and are designed to strengthen and improve the operation of the program.

STATUTORY REFERENCE

Section 160.545, RSMo, A+ Scholarship

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 becomes effective as an administrative rule as soon as possible.

ATTACHMENT(S)

Attachment: Proposed A+ Administrative Rule Revisions

6 CSR 10-2.190 A+ Scholarship Program

PURPOSE: This rule sets forth the policies of the Coordinating Board for Higher Education regarding institutional and student eligibility for student financial assistance under the A+ Scholarship program.

(1) Definitions.

(A) Academic year shall be twenty-four (24) semester or trimester credit hours, thirty-six (36) quarter credit hours, or nine hundred (900) clock hours, and at least thirty (30) weeks of instructional time for a credit hour program or at least twenty-six (26) weeks of instructional time for a clock hour program.

(B) A+ Scholarship shall mean the tuition reimbursement program set forth in subsections 7. through 9. of section 160.545, RSMo.

(C) A+ tuition reimbursement shall mean an amount of money paid by the state of Missouri to a qualified student under the A+ Scholarship for costs related to tuition, general fees, and up to fifty percent (50%) of book costs, subject to state appropriations, after federal sources of funding have been applied.

(D) Award year shall be from July 1 of any year through June 30 of the following year.

(E) CBHE shall mean the Coordinating Board for Higher Education created by section 173.005.2, RSMo.

(F) Department shall mean the Department of Higher Education created by section 173.005.1, RSMo.

(G) Federal sources of funding shall mean grant funds made available directly to students by the federal government and shall not include any funds that must be repaid or work-study funds.

(H) Full-time student shall mean a student who, regardless of the course delivery method, is enrolled in at least twelve (12) semester hours, eight (8) quarter hours, twenty-four (24) clock hours per week, or the equivalent in another measurement system for the fall and spring terms or at least six (6) semester hours, twenty-four (24) clock hours per week, or the equivalent in another measurement system for the summer term. ~~A student may not be enrolled in less than the respective number sufficient to secure the certificate or degree toward which the student is working in no more than the number of semesters or their equivalent normally required by the institution for the program in which the student is enrolled. If the institution in which the student is enrolled defines full-time as greater than any of these hourly thresholds for the program in which the student is enrolled, the institutional definition of full-time supercedes this definition.~~ Provided, however, that an otherwise eligible student having a disability as defined by Title II of the Americans with Disabilities Act (42 U.S.C. 12101–12213) who, because of his or her disability, is unable to satisfy the statutory minimum requirements for full-time status under federal student financial aid programs included in Title IV of the Higher Education Act of 1965 shall be considered to be ~~making satisfactory academic progress~~ enrolled full-time while carrying a minimum of six (6) credit hours or their equivalent at the approved institution.

(I) Good-faith effort to secure all federal sources of funding that could be applied to tuition reimbursement shall mean, by the deadline established by the department, being eligible to receive federal Title IV student financial aid and having completed the federal need-based aid application form as prescribed by the United States Department of Education (USDE), commonly known as the Free Application for Federal Student Aid (FAFSA), except—

1. For students whose parents refuse to provide financial information, the application form must, at a minimum, include the dependent student's financial information; or

2. For students attending institutions that do not participate in the federal Title IV student financial aid programs and are therefore ineligible for federal Title IV student financial aid, completion of the predictor tool for federal Title IV student financial aid eligibility approved by the USDE, commonly known as the FAFSA4caster, is acceptable; or

~~3. For students who meet the requirements under section 2 of 173.1110, RSMo but are ineligible for federal Title IV student financial aid, completion of the predictor tool for federal Title IV student financial aid eligibility approved by the USDE, commonly known as the FAFSA4caster, is acceptable~~
For students in other circumstances the department may determine completion of the predictor tool for federal Title IV student financial aid eligibility approved by the USDE, commonly known as the FAFSA4caster, is acceptable.

(J) His, him, or he shall apply equally to the female as well as the male sex where applicable in this rule.

(K) Initial recipient shall mean a student who qualifies under subsection 7 of section 160.545, RSMo, and this rule, and who has made a good faith effort to secure all federal sources of funding that could be applied to tuition reimbursement, and has not received A+ tuition reimbursement in any prior award year.

(L) Participating institution shall mean a Missouri public community college, a public vocational or technical school, or a two- (2-) year private vocational or technical school meeting the requirements set forth in subsection 9. of section 160.545, RSMo, that has entered into a participation agreement for the A+ Scholarship program with the department.

(M) Partnership shall mean a written agreement between two (2) or more institutions, at least one (1) of which must be an A+ participating institution, providing for the processing and delivery of A+ tuition reimbursement.

(N) Positive net disbursement shall mean the sum of all disbursements for a term less the sum of all funds returned for that term resulting in a difference that is greater than zero.

~~(NO)~~ Renewal recipient shall mean a student who received A+ tuition reimbursement, or whose A+ award was reduced to zero upon application of federal sources of funding, in a prior award year, qualifies under subsection 7. of section 160.545, RSMo, and who has made a good faith effort to secure all federal sources of funding that could be applied to tuition reimbursement.

~~(OP)~~ Repeat coursework shall be any coursework for which the student has been assigned a grade under the institution's standard grading policy, excluding coursework for which the student was placed in an incomplete or withdrawn status, in a previous term.

~~(PQ)~~ Tuition and fees shall mean any charges to students classified as tuition and any institutional fees charged to all students, excluding program-specific fees.

~~(QR)~~ USDE shall mean the United States Department of Education.

(2) Responsibilities of Participating Institutions.

(A) Only institutions who have entered into a participation agreement with the department may receive reimbursement under the A+ Scholarship program.

(B) Participating institutions shall meet the following requirements:

1. Before requesting reimbursement for an initial recipient, verify the following:

A. The student has met the eligibility requirements listed in section (3) of this rule through collection of a high school transcript bearing the official A+ seal;

B. The student has met the institution's definition of satisfactory academic progress, including any grade point average (GPA) requirement included as part of that definition;

C. The student is enrolled as a full-time student, except as provided in subsection (1)(H) of this rule; and

D. The student has made a good-faith effort to secure all federal sources of funding that could be applied to tuition reimbursement, except as provided in subsection (1)(I) of this rule;

2. Before requesting reimbursement for a renewal recipient, verify the following:

A. The student is enrolled as a full-time student, except as provided in subsection (1)(H) of this rule;

B. The student has met the cumulative grade point average (CGPA) and satisfactory academic progress requirements referenced in paragraph (3)(B)2. of this rule; and

C. The student has made a good-faith effort to secure all federal sources of funding that could be applied to tuition, except as provided in subsection (1)(I) of this rule;

3. Comply with the institutional responsibilities required in section 6 CSR 10-2.140(5), with the exception of paragraph 6 CSR 10-2.140(5)(A)5.; and

4. Verify federal sources of funding are applied correctly to tuition, general fees, and up to fifty percent (50%) of book costs as specified in subsection (4)(N) of this rule.

(C) Partnerships must comply with the following:

1. Reimbursement will only be made to A+ participating institutions;

2. Reimbursement will only be made for coursework actually delivered by a participating institution;

3. Reimbursement may be requested by only one (1) participating institution as specified in the agreement and must be at a tuition rate consistent with the rate charged to other students enrolled in the course;

4. When a partnership includes only one (1) A+ participating institution, the student must be considered to be enrolled full time at the participating institution;

5. When two (2) or more A+ participating institutions are involved in a partnership, students must be enrolled in sufficient hours at a combination of the participating institutions to be considered to be enrolled full time as defined in this rule; and

6. Institutions entering into partnerships must provide to the department any requested documentation pertaining to the processing and delivery of A+ tuition reimbursements.

(3) Eligibility Policy.

(A) To qualify for A+ tuition reimbursement, an initial recipient must meet the following criteria:

1. Meet the requirements set forth in subsection 7 of section 160.545, RSMo;

2. Be a U.S. citizen, ~~or permanent resident, or otherwise lawfully present in the United States, in accordance with section 208.009, RSMo;~~

3. Enter into a written agreement with the A+ designated high school prior to high school graduation;

4. Graduate from an A+ designated high school with an overall grade point average of at least two and one-half (2.5) on a four-point (4.0) scale, or the equivalent on another scale;

5. Have at least a ninety-five percent (95%) attendance record overall for grades nine through twelve (9–12);

6. Have performed fifty (50) hours of unpaid tutoring or mentoring, of which up to twenty-five percent (25%) may include job shadowing, prior to high school graduation, except:

A. When there are circumstances beyond a student's control, the high school may extend the time period for completing this requirement on a case-by-case basis, not to exceed six months beyond high school graduation;

7. Beginning with the high school senior class of 2015, meet one (1) of the following [indicators of college preparedness](#), unless the A+ school district has met all of the Department of Elementary and Secondary Education's requirements for waiver of the Algebra I end-of-course exam for the recipient:

A. Have achieved a score of proficient or advanced on the official Algebra I end-of-course exam, or a higher level DESE approved end-of-course exam in the field of mathematics; or

~~B. Have achieved a qualifying score, as established annually by the CBHE, on the COMPASS exam published by ACT, Inc. or the mathematics component of the ACT test as a high school or postsecondary student. Institutions must collect official documentation of the qualifying score from ACT, Inc. from postsecondary students.~~ [Meet other criteria established by the CBHE. The CBHE will develop these criteria in consultation with participating A+ institutions and designated A+ high schools, and may revise these criteria annually;](#)

8. Have maintained a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol [while in grades nine through twelve \(9-12\)](#);

9. Be admitted as a regular student and enroll in and attend on a full-time basis a participating institution, except that students in the following circumstances may be enrolled less than full time:

A. The student is enrolled in all of the available hours applicable to his program of study in a given term;

B. The student is participating in a required internship; or

C. The student is enrolled in prerequisite courses that do not require full-time enrollment;

10. Not be enrolled or intend to use the award to enroll in a course of study leading to a degree in theology or divinity;

11. Not have a criminal record preventing receipt of federal Title IV student financial aid; and

12. Meet the institution's definition of satisfactory academic progress [as determined by the participating institution's policies as applied to other students at the participating institution receiving assistance under federal Title IV student financial aid programs, including any GPA requirement included as part of that definition](#) with the exception of cumulative grade point average (CGPA). The student must achieve a minimum CGPA of two (2.0) on a four-point (4.0) scale, or the equivalent on another scale, at the end of the fall semester for semester-based programs, or at the end of the initial payment period for non-semester based programs. The calculation of CGPA shall be based on the participating institution's policies as applied to other students in similar circumstances.

[13. For students that receive a positive net disbursement in a given term, maintain eligibility by meeting the following course completion standards. A course is considered complete if the student earns a standard grade for the course, including a failing grade but excluding a grade at withdrawal prior to completion.](#)

[A. Complete a minimum of twelve \(12\) semester credit hours in the fall or spring semester, six \(6\) credit hours in the summer term, or the equivalent, for students enrolled full-time in a credit hour program. Students unable to satisfy the statutory minimum requirements for full-time status under the federal Title IV student financial aid programs as a result of a disability as defined by Title II of the Americans with Disabilities Act must complete a minimum of six \(6\) credit hours, or the equivalent, in any term;](#)

[B. Complete a minimum of ninety \(90\) percent of the clock hours required for the federal payment period, for students enrolled full-time in a clock hour program; or](#)

C. Complete all of the hours in which the student is enrolled in a given term, for students enrolled less-than full-time in accordance with subparagraphs (3)(A)9.A-C of this rule.

(B) To qualify for tuition reimbursement under the A+ Scholarship program, a renewal recipient must meet the following criteria:

1. Be admitted as a regular student and enroll in and attend on a full-time basis a participating institution, except that students in the following circumstances may be enrolled less than full time:

A. The student is enrolled in all of the available hours applicable to his program of study in a given term;

B. The student is participating in a required internship; or

C. The student is enrolled in prerequisite courses that do not require full-time enrollment;

2. ~~Maintain a cumulative grade point average (CGPA) of at least two and one-half (2.5) on a four-point (4.0) scale, or the equivalent on another scale, and, with the exception of grade point average, maintain satisfactory academic progress as determined by the participating institution's policies as applied to other students at the participating institution receiving assistance under federal Title IV student financial aid programs.~~ Meet the institution's definition of satisfactory academic progress as determined by the participating institution's policies as applied to other students at the participating institution receiving assistance under federal Title IV student financial aid programs, with the exception of cumulative grade point average (CGPA). The student must achieve a minimum CGPA of two and one-half (2.5) on a four-point (4.0) scale, or the equivalent on another scale. The calculation of CGPA shall be based on the participating institution's policies as applied to other students in similar circumstances; ~~and~~

3. For students that receive a positive net disbursement in a given term, maintain eligibility by meeting the following course completion standards. A course is considered complete if the student earns a standard grade for the course, including a failing grade but excluding a grade at withdrawal prior to completion.

A. Complete a minimum of twelve (12) semester credit hours in the fall or spring semester, six (6) credit hours in the summer term, or the equivalent, for students enrolled full-time in a credit hour program. Students unable to satisfy the statutory minimum requirements for full-time status under the federal Title IV student financial aid programs as a result of a disability as defined by Title II of the Americans with Disabilities Act must complete a minimum of six (6) credit hours, or the equivalent, in any term;

B. Complete a minimum of ninety (90) percent of the clock hours required for the federal payment period, for students enrolled full-time in a clock hour program; or

C. Complete all of the hours in which the student is enrolled in a given term, for students enrolled less-than full-time in accordance with subparagraphs (3)(A)9.A-C of this rule; and

~~34.~~ Make a good-faith effort to secure all federal sources of funding that could be applied to tuition before the award is disbursed but no later than the deadline established by the CBHE.

(C) The department will review written appeals of its eligibility policy in the following circumstances:

1. The student failed to make a good-faith effort to secure all federal sources of funding that could be applied to tuition; or

2. The student failed to meet the grade point average requirement as a result of a documented medical reason.

(4) Award Policy.

(A) A+ tuition reimbursement for institutions with credit-hour programs shall occur each semester within one (1) award year.

(B) A+ tuition reimbursement for institutions with clock-hour programs shall be made in installments determined by the department annually.

(C) Student eligibility for the A+ Scholarship expires at the earliest of the following, except a student who is eligible at the beginning of a term may receive A+ tuition reimbursement for the full term in which the expiration criterion is met:

1. Forty-eight (48) months after high school graduation as documented on the high school transcript;

2. Receipt of an associate's degree; or

3. Completion of one hundred five percent (105%) of the hours required for the program in which the student is currently enrolled.

A. For a student seeking a first certificate or degree, calculation of the one hundred five percent (105%) shall include:

(I) All known hours completed at any participating A+ institution, including those earned as part of coursework designated as remedial or developmental; and

(II) All hours accepted in transfer by an A+ participating institution from an institution that is ineligible for A+ participation.

B. For a student seeking a first certificate or degree, calculation of the one hundred five percent (105%) shall not include:

(I) Postsecondary hours earned for work performed before high school graduation. Such hours shall include, but not be limited to, those earned through dual credit, dual enrollment, technical education articulation, Advanced Placement, or international baccalaureate programs; and

(II) Hours earned at a postsecondary institution that is ineligible for A+ participation that are not accepted in transfer by an A+ participating institution.

C. For a student who has received a postsecondary certificate and enrolls in a program leading to a related, higher-level certificate or degree, calculation of the one hundred five percent (105%) shall include:

(I) All hours that are applied toward the related, higher-level program; and

(II) All known hours completed after receipt of the most recent certificate at any participating A+ institution, including those earned as part of coursework designated as remedial or developmental; and

(III) All hours completed after receipt of the most recent credential that are accepted in transfer from an institution that is ineligible for A+ participation.

D. For a student who has received a postsecondary certificate and enrolls in a program leading to a related, higher-level certificate or degree, calculation of the one hundred five percent (105%) shall not include:

(I) Postsecondary hours earned for work performed before high school graduation. Such hours shall include, but not be limited to, those earned through dual credit, dual enrollment, technical education articulation, Advanced Placement, or international baccalaureate programs; and

(II) All hours that are not applied toward the related, higher-level program; and

(III) All hours completed at an institution that is ineligible for A+ participation after receipt of the most recent certificate that are not accepted in transfer by an A+ participating institution.

(D) If an initial recipient is unable to enroll or a renewal recipient ceases attendance for the purpose of providing active duty service in any branch of the armed forces of the United States, the eligibility of the student under paragraph (4)(C)1. of this rule that remains will be deferred for the period of the service as documented on the student's DD214 form. The student must return to full-time status, or qualify for an exception to the full-time status requirement, within twelve (12) months of the end of military service and provide verification to the department that the military service was satisfactorily completed to retain eligibility. Calculation of the twelve (12) months will begin on the first of the month following the student's discharge from service. The recipient's eligibility under paragraph (4)(C)1. of this rule that remains will be calculated from the first day of the month following the student's return to full-time status or other qualifying enrollment.

(E) For a student concurrently seeking more than one (1) certificate or degree, reimbursement will be made to, and the calculation of the one hundred five percent (105%) eligibility limit will be made by, the institution providing the highest outcome, unless the student provides written notification specifying otherwise to all institutions in which he is enrolled.

(F) Reimbursement will be as specified for the following categories of coursework:

1. Completed coursework for which a grade is assigned under the institution's standard grading policy, including remedial coursework and coursework assigned a grade of Incomplete, and that is required by the institution for the completion of a certificate or degree will be reimbursed;

2. Coursework from which the student officially or unofficially withdrew will be reimbursed, provided the withdrawal results in failure to meet the requirements defined in subparagraph (3)(A)13 or (3)(B)3 of this rule,

23. Coursework for which a standard grade was not assigned, including, but not limited to, the following is not eligible for reimbursement:

A. ~~coursework~~ Coursework from which the student officially or unofficially withdrew, provided the student continues to meet the requirements defined in subparagraph (3)(A)13 or (3)(B)3 of this rule; -or

B. Coursework from which the student was terminated, ~~is not eligible for reimbursement.~~

4. Institutions can use any of the following options to adjust a student's award amount to ~~meet this requirement~~ exclude coursework that is not eligible for reimbursement:

A. Deduct the amount reimbursed for such coursework from subsequent reimbursement requests;

B. Omit such coursework from the current reimbursement request; or

C. Return the amount reimbursed for such coursework in accordance with subsection 6 CSR 10-2.140(5)(C);

35. Repeat coursework will not be reimbursed; and

46. Coursework that is part of a higher level certificate or a degree that is taken after receipt of a certificate will be reimbursed provided that the certificate or degree is in a field related to the original certificate received.

(G) For a student that fully establishes eligibility by ~~achieving a qualifying score on the COMPASS exam published by ACT, Inc. or the mathematics component of the ACT test as a postsecondary student meeting the criteria established for that student's graduating high school class in accordance with subparagraph (3)(A)7.B of this rule~~, reimbursement may be made for the term in which the student ~~achieves the qualifying score~~meets the criteria provided the student has established such eligibility prior to the institution's submission of the reimbursement request to the department.

(H) The amount of the A+ tuition reimbursement must be calculated based on the remaining costs of actual tuition and fees after any federal sources of funding have been applied and any deductions have been made for reimbursement of coursework for which a standard grade was not assigned, including coursework from which the student officially or unofficially withdrew or was terminated.

(I) The amount of an A+ tuition reimbursement must be reduced by the amount of any federal sources of funding received by or on behalf of an initial or renewal recipient and, when applicable, any adjustments required in paragraph (4)(F)2. of this rule.

(J) The amount of the A+ tuition reimbursement is subject to legislative appropriation.

(K) If the appropriated funds exceed the amount necessary to fund tuition and fees, up to fifty percent (50%) of book costs may be reimbursed.

(L) If insufficient funds are available to pay all eligible students the full amount of tuition and fees calculated in subsection (4)(H) of this rule, the department may take any of the following measures to address the shortfall in order to ensure the A+ tuition reimbursement does not exceed the appropriation:

1. Reduce the number of hours eligible for reimbursement; or

2. If projections indicate that the measure cited above is inadequate to address the funding shortfall, the department shall, as soon as may practicably be accomplished, make available for public comment a plan containing at least two (2) options to ensure that total A+ tuition reimbursements do not exceed the appropriation. Such plan shall be distributed to all participating institutions and the department shall accept public comments on the plan for no less than thirty (30) days before publication in a CBHE board book. No plan for accommodating the additional shortfall shall be approved before it has been on the agenda of a regularly scheduled CBHE meeting and an opportunity for public comment at the CBHE meeting has been provided.

(M) The hourly tuition rate used to calculate the A+ tuition reimbursement shall not exceed the published standard per credit hour tuition rate charged by Linn State Technical College.

1. Institutions with high need programs that have tuition charges above this limit may apply to the department for a waiver of this requirement on a program-by-program basis.

2. The federal credit hour to clock hour conversion calculation will be applied to institutions with clock hour programs.

(N) Financial aid must be applied to tuition and general fees in the following order:

1. First, all available federal sources of funding; and

2. Second, A+ tuition reimbursement.

(O) Award amounts may be increased or decreased at the department's discretion based on availability of funds for distribution during the award year.

(P) A student who has been denied A+ tuition reimbursement for lack of satisfactory academic progress may not receive another A+ tuition reimbursement until the enrollment period after the applicable standard has once again been met.

(Q) A student who has been denied A+ tuition reimbursement for failing to meet the requirements defined in paragraphs (3)(A)13 or (3)(B)3 of this rule may not receive another A+ tuition reimbursement until the enrollment period after the student successfully completes the remaining number of credit or clock hours required for the term in which the student lost eligibility.

(QR) No A+ tuition reimbursement will be made retroactive to a previous award year. An A+ tuition reimbursement will be made retroactive to a previous semester or payment period only upon the sole discretion of the department.

(RS) A+ tuition reimbursement will be made only after institutional certification of the student's eligibility and the amount of the A+ tuition reimbursement.

(ST) An eligible student's failure to provide required information by the established deadlines may result in loss of the A+ Scholarship for the period covered by the deadline.

(TU) The CBHE has the discretion to withhold payments of any A+ tuition reimbursements after initiating an inquiry into the eligibility or continued eligibility of a student or into the participation status of an institution.

(UV) An eligible student may transfer the A+ Scholarship from one (1) participating institution to another without losing eligibility for assistance, but the department shall make any necessary adjustments in the amount of the award.

(5) Information Sharing Policy. All information on an individual's A+ Scholarship application will be shared with the financial aid office of the institution to which the individual has applied, or is attending, to permit verification of data submitted. Information may be shared with federal financial aid offices, if necessary, to verify data furnished by state or federal governments as provided for in the Privacy Act of 1974, 5 U.S.C. sections 552, 552a.

AUTHORITY: section 160.545, RSMo Supp. 2014 and Executive Order 10-16, dated January 29, 2010. Original rule filed Feb. 17, 2011, effective Oct. 30, 2011. Amended: Filed Dec. 13, 2012, effective June 30, 2013. Amended: Filed Sept. 15, 2014, effective March 30, 2015.*

**Original authority: 160.545, RSMo 1993, amended 2002, 2008, 2009, 2010.*

AGENDA ITEM SUMMARY

AGENDA ITEM

A+ Scholarship End of Course Exam Alternative
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

Background

The A+ Scholarship administrative rule, 6 CSR 10-2.190, provides that students who do not score proficient or advanced on the Algebra I, or a higher level math, end-of-course exam must achieve a qualifying score on the ACT COMPASS exam or the mathematics sub-test of the ACT exam to be considered A+ eligible. The Coordinating Board for Higher Education is responsible for establishing the qualifying ACT and COMPASS exam scores. At its February 6, 2014, meeting, the board approved the following scores:

Exam	Minimum Score
ACT Mathematics Sub-score	17
COMPASS Pre-Algebra Section	43
COMPASS-Algebra Section	1

Those scores were used to determine eligibility for high school students graduating in 2015 and 2016. In June 2015 ACT announced the COMPASS exam would be phased out by November 2016, impacting the eligibility alternatives available to the 2017 high school seniors not meeting the Algebra I EOC requirement.

Proposed Changes

In response to ACT's announcement, the Missouri Department of Higher Education convened a workgroup of A+ coordinators from high schools and community colleges throughout the state to re-evaluate the Algebra I EOC alternatives for the 2017 seniors. This workgroup recommended a two-pronged approach to address the fact that the COMPASS exam may be available to some but not all of the 2017 high school seniors.

The first recommendation from the workgroup was to maintain the scores listed above as approved at the February 6, 2014, CBHE meeting. This would accommodate the 2017 seniors who have already taken the COMPASS exam or will have the opportunity to take the exam before November 2016. It also is likely to lessen any confusion and frustration for students and parents that may result from a score change in the final year the exam will be available.

The second recommendation was to establish the following sliding scale for the high school minimum grade point average and the mathematics sub-score on the ACT. This recommendation reflects placement practices already in use by some postsecondary institutions, and also recognizes student success may be predicted by more than a single test score.

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ACT Mathematics Sub-score		High School GPA
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater

The workgroup further recommended MDHE discontinue use of the COMPASS exam as an alternative to the Algebra I EOC requirement beginning with the high school class of 2018.

Comments

MDHE submitted these recommendations to the A+ community for feedback in December. The comments received indicated general support for renewal of the current ACT and COMPASS scores for the 2017 seniors. However, one commenter strongly disagreed with the score of 1 for the COMPASS Algebra exam. That commenter indicated the score of 1 is invalid since in practice 15 is the lowest Algebra score a student can achieve as a result of the exam's design. The score of 1 was established prior to the department's knowledge this was the case. The establishment of the score was based on documentation from ACT indicating a score range of 0-45 for the Algebra section of the COMPASS exam, as well as information from a developmental education placement survey of community colleges conducted by the department. MDHE was preparing to re-evaluate that score when ACT announced the phase out of the COMPASS exam.

The comments also indicated general support for the ACT mathematics sub-score and high school GPA sliding scale. However, one commenter suggested no changes to the alternatives available to the 2017 high school seniors and implementation of the sliding scale beginning with the class of 2018. The department believes establishing another alternative for the 2017 seniors is imperative since the COMPASS exam will not be available for the entire 2016-2017 academic year and thus will not be available to all seniors. Another commenter suggested amending the scale to include students with an ACT mathematics sub-score of 15, citing a student with an ACT math sub-score less than 15 and a GPA above 3.0. The workgroup recommended a minimum ACT mathematics sub-score of 15 based on data compiled by several members that indicated little student benefit below that threshold.

Conclusion

Support for renewing the existing scores is quite strong among the workgroup members and the individuals who commented on the change. Coupled with the short amount of time the exam will remain available, MDHE supports the workgroup's recommendation to renew the ACT and COMPASS scores listed above for the high school class of 2017. Likewise, given the support for the ACT math sub-score and high school GPA sliding scale, MDHE supports the workgroup's recommendation to implement the scale outlined above for the 2017 seniors.

The current administrative rule for the A+ Scholarship specifically references the ACT and COMPASS exams as the sole alternatives to the Algebra I EOC requirement. It does not provide for other alternatives, such as the recommended ACT mathematics/high school GPA sliding

scale. A rule change is being proposed, outlined in Tab D of this board book, to reflect ACT's elimination of the COMPASS exam and to provide flexibility in the establishment of the alternatives to the Algebra I EOC requirement in the future.

STATUTORY REFERENCE

Section 160.545, RSMo, A+ Scholarship

RECOMMENDED ACTION

It is recommended that the Coordinating Board approve the ACT mathematics sub-test and ACT COMPASS threshold scores, as well as the ACT mathematics sub-test and high school grade point average sliding scale, listed above as alternatives to the end-of-course exam requirement for establishing A+ Scholarship Program eligibility for the high school senior class of 2017.

It is further recommended that the Coordinating Board discontinue the use of the COMPASS exam for A+ eligibility purposes beginning with the high school senior class of 2018.

ATTACHMENT(S)

None

AGENDA ITEM SUMMARY

AGENDA ITEM

Performance Funding – Proposed Community College Developmental Education Changes
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

Missouri's performance funding model for allocating new operating appropriations to its public colleges and universities must remain a flexible and dynamic model if it is to fulfill its potential to provide incentives for progress toward statewide and institutional goals. The intent of this board item is to provide information about proposed changes to the community college component of the model to reflect the changing landscape of developmental education in Missouri.

Background

As one of the outcomes of the recently adopted Blueprint for Higher Education, the Coordinating Board has reaffirmed the goal to have 60 percent of working age adults hold some type of postsecondary credential by 2025. In order to reach this ambitious target, improvements in postsecondary education will need to be made in a number of areas.

One such area of focus has been developmental education. Developmental education refers to courses taught within postsecondary education that cover content below the college level and, as such, are not credit bearing. Students who require remediation may be less likely to complete their course of study and more likely to stop or drop out. It also likely will take them longer, both in terms of the number of courses taken and number of years enrolled, to complete their studies.

With the assistance of Complete College America and in partnership with the MDHE, many institutions have begun implementing innovative alternatives to the traditional developmental education sequence. The changes include adoption of co-remediation models, development of better processes for identifying students needing developmental courses, and implementation of additional support services for students enrolled in developmental courses.

Change in this area has been progressing more rapidly than originally envisioned and the impact of the changes is already being felt on college campuses. However, the performance funding model, particularly for the community colleges, did not anticipate this rapidly changing environment. For example, two out of the five performance funding measures for this sector relate directly to the traditional approaches to developmental education.

In response, at MDHE's request, the Missouri Community College Association established a Developmental Education Task Force with the charge to develop recommendations for changes to the performance funding model. The goal was to reflect the sweeping changes that are occurring in this area of postsecondary education while maintaining the intended focus on accountability. The task force membership included presidents, academic officers, institutional

researchers and MDHE staff. Over the past several months, this task force has met on multiple occasions to discuss options for the development of revised performance measures that would ultimately replace the two existing developmental education measures. On January 14, 2016, MCCA forwarded the final report of the task force to Commissioner Russell with the request that the Coordinating Board adopt the recommendations as soon as possible. A copy of the cover letter and the task force report are attached to this agenda item.

Proposed Changes

The task force recommends adoption of a menu approach for the replacement of the two developmental education measures. Under this scenario, institutions would choose two measures from a menu of five. This is similar to the approach taken for several of the measures used by the public four-year institutions. In cases where a measure duplicates a measure used by an institution elsewhere in the performance funding model, the institution would be prohibited from selecting the duplicate measure. The menu of measures is listed below:

1. Fall to fall persistence or fall to spring persistence. (pick one)
2. Successful completion of all credit hours or all college-level course enrollee success rate. (pick one)
3. All student performance on gateway math courses.
4. All student performance on gateway English courses.
5. All developmental-level course enrollee success rate.

Additionally, the task force recommends the two existing developmental measures be sunset in no more than three years. Institutions can change to the measures listed above at any time prior to the formal sunset if they so desire.

Next Steps

One of the goals of the most recent revisions of the performance funding model, adopted by the Coordinating Board in December of 2014, was to ensure changes to the model are made in an open and transparent fashion. Consequently, the MCCA proposal is currently an information and discussion item. Based on that discussion and any feedback the department receives in the interim, staff anticipates bringing a final decision item to the board at its April meeting. This timing will allow community colleges the option of adopting the new approach for the next performance funding cycle, which will formally begin in the fall of 2016.

STATUTORY REFERENCE

Sections 163.191, RSMo, State Aid to Community Colleges

RECOMMENDED ACTION

This is an information item only.

ATTACHMENT(S)

Attachment: Performance Funding – MCCA Developmental Education Task Force Report



January 14, 2016

Dr. David Russell, Commissioner
Missouri Department of Higher Education
205 Jefferson St.
Jefferson City, MO 65102-1469

Dear Dr. Russell:

Over the last several months, the Missouri Community College Association has studied the need to revise the existing performance funding measures related to developmental education. Specifically, we believe some revisions are needed in order to accommodate the important innovations in this area, many of which have been inspired by Missouri's participation in Complete College America.

As a result, the presidents and chancellors of all twelve community colleges formed a multi-disciplinary task force, which included representation from all of our colleges, the Missouri Department of Higher Education, and the National Community College Benchmarking Project.

This task force has developed a menu of performance funding measures that would replace the existing two developmental education-related measures. A report of their findings and their recommendations are enclosed with this letter. These recommendations were unanimously approved by all of Missouri's community colleges, and they represent the formal position of the Missouri Community College Association on this issue.

We respectfully request that the Missouri Department of Higher Education and the Coordinating Board for Higher Education consider adopting our recommendations at the earliest possible convenience.

On behalf of our presidents and chancellors, we thank you for your continued partnership. Mr. Wade and Mr. Knitzel were tremendously helpful during this process, and we appreciate their time and effort.

Thank you for your consideration, and I am happy to discuss this further with you at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Rob Dixon". The signature is written in a cursive, flowing style.

Rob Dixon
President/CEO
Missouri Community College Association

Performance Funding – Developmental Education Task Force Report

Background

Since the initial performance funding measures were drafted and adopted, Missouri's community colleges have implemented many innovative instructional methods. Some of these are specifically designed to reduce the use of ineffective developmental education courses. Studies show that traditional models of developmental education perform poorly and neither help students reach their college-level classes, nor, more importantly, complete their education. Missouri's community colleges began changing the developmental education process to address these problems.

Changes in developmental education, though, have evolved more quickly than the performance funding model itself, and two of the six performance measures are based on traditional developmental education. Some of the innovative approaches in developmental education do not fit neatly within the structure of the current performance funding measure.

As a result, Missouri's community colleges are financially penalized for implementing innovative programs that contribute to student success and help the state of Missouri achieve its higher education policy goals. This Task Force was charged by the MCCA Presidents/Chancellors Council to provide recommendations on changes to the performance funding model that maintain an emphasis on accountability, while encouraging positive and needed innovations.

In addition to developing their recommendations, the Task Force also discussed the philosophical underpinnings of basing a third of the existing performance measures on developmental education. The Task Force asked the MCCA Chief Academic Officers to discuss this topic as well. There was consensus among the CAOs that developmental education does not necessarily need to be a specific performance funding metric. The CAOs generally felt that the performance of students in developmental education is represented within broader metrics, such as success in gateway courses and persistence.

Additionally, community colleges have many other purposes and missions besides remediation, and significant numbers of students never enter remedial courses. Broadening the performance measures beyond the current heavy emphasis on developmental education allows community colleges to target other areas for improvement. Particularly in an era of changing perspectives on developmental education, performance measures should accommodate unforeseen future trends and encourage innovation.

The following report details the Task Force recommendations to change two of the existing performance measures.

Student Success Measures: Recommendations to Replace Existing Performance Measures #2 and #3

Colleges may select two of the following student success measures to replace the existing two developmental education performance measures.

1. a.) Fall to fall persistence (NCCBP Form 4)* or b.) Fall to spring persistence (NCCBP Form 4)*.
(Institutions can choose only one of the above: 1a or 1b. However, if this measure is already used for the institutional efficiency measure, then #1 cannot be used as a student success measure.)
2. a.) Successful completion of all credit hours (NCCBP Form 12) or b.) All college-level course enrollee success rate (NCCBP Form 7)
(Institutions can choose only one of the options for #2.)
3. All student performance on gateway math course(s) (NCCBP Form 11)*.
4. All student performance on gateway English course(s) (NCCBP Form 11)*.
5. All developmental-level course enrollee success rate (modification to NCCBP Form 8 combining math/English/reading).

Note: Items marked with asterisk (*) denote potential changes to the NCCBP forms, and further discussion is included below.

Sunset Existing Measures

The following two existing measures will sunset in three years; however, institutions can change measures as early as July 1, 2016. To meet the performance goal in the first year after changing, institutions will use their 3-year rolling average.

- Current metric: gateway English success rate of students who completed highest developmental English (NCCBP Form 9).
- Current metric: gateway math success rate of students who completed highest developmental math (NCCBP Form 9).

National Community College Benchmarking Project: Potential Form Changes

This Task Force was formed in order to encourage innovations in developmental education and student success, while maintaining the accountability of the performance funding system. An important consideration in the accountability process is to measure Missouri colleges against national benchmarks.

Through their participation in this Task Force, the National Community College Benchmarking Project is considering the following as potential changes to their data collection. These changes to NCCBP forms will facilitate additional innovation in the future, while continuing to provide reliable comparative benchmark data.

- Term to Term Persistence Rates NCCBP Form 4: Currently, this form collects data on all students, regardless of their enrollment status. A potential change is to distinguish between full and part time students.
- Student Performance in Gateway Math Course NCCBP Form 11: Currently, this form measures performance in College Algebra. A potential change is to include other gateway math courses in this measure.

Task Force Members

- Joanna Anderson, State Fair Community College – co-chair
- Jeff Lashley, Moberly Area Community College – co-chair
- Bobbie Augsperger, Crowder College
- Bret Appleton, State Fair Community College
- Brent Bates, State Fair Community College
- John Bookstaver, St. Charles Community College
- Kelli Burns, St. Louis Community College
- Rob Dixon, Missouri Community College Association
- Jennifer Dunkel, Ozarks Technical Community College
- Lisa Edburg, Mineral Area College
- Paula Glover, Moberly Area Community College
- Lou Guthrie, National Higher Education Benchmarking Institute
- Jamie Hooyman, North Central Missouri College
- Daniel Jaycox, Mineral Area College
- Jeremy Knitzel, Missouri Department of Higher Education
- Connie Kuchar, Jefferson College
- Jean McCann, East Central College
- Matt Simpson, Ozarks Technical Community College
- Susan Todd, Jefferson College
- Leroy Wade, Missouri Department of Higher Education

AGENDA ITEM SUMMARY

AGENDA ITEM

Revision of the 2017-2018 Access Missouri Application Deadline
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

Background

The Missouri Department of Higher Education is responsible for annually prescribing the time and method for filing applications for financial assistance under the Access Missouri program in accordance with 6 CSR 10-2.150(4)(A). Historically, the application deadline has been April 1 each year. However, on September 14, 2015, President Obama announced changes to the process students follow to complete the Free Application for Federal Student Aid. Because the FAFSA is also the application for the Access Missouri program, those changes may significantly impact Access Missouri award amounts if the application deadline is not revised for the 2017-2018 academic year.

Beginning with the 2017-2018 academic year, the FAFSA will be available beginning on October 1, 2016, three months earlier than usual. This change is expected to assist students in making earlier decisions about where they will attend college. In addition, students will file using “prior-prior” year tax information (2015 instead of 2016 tax information for the 2017-2018 academic year). This change is expected to increase student use of the IRS data retrieval tool, thereby simplifying the FAFSA filing process.

The impact of these changes on the timing of FAFSA filing by Missouri students is unknown. Early filing may not result in a substantial increase in the number of Access Missouri eligible students. However, MDHE staff believe it is likely students will take advantage of the three additional months available for filing the FAFSA. This would result in a serious erosion of Access Missouri award amounts if the application deadline remains April 1. Because MDHE was required to report the filing deadline to the U.S. Department of Education by February 1, 2016, the department did not have the luxury of further study of this issue.

Response

To navigate this uncertain situation and ensure the financial integrity of the program remains intact, the Missouri Department of Higher Education has determined it is necessary to revise the Access Missouri deadline for the 2017-2018 academic year by establishing two deadlines: a priority deadline of February 1, 2017, and a final deadline of April 1, 2017. Students with a FAFSA received date after April 1 will not be considered for an award.

In this model, eligible students with a FAFSA received date on or before the February 1, 2017, priority deadline will be guaranteed an Access Missouri award. Otherwise eligible students with a FAFSA received date on or between February 2 and April 1, 2017, will be tentatively

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awarded. MDHE will fund as many tentatively awarded students as possible while ensuring the balance between the number of awarded students and the available funds maintains a reasonable award amount. As a result, the FAFSA received date MDHE will use to make Access Missouri awards will likely be somewhere between the February 1, 2017, priority deadline and the April 1, 2017, final deadline.

The department will strive to maintain award predictability for students as much as possible using estimated awards. As is currently the practice, estimated awards will be initially set at the statutory minimums. Revised estimates will be provided in late February 2017, after the governor has released the Executive Budget and more information is known about the number of eligible applicants and available funding. Estimates likely will be revised again in summer, after the appropriation has been finalized. Final awards will be set in mid-August 2017, after the July 31 correction deadline has passed and the final number of eligible applicants is known. If an adjustment of awards is necessary in December to ensure the program is not over- or under spent, MDHE plans to adjust the award amount accordingly, leaving the actual application deadline unchanged. This will ensure students included in the final award pool can rely on receiving Access Missouri funds.

Comments

Prior to making this revision to the Access Missouri deadline, MDHE sought input from financial aid personnel. The majority of respondents were in support of revising the deadline, but felt the January 15 deadline that was originally proposed was too early. Some suggested a February deadline. That change is reflected in the current decision to establish the priority deadline as February 1. Many expressed concern about the challenge of effectively communicating this significant change to students so their chances of receiving an Access Missouri award are not negatively affected. One respondent suggested the deadline be revised for the 2018-2019 academic year, allowing time for a strong communication campaign. Another respondent indicated there was risk students may be harmed by making enrollment decisions based on tentative awards that may not be actualized. MDHE shares the commenters' concerns about tentatively awarding students and effectively communicating this change so students can file their FAFSAs timely to protect their Access Missouri eligibility. However, given the unknown impact the federal changes will have on the number of eligible Access Missouri students, the department determined postponing the application deadline revision for a year was not fiscally responsible.

Next Steps

MDHE staff believes this revision is a temporary adjustment needed during the transition from a January 1 to an October 1 opening filing date. MDHE will review the Access Missouri award process, including the application deadline, after the 2017-2018 academic year to determine if any corrective measures are needed. Since program stability is extremely important, changes will be made for the 2018-2019 academic year only if serious issues arise.

STATUTORY REFERENCE

Section 173.1101-173.1107, RSMo, Access Missouri Financial Assistance Program

RECOMMENDED ACTION

This is an information item only.

ATTACHMENT(S)

None

AGENDA ITEM SUMMARY

AGENDA ITEM

Student Loan Program Update
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

The purpose of this agenda item is to summarize recent activities of the MDHE guaranty agency.

100 Percent Reinsurance

As a Federal Family Education Loan Program guaranty agency, MDHE purchases defaulted student loans from lenders and is reimbursed by the federal government. In recent years, the rate at which guarantors have been reimbursed by the federal government was 95 percent of the purchase price. However, on December 18, 2015, President Obama signed the Consolidated Appropriations Act, 2016, Pub. L. 114-113. This law changed the maximum reinsurance percentage for guaranty agencies in the FFEL program to 100 percent. Because the funds with which guarantors purchase loans are federal property, this change will not technically result in any addition cost to the federal government. However, it will help MDHE and other FFELP guarantors to maintain a more stable financial posture as we continue to meet the obligations associated with our residual guaranteed student portfolio.

US Department of Education Informational Meeting

On January 6, 2016, the US Department of Education notified FFELP guaranty agencies of plans to hold information meetings with each guarantor to discuss the financial and operational health of each agency. USDE typically schedules a round of informational meetings every two years. MDHE's meeting with USDE is scheduled for late February and will take place via conference call.

Default Prevention Grant Reviews

MDHE staff is currently traveling to Missouri institutions that were awarded MDHE Default Prevention Grants. The purpose of the visits is to go over data relating to each school's use of 2015-2016 grant funds. The MDHE Default Prevention Grant Program awards competitive grants to Missouri institutions in order to implement and sustain debt management programs, financial literacy workshops, student success and retention efforts, and default prevention activities.

RECOMMENDED ACTION

This is an information item only.

ATTACHMENT(S)

None

Coordinating Board for Higher Education
February 4, 2016

AGENDA ITEM SUMMARY

AGENDA ITEM

Coordinating Board for Higher Education
Journey to College
February 4, 2016

DESCRIPTION

The purpose of this agenda item is to present information about the MDHE 2015-2016 and college outreach programs and future plans.

Background

MDHE has both a mission-driven and statutory obligation to undertake activities to promote postsecondary education. The purpose of this board item is to describe efforts to combine a number of MDHE college access programs under the unifying name of Journey to College. The three major programs under the Journey to College brand are Apply Missouri, FAFSA Frenzy and Decision Day.

Apply Missouri

In 2015, Apply Missouri was open to all Missouri high schools and the number of participating schools grew from 55 to 91. Apply Missouri schools planned activities in September and October to promote a college-going culture, help students weigh post-secondary options and prepare for submitting college applications. Program details differed from school to school, but each school provided time and space for students to submit college applications during the school day.

During the 2015 Apply Missouri program, at least 4,897 seniors submitted approximately 5,197 college applications at the 80 sites reporting data. The 2014 program assisted nearly 2,900 students submit more than 4,600 applications. This represents a 69 percent increase in the number of students who submitted an application and a 13 percent increase in the number of applications submitted.

FAFSA Frenzy

As part of its college access efforts, in 2010, MDHE assumed primary responsibility for coordinating FAFSA Frenzy, which is a program of College Goal SundaySM offered in Missouri through partnerships between MDHE and the Missouri Association of Student Financial Aid Personnel, the Missouri Higher Education Loan Authority and National College Access Network. FAFSA Frenzy events are held statewide to assist students and families in completing the Free Application for Federal Student Aid. The College Goal Sunday program was created by the Indiana Student Financial Aid Association with funding from the Lilly Endowment, Inc.

In 2016, 100 FAFSA Frenzy events will be held in 47 counties across Missouri during February and March. The 2015 FAFSA Frenzy program included 88 events in approximately 40 counties.

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Decision Day

For the 2015-2016 academic year, Missouri is launching an official statewide campaign to help all Missouri high schools plan college decision celebrations to support students in reaching their educational goals. High schools have recently begun registering to host Decision Day events, which will be held in April or May of 2016.

Journey to College

In order to streamline and cross promote these three important programs, MDHE is pulling them together as components of a single effort called Journey to College, which coincides with the name of the MDHE student-focused social media presence.

Currently, Apply Missouri occurs in the fall, FAFSA Frenzy in late winter and Decision Day will debut this spring. However, in the 2016-2017 school year, schools may choose to participate in Apply Missouri and FAFSA Frenzy concurrently. This change is due to the fact that beginning in October 2016 students will be able to file a FAFSA for the 2017-2018 academic year using prior-year tax data.

RECOMMENDED ACTION

This is an information item only.

ATTACHMENT(S)

None

AGENDA ITEM SUMMARY

AGENDA ITEM

Academic Program Actions
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

This agenda item reports all proposals for program actions reviewed by the Missouri Department of Higher Education since the December 10, 2015, board meeting. These proposals are submitted to the Coordinating Board for Higher Education for action.

The following tables provide a summary of the proposed program actions submitted to the CBHE since the December meeting. The complete listing of proposed program actions can be found in the attachment to this agenda item.

Public Institutions

	Certificates	Associates	Baccalaureate	Graduate	Total
Deleted	0	1	0	0	1
Inactivated	0	2	0	0	2
Other Program Changes*	12	8	1	3	24
New	9	6	1	4	20
Off-Site	5	5	1	5	16
Programs Withdrawn	0	0	0	0	0

*includes options inactivated/deleted, options added, titles changed, programs combined, and coursework revised

Public Comment for Public Institutions

All new program proposals from public institutions are posted for review and comment for the standard twenty working days. Public comments, and the nature of the comment, were received for institutions and programs below. The institutions were asked to provide response to these comments:

Crowder College

1) Residence Center Proposal, Joplin, Missouri

MDHE strongly encourages institutions to communicate and collaborate as appropriate, especially when considering new programmatic initiatives that have the potential to affect operations by other institutions in the region. As Missouri Southern State University is located in the same city as the proposed residence center, MDHE staff requested that Crowder College submit evidence that they have communicated with Missouri Southern State University regarding the location of this center.

MDHE staff is still reviewing this proposal.

Northwest Missouri State University

1) *MS, Information Systems (for delivery at the Northwest St. Joseph Center only)*

This program received comments with concerns regarding: duplication of programs offered by Missouri Western State University, targeting a specific population of international students and possible lack of social and academic support systems. MDHE staff requested additional detail regarding how student enrollment and financial projections were derived.

2) *BS, Applied Health Science (for delivery at main campus and Northwest KC locations)*

This program received comments with concerns regarding duplication of a program already existing at the University of Central Missouri and Missouri Western State University, and saturation of clinical sites within the Kansas City market.

Independent Institutions

	Certificates	Associates	Baccalaureate	Graduate	Total
Deleted	0	0	2	0	2
Inactivated	0	0	0	0	0
Other Program Changes*	0	0	1	2	3
New	6	2	4	1	13
Programs Withdrawn	0	0	0	0	0

*includes options inactivated/deleted, options added, titles changed, programs combined, and coursework revised.

Public Comment for Independent Institutions

All new program proposals from independent institutions are posted for review and comment for the standard twenty working days. No public comments were received during the comment period for the attached program proposals.

Off-Site Location Update

The following location updates were provided to the MDHE for update to the approved Off-Site Inventory as appropriate.

New Off-Site Locations

The following off-site locations were submitted to the MDHE for review:

1) **Columbia College**

Columbia College-Lexington
1880 Washington Avenue
Lexington, MO 64067

STATUTORY REFERENCE

Sections 173.005.2(1), 173.005.2(8), 173.005.11, 173.030(1), and 173.030(2), RSMo, Statutory requirements regarding CBHE approval of new degree programs.

RECOMMENDED ACTION

It is recommended that the Coordinating Board for Higher Education approve the off-site location update listed in this agenda item and the program changes and new program proposals listed in the attachment.

ATTACHMENT(S)

Attachment: Academic Program Actions

DRAFT

ACADEMIC PROGRAM ACTIONS

Under RSMo 173.005.11 and 6 CSR 10-10.010, out-of-state public institutions offering programs in Missouri are subject to an approval process similar to that for Missouri's public institutions of higher education. The CBHE must approve all programs before they are offered in Missouri.

Academic Program Changes (Public Institutions)

Missouri University of Science and Technology

- 1) Current Program:
MBA, Business Administration, CIP 520201

Proposed Change:
Addition of certification program developed from approved existing parent degree

Program as Changed:
GRCT, Business Project Management, CIP 151501 (add certificate)
- 2) Current Program:
GRCT, Human-Computer Interaction, CIP 110301

Proposed Change:
Title Change Only

Program as Changed:
GRCT, Human-Computer Interaction and User Experience, CIP 110301 (title change)
- 3) Current Program:
GRCT, Project Management, CIP 151501

Proposed Change:
Title Change and CIP Code Change

Program as Changed:
GRCT, Information System Project Management, CIP 143001 (Title Change, CIP Code)

Missouri Western State University

- 1) Current Program:
BS, Business Administration, CIP 520203

Proposed Change:
Options added to existing program

Program as Changed:
BS, Business Administration, CIP 520203

Supply Chain Management (add option)

North Central Missouri College

- 1) Current Program:
AAS, Nursing, CIP 513801

Proposed Change:
Title Change Only

Program as Changed:
PN to ADN Program, CIP 513801 (Title Change Only)

- 2) Current Program:
C1, Practical Nursing, CIP 513901

Proposed Change:
Title Change Only

Program as Changed:
C1, PN Program, CIP 513901 (title change)

- 3) Current Program:
AAS, Information Technologies, CIP 110201 (currently inactive)

Proposed Change:
Reactivate Program with Title and CIP Change

Program as Changed:
AAS, Computer Science & Information Systems, CIP 110103 (reactivate program, title change, CIP change)

Northwest Missouri State University

- 1) Current Program:
MBA, Business Administration, CIP 520201
Agricultural Economics
Business, General
IT Management

Proposed Change:
Title Change Only

Program as Changed:
MBA, Business Administration
Agricultural Economics
General Management (title change)
IT Management

Ozarks Technical Community College

- 1) Current Program:
AAS, Graphic Design Technology, CIP 100301

Proposed Change:

Addition of certificate program developed from approved existing parent degree; Options added to existing program

Program as Changed:

AAS, Graphic Design Technology, CIP 100301
Digital Photography (add option)
C1, Digital Photography, CIP 100301 (add certificate)

- 2) Current Program:
AA, Associate of Arts, CIP 240199

Proposed Change:

Options added to existing program

Program as Changed:

AA, Associate of Arts, CIP 240199
Criminal Justice (add option)

Saint Charles Community College

- 1) Current Program:
AS, Computer Science, CIP 110701

Proposed Change:

Addition of single-semester certificate program to existing parent degree

Program as Changed:

AS, Computer Science, CIP 110701
C0, IT Project Management, CIP 110201 (add certificate)

State Fair Community College

- 1) Current Program:
AAS, Computer Aided Drafting Technology, CIP 151302
C1, Computer Aided Drafting Technology, CIP 151302
C0, Architectural Drafting, CIP 151302
C0, Mechanical Drafting, CIP 151302

Proposed Change:

Title Change Only

Program as Changed:

AAS, Engineering Design Technology, CIP 151302 (title change)

C1, Engineering Design Technology, CIP 151302 (title change)
C0, Architectural Design, CIP 151302 (title change)
C0, Mechanical Design, CIP 151302 (title change)

- 2) Current Program:
AAS, Metals Technology, CIP 480511
 Machine Tool Technology
 Metals Technology
 Welding Technology

Proposed Change:
Title change; delete option

Program as Changed:
AAS, Manufacturing Technology, CIP 480511 (title change)
 Precision Machining Technology (title change)
 Metals Technology (delete option)
 Welding Technology

- 3) Current Program:
AAS, Industrial Technology, CIP 150613
 Electrical Maintenance
AAS, Renewable Energy Technology, CIP 460301
 Biomass Energy
 Solar Electric
 Wind Electric
C0, Solar Electric Installation, CIP 460301

Proposed Change:
Combination program created out of closely allied existing programs; program placed on inactivate status list; CIP change

Program as Changed:
AAS, Industrial Technology, CIP 150613
 Electrical Maintenance
 Biomass Energy (combination program)
 Solar Electric (combination program)
AAS, Renewable Energy Technology, CIP 460301 (inactivate program)
C0, Solar Electric Installation, CIP 150613 (CIP change)

- 4) Current Program:
AAS, Construction Technology, CIP 460412 (main campus and Stone Crest Mall location)

Proposed Change:
Title Change Only

Program as Changed:

AAS, Construction Management Technology, CIP 460412 (main campus and Stone Crest Mall location) (title change)

5) Current Program:

AAS, Advanced Placement Radiography, CIP 510911

Proposed Change:

Delete program

Program as Changed:

~~AAS, Advanced Placement Radiography, CIP 510911 (delete program)~~

6) Current Program:

AAS, Building Materials Merchandising, CIP 521909 (main campus and Stone Crest Mall location)

Proposed Change:

Program placed on inactivate status list

Program as Changed:

~~AAS, Building Materials Merchandising, CIP 521909 (main campus and Stone Crest Mall location) (inactivate program)~~

State Technical College of Missouri

1) Current Program:

AAS, Powersports Technology, CIP 470611

C1, Basic Powersports Technology, CIP 470611

C1, Advanced Powersports Technology, CIP 470611

Proposed Change:

Title Change, CIP change, and options added to existing programs

Program as Changed:

AAS, Outdoor Power and Sports Technology, CIP 010201 (title and CIP change)

General (add option)

Golf Course/Landscape Equipment Management (add option)

C1, Basic, CIP 010201 (title change)

C1, Advanced, CIP 010201 (title change)

University of Central Missouri

1) Current Program:

MS, Mathematics, CIP 270101

Proposed Change:

Addition of certificate program developed from approved existing parent degree

Program as Changed:

MS, Mathematics, CIP 270101

C0, Mathematics, CIP 270101 (add certificate)

University of Missouri-Columbia

1) Current Program:

GRCT, Geriatric Care Management, CIP 600520

Proposed Change:

CIP Code Change

Program as Changed:

GRCT, Geriatric Care Management, CIP 190702 (CIP Code Change)

University of Missouri-Kansas City

1) Current Program:

MM, Performance, CIP 500903

Accordion

Bassoon

Cello

Clarinet

Euphonium

Flute

General

Guitar

Horn

Oboe

Organ

Percussion

Piano

Saxophone

String Bass

Trombone

Trumpet

Tuba

Viola

Violin

Voice

Proposed Change:

Delete options

Program as Changed:

MM, Performance, CIP 500903

~~Accordion~~ (delete option)

Bassoon

Cello

Clarinet

Euphonium

Flute

~~General~~ (delete option)

Guitar

Horn

Oboe

Organ

Percussion

Piano

Saxophone

String Bass

Trombone

Trumpet

Tuba

Viola

Violin

Voice

2) Current Program:

GRCT, Performance, CIP 500903

Accordion

Bassoon

Cello

Clarinet

Euphonium

Flute

General

Guitar

Horn

Oboe

Organ

Percussion

Piano

Saxophone

String Bass

Trombone

Trumpet

Tuba

Viola

Violin

Voice

Proposed Change:
Delete options

Program as Changed:
GRCT, Performance, CIP 500903

~~Accordion (delete option)~~
Bassoon
Cello
Clarinet
Euphonium
Flute
~~General (delete option)~~
Guitar
Horn
Oboe
Organ
Percussion
Piano
Saxophone
String Bass
Trombone
Trumpet
Tuba
Viola
Violin
Voice

3) Current Program:
DMA, Performance, CIP 500903

Accordion
Bassoon
Cello
Clarinet
Euphonium
Flute
General
Guitar
Horn
Oboe
Organ
Percussion
Piano
Saxophone
String Bass
Trombone
Trumpet

Tuba
Viola
Violin
Voice

Proposed Change:
Delete Options

Program as Changed:
DMA, Performance, CIP 500903

~~Accordion~~ (delete option)

Bassoon

Cello

Clarinet

Euphonium

Flute

~~General~~ (delete option)

Guitar

Horn

Oboe

Organ

Percussion

Piano

Saxophone

String Bass

Trombone

Trumpet

Tuba

Viola

Violin

Voice

- 4) Current Program:
GRCT, Artist's Certificate, CIP 500904

Proposed Change:
Options added to existing programs

Program as Changed:
GRCT, Artist's Certificate, CIP 500904

Bassoon (add option)

Cello (add option)

Clarinet (add option)

Euphonium (add option)

Flute (add option)

Guitar (add option)

Horn (add option)
Oboe (add option)
Organ (add option)
Percussion (add option)
Piano (add option)
Saxophone (add option)
String Bass (add option)
Trombone (add option)
Trumpet (add option)
Tuba (add option)
Viola (add option)
Violin (add option)
Voice (add option)
Woodwinds (add option)

**Received and Reviewed Changes in Programs (Independent Colleges and Universities;
includes Discontinued Programs and Programs Placed on Inactive Status)**

Maryville University

- 1) Current Program:
n/a

Proposed Change:
Addition of free-standing single-semester certificate program

Program as Changed:
C0, STEM Education, CIP 130501 (add certificate)
GRCT, STEM Education, CIP 130501 (add certificate)

- 2) Current Program:
MSN, Nursing, CIP 513810

Proposed Change:
Options added to existing program and addition of certificate programs developed from approved existing parent degree

Program as Changed:
MSN, Nursing, CIP 513803
 Psychiatric Mental Health (add option)
GRCT, Psychiatric Mental Health (Post-MSN), CIP 513810 (add certificate)
GRCT, Family Nurse Practitioner (Post-MSN), CIP 513805 (add certificate)
GRCT, Adult Gerontology Primary Care Nurse Practitioner (Post-MSN), CIP 513803
(add certificate)
GRCT, Pediatric Primary Care Nurse Practitioner (Post-MSN), CIP 513809 (add
certificate)

- 3) Current Program:
DNP, BSN-DNP, CIP 513818

Proposed Change:
Options added to existing programs

Program as Changed:
DNP, BSN-DNP, CIP 513818
Psychiatric Mental Health Nurse Practitioner (add option)
Family Nurse Practice (add option)
Adult Gerontology Acute Care Nurse Practitioner (add option)
Adult Gerontology Primary Care Nurse Practitioner (add option)
Adult Pediatric Primary Care Nurse Practitioner (add option)

Stephens College

- 1) Current Program:
BHS, Health Science, CIP 510000

Proposed Change:
Title Change Only

Program as Changed:
BS, Health Science, CIP 510000 (title change)

- 2) Current Program:
BFA, Graphic Design, CIP 500409

Proposed Change:
Delete Program

Program as Changed:
~~BFA, Graphic Design, CIP 500409 (delete program)~~

- 3) Current Program:
BA, Liberal Studies, CIP 240101

Proposed Change:
Delete Program

Program as Changed:
~~BA, Liberal Studies, CIP 240101 (delete program)~~

Program Changes Requested and Not Approved

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

New Programs Recommended for Provisional Approval (Public Institutions)

Crowder College

- 1) C1, Advanced Manufacturing Technology-Welding Certificate Pipe and Plate, CIP 150613 (for delivery at main campus)
- 2) C1, Advanced Manufacturing Technology-Welding Certificate Pipe and Plate Fabrication, CIP 150613 (for delivery at main campus)
- 3) C1, Certified Medical Assistant, CIP 510801 (for delivery at Webb City Instruction Center)
- 4) AAS, Certified Medical Assistant, CIP 510801 (for delivery at Webb City Instruction Center)

Mineral Area College

- 1) C1, Pharmacy Technician, CIP 510805 (for delivery at main campus)

Northwest Missouri State University

- 1) BS, Applied Health Science, CIP 510001 (for delivery at main campus and Northwest-Kansas City)
Aging Studies
Exercise Science
- 2) MBA, Business Administration, CIP 520201 (for delivery at main campus, St. Joseph Center, Northwest-Kansas City)
Human Resource Management
Marketing
Business Decisions and Analytics
- 3) MS, Information Systems, CIP 110101 (for delivery at St. Joseph Center only)

Ozarks Technical Community College

- 1) C1, Computer Science, CIP 110201 (for delivery at main campus, OTC-Lebanon, OTC-Waynesville)
- 2) AA, Business, CIP 520201 (for delivery at OTC-Waynesville)
- 3) AAS, Behavioral Health Support, CIP 512212 (for delivery at main campus)
- 4) AAS, Welding, CIP 480508 (for delivery OTC-Waynesville)
- 5) AS, Computer Science, CIP 110201 (for delivery at main campus, OTC-Lebanon, OTC-Waynesville)
- 6) AS, Mathematics, CIP 270101 (for delivery at main campus)
- 7) AIS, Interdepartmental Studies, CIP 240102 (for delivery at OTC-Waynesville)

State Fair Community College

- 1) C0, Programming, CIP 110202 (for delivery at main campus, SFCC-Boonville, and online)
- 2) AFA, Art, CIP 500101 (for delivery at main campus)
- 3) AFA, Music, CIP 500101 (for delivery at main campus)
- 4) AFA, Theatre, CIP 500101 (for delivery at main campus)

Three Rivers Community College

- 1) C1, Pre-Medical Laboratory Technology, CIP 511004 (for delivery at all locations)

University of Central Missouri

- 1) GRCT, Cybersecurity, CIP 111003 (for delivery at main campus and Central Summit Campus)
- 2) MS, Cybersecurity and Information Assurance, CIP 111003 (for delivery at main campus and Central Summit Campus)
- 3) MS, Human Development and Family Science, CIP 190701 (for delivery at main and Central Summit Campus)
Human Development and Family Science
Marriage and Family Therapy
- 4) MS, Nutrition, CIP 190504 (for delivery at main campus, Central Summit Campus, and online)
Sports Nutrition
Clinical Nutrition

New Residence Sites Recommended for Provisional Approval

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

New Programs Received and Reviewed (Independent Colleges and Universities)

Central Methodist University

- 1) AS, Occupational Therapy Assistant, CIP 510803 (for delivery at main campus)
- 2) AS, Physical Therapist Assistant, CIP 510806 (for delivery at main campus)
- 3) BS, Educational Studies, CIP 130101 (for delivery all locations)

Cottey College

- 1) BA, International Business, CIP 521101 (for delivery at main campus)
- 2) BA, International Relations, CIP 450901 (for delivery at main campus)

Maryville University

- 1) BS, Exercise Science, CIP 310505 (for delivery at main campus)
Pre-ATC
Wellness Management
Personal Trainer

Hannibal La-Grange University

- 1) MEd, Education Administration, CIP 130408 (for delivery online)

AGENDA ITEM SUMMARY

AGENDA ITEM

Revision of the Proprietary School Certification Program Administrative Rule
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

Since September 2013, the Coordinating Board for Higher Education's Proprietary School Advisory Committee (PSAC) has been working with MDHE staff on the review of the Proprietary School Certification Program Administrative Rule. The purpose of the review process was to identify areas of the rule requiring update or clarification to better meet the needs of students, schools and the department.

Background

Through the Proprietary School Certification Program, the MDHE provides oversight of certain private Missouri-based and out-of-state postsecondary education providers. The central focus of the program is consumer protection. This is accomplished through the establishment of standards for school operation and monitoring of those operations to ensure students are treated in a fair and equitable manner and receive education and training consistent with the published objectives of the instructional programs and the school. Those standards are promulgated as part of the administrative rule 6 CSR 10-5.010.

The last revision to the administrative rule occurred in 2013. However, those revisions were implemented primarily to meet the requirements of HB 1042, which changed Proprietary School Certification from a general revenue-funded program to a fee-funded program. Prior to that change, the rule was last updated in 1991. The purpose of the current proposal is to update the overall administrative rule to meet the needs of stakeholders. The administrative rule procedure provides a consistent public process for adoption of program-related policies, enhances the enforceability of the adopted requirements, and provides a foundation for consistent application of program standards.

Development Process

Proprietary Certification Program staff focused on an open and inclusive process for identifying and drafting language to address areas requiring revision. This included working with the PSAC at each meeting over a two-year period to review specific sections of the administrative rule. Staff placed a draft of the proposed rules on the MDHE website and encouraged interested parties to review and provide feedback. On December 7, 2015, the department sent a letter to all certified schools advising of the proposed rule and seeking input from schools affected by the changes. At the January 29, 2016, recertification workshop, attendees were briefed on the proposed rule changes and advised of the public comment periods available when the rules are filed with the Office of the Secretary of State.

Proposed Revisions

Attached to this agenda item is a copy of the proposed amendments to the Proprietary School Certification administrative rule. At its January 28, 2016 meeting, the PSAC expressed full support for the adoption of these proposed amendments. A summary of significant rule revisions is provided below.

- **Continuing Education** – Certified schools face increasing demands to meet the needs of students by providing short courses of instruction for personal or professional development or continuing education credit for occupational certification or licensure. Under the current rule, schools are required to submit each course or program for review by the department along with a set fee for each program to be reviewed. As schools begin offering more continuing education, the cost to institutions was considered excessive by MDHE staff given the relatively simple nature of most of these programs. To alleviate the financial and administrative burden on both the schools' and department resources, the proposed rule allows schools to pay a single annual fee of \$100 for up to fifteen courses or \$500 for more than fifteen courses.
- **Test Preparation** – The proposed revisions define test preparation (“test prep”) as a course that prepares students to take an examination leading to occupational eligibility or admission to a postsecondary education institution. Previously, test prep was not defined but was considered one category of instruction that may be eligible for exemption from the Proprietary Certification Program statute and rule. Test prep providers may not advertise courses or programs as providing postsecondary credit or as leading to the awarding of a postsecondary credential.
- **Exemption** – The proposed revisions clarify institutions seeking exemption must maintain a physical presence in Missouri, the school seeking exemption must be the entity awarding the certificate or degree, and the school must establish and maintain student educational records.
- **Information Disclosure** – The proposed revision highlights the need for all schools seeking initial certification or recertification to disclose all information that is material to the operation of the school. For example, schools denied approval or renewal of licensure or registration from another state agency would be required to disclose that information to the MDHE and, if appropriate, the department may deny certification or recertification.
- **Clarifying Language** – The proposed rule includes revisions intended to correct or clarify issues related to the certification of proprietary schools. For example, a two-year certificate of approval is awarded in part for maintaining a cohort default rate at least five percentage points below the official threshold established by the US Department of Education. The proposed rule corrects prior language stating schools must maintain a rate “of no more than five percent” below the threshold. The revisions also include more detail regarding instructional personnel qualifications and provide flexibility for schools and the department regarding implementation and evaluation of competency-based credit.

Conclusion

A comprehensive review and revision of the proprietary school certification rule was overdue. The changes incorporated through the administrative rule process will enable the certification program to commit the resources necessary to automate and streamline many program processes

and help ensure the department is responsive to the needs of both certified schools and education consumers in Missouri.

STATUTORY REFERENCE

Sections 173.600 through 173.619, RSMo, Proprietary School Certification

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 becomes effective as an administrative rule as soon as possible.

ATTACHMENT(S)

Attachment: Proposed Proprietary School Certification Program Administrative Rule Revisions

**Title 6—DEPARTMENT OF
HIGHER EDUCATION
Division 10—Commissioner of
Higher Education
Chapter 5—Regulation of Proprietary
Schools**

6 CSR 10-5.010 Rules for Certification of Proprietary Schools

PURPOSE: This rule sets forth the standards and procedures through which all schools covered by the statutory authority, sections 173.600 through 173.619, RSMo, may be certified to operate consistent with a public policy ensuring the legitimacy of the purpose and programs of the schools, that the schools operate as represented, and that students enrolling in the schools have financial and educational safeguards as provided in the rule.

(1) Definitions. Definitions are consistent with those set forth in the statutory authorization.

(A) "Academic progress" or "satisfactory academic progress" means the policy and procedures for periodically evaluating, measuring, and recording the extent to which each student is meeting stated course or program requirements and objectives, including timely completion of the program, and includes any consequences of failure to ~~de-se~~comply with the policy.

(B) "Accredited school" means a school that holds institutional accredited status from a national or regional accrediting agency or association recognized by the United States Department of Education or the Council for Higher Education Accreditation as a reliable authority concerning the quality of education or training provided by institutions of higher education.

(C) "Advertising" means any printed, published, recorded, broadcast, electronically transmitted, or publicly presented information that markets or describes the school for any purpose.

(D) "Agent" means any employee, solicitor, or other person who, for remuneration, by any means and at a place away from the school premises or site of instruction, enrolls or attempts to enroll a resident of this state in a course or courses of instruction or study offered or maintained by a proprietary school, wherever located, or otherwise holds himself/herself out to a resident of this state as representing a proprietary school for such purposes.

(E) "Board" or "Coordinating Board" means the Coordinating Board for Higher Education created by section 173.005(2), RSMo.

(F) "Branch campus" or "branch" means a geographically separate and permanent instructional facility located in Missouri; that is derived from and controlled by its main Missouri campus. A branch campus may provide complete and distinct programs and employ unique or shared instructional and administrative personnel. A branch may produce and maintain its own institutional and student records.

(G) "Certificate" means any award for successfully completing a program of instruction, including a diploma, that does not have a degree designation.

(H) "Certificate of approval" means approval-the document issued by the Coordinating Board ~~to operate~~indicating a school may operate in compliance with this rule and the provisions of sections 173.600 through 173.619, RSMo.

(I) "Certified" or "approved" means having been granted a certificate of approval by the Coordinating Board, pursuant to section 173.604, RSMo.

(J) "Contact hour" or "clock hour" means a minimum of fifty (50) minutes of instruction or training during a 60 minute period that is directed and supervised by an instructor or trainer.

(K) "Continuing education" means a course, module, or program of instruction no more than twenty-five (25) contact hours in length that is not portrayed or advertised as having a primarily vocational or academic objective but is designed for personal or professional development of a student and typically results in the awarding of a certificate of attendance and may carry continuing education credit.

(KL) "Continuous operation" means a certificate of approval to operate in Missouri that has been maintained without lapse, suspension, or revocation.

(LM) "Course" means 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~~regardless of how the offering is delivered.

(MN) "Credit hour" means the unit of quantitative measurement of educational attainment earned in a course, generally stated in semester, trimester, or quarter hours. The basis of measuring a credit hour shall be defined in accordance with the standards of a school's accreditor or, in the absence of accreditation, defined to be consistent with the definition of such generally employed at institutions of American higher education, as determined by the department.

(NO) "Degree" means any award, earned or honorary, conferred with the designation of associate, baccalaureate, master, professional or professional development, specialist, or doctorate.

(OP) "Department" means the Department of Higher Education created by section 173.005(1), RSMo.

(PQ) "Exempt" means having been determined to be a school or instructional program eligible for release from the provisions of sections 173.600 to 173.619, RSMo, pursuant to section 173.616, RSMo.

~~(QR)~~ “Extension site” or “extension” means any geographically separate and either temporary or permanent instructional facility located within reasonable geographic proximity to a main or branch campus, that is entirely auxiliary to and operated by a main or branch campus. An extension site shall not provide distinct programs, employ significant administrative personnel, or maintain its own institutional or student records.

~~(RS)~~ “Formal grievance” means a complaint against a certified school that is submitted on forms provided by the department and completes the review process through the final disposition.

~~(SI)~~ “Grievance policy” means the school’s internal procedures through which a student may formally make a complaint regarding actions of a school and a school may make its response to such a complaint.

~~(FU)~~ “Lapse” means a certificate of approval to operate that has not been renewed by the deadline established by the department.

~~(UV)~~ “Main campus” means the primary Missouri instructional facility of a school, as so designated by the school. For accredited schools, the main campus is the one to which accreditation is directly conferred and from which other campus locations derive their accreditation.

~~(VW)~~ “New program” means an academic or vocational educational offering not previously approved by the department or a current offering delivered in a format not previously approved by the department. New program shall also mean an approved academic or vocational offering whose components, including but not limited to program length, required hours, and/or content, have been modified by fifty percent (50%) or more.

~~(WX)~~ “Operate” means to establish, keep, or maintain any facility at a location or locations in this state where, from, or through which education is offered or given and shall include contracting with any person, group, or entity to perform any such act.

~~(XY)~~ “Person” means any individual, corporation, partnership, association, or business entity of any kind or description.

~~(YZ)~~ “Physical presence” means any person or location within the state of Missouri where, from, or through which a school operates for the purpose of conducting an activity relating to postsecondary education, including the granting of certificates or degrees, or for the purpose of recruiting students. Location is defined to include any address, physical site, electronic device, or telephone number within or originating from within the boundaries of the state of Missouri. Physical presence shall also mean a formally scheduled instructional interaction organized by or through a school taking place between two (2) or more students and/or instructors within the state of Missouri. Physical presence does not include any activity conducted by a school based outside of Missouri covered by the provisions of the State Authorization Reciprocity Agreement.

~~(ZAA)~~ “Program” or “program of instruction” means a complete academic or vocational educational offering which fulfills the requirements for the awarding of a certificate or degree. A program may consist of one (1) or multiple courses, and shall, upon satisfactory completion, fulfill an academic, occupational, or other training objective.

~~(AAB)~~ “Proprietary school” or “school” means any person not specifically exempted in the authorizing statute which offers or maintains on either a profit or not-for-profit basis within the state of Missouri a course or courses of instruction or study through classroom instruction or correspondence, or which grants certificates or earned or honorary degrees.

~~(BBC)~~ “Public institution” means a postsecondary educational institution established by provisions of Missouri constitutional or statutory law or established by the voters of the district in which it is located, which is funded fifty percent (50%) or more of its operating costs from public funds; which is governed by a body appointed by the Governor and approved by the Senate, or selected by the voters of the district in which it is located and which operates on a not-for-profit basis.

~~(CED)~~ “Religious degree” or “religious program” means any degree or program with a specific theological, biblical, divinity, or other religious designation. Religious degrees or programs shall not include those with a designation that generally denotes a secular degree, including, but not limited to, associate, baccalaureate, master or doctor of arts, science, humanities, philosophy, law, business, education, medicine, and other designations of non-religious disciplines.

~~(DEE)~~ “Substantive change” means a modification of twenty percent (20%) or more of a program’s components including, but not limited to, program length, required hours, and/or content.

~~(EFF)~~ “Transcript” or “transcript record” means a student’s permanent educational record.

~~(GG)~~ “Test-prep” or “test preparation course” means a course that is solely designed to enhance performance on an examination leading to occupational eligibility or admission to a postsecondary institution. The Coordinating Board shall deem test-prep courses or programs offered for postsecondary credit or advertised as providing postsecondary credit as proprietary schools pursuant to section 173.602, RSMo.

(2) Jurisdiction.

(A) This rule is applicable to all proprietary schools requiring a certificate of approval to operate under the provisions of sections 173.600 through 173.619, RSMo, or any person requiring an exemption from the provisions of sections 173.600 through 173.619, RSMo, by the Coordinating Board under section 173.616.2, RSMo. Any person establishing a physical presence in Missouri to operate a school, to instruct students, or to recruit students is subject to this rule. The Coordinating Board shall also deem the act of a school to grant degrees or certificates as establishing that such school engages in education and instruction and is required to obtain a certificate of approval or exempt status.

(B) After receiving a certificate of approval to operate, the school shall—

1. Operate in compliance with the standards and procedures established in this rule; and
2. Maintain institutional and student data and information, as stipulated in this rule, and make such records available for department examination.

(C) No proposed new school may operate without the issuance of a certificate of approval to operate. Certificates of approval shall be issued or denied on the basis of required estimates, assurances, or verifications of planned operations as provided in the application. Evidence that a new school is willfully failing to implement the estimates, assurances, or verifications shall be deemed grounds to revoke or suspend the certificate of approval to operate or to place the school on probation. After initial certification, application for renewal of the certificate of approval shall be on the same basis as for existing schools.

(D) Without either holding a certificate of approval to operate or being exempted from certification, any school or any agent acting in such school's behalf is prohibited from:

1. Entering into any signed contract or agreement for enrollment in any course or program of instruction between the school or any agent acting in behalf of the school and any potential or prospective student;
2. Receiving any financial payment or promise of payment from any potential or prospective student;
3. Announcing, advertising, or otherwise conveying the beginning of classes or instruction or any date for the opening of the school, or otherwise soliciting students for enrollment;
4. Commencing any instructional activity;
5. Making any claim or reference to having an approved, certified, or pending applicant status with the Coordinating Board or Department of Higher Education or the state of Missouri; and/or
6. Giving, awarding, or granting any certificates or degrees as defined in the authorizing statute or this rule.

(E) No school shall advertise or purport to be a Missouri school or to have a Missouri presence, or use a Missouri address on its letterhead or other publications, unless that school actually operates in this state and is either duly exempted from or certified under the provisions of this rule.

(F) Failure to maintain compliance with standards, procedures, or records maintenance and availability requirements shall be grounds for the revocation or suspension of a certificate of approval to operate or for placing a school on probation.

(3) Exemption.

(A) Schools That Shall Be Exempt by Statute. The following schools, training programs, and courses of instruction shall be exempt from the provisions of sections 173.600 to 173.619, RSMo, and formal application for that exemption is waived:

1. A public institution;
2. Any college or university represented directly or indirectly on the advisory committee of the Coordinating Board for Higher Education as provided in subsection 3 of section 173.005, RSMo;
3. An institution that is certified by the board as an "approved private institution" under subdivision (2) of section 173.1102, RSMo; and
4. A not-for-profit religious school that is accredited by the American Association of Bible Colleges, the Association of Theological Schools in the United States and Canada, or a regional accrediting association, such as the North Central Association, that is recognized by the Council on Postsecondary Accreditation or its successor organization and the United States Department of Education.

(B) Schools That Shall Be Exempted by the Coordinating Board. Upon application, on forms provided by the department and documentation of eligibility, as provided in this rule, the Coordinating Board shall exempt schools, training programs, and courses of instruction from the provisions of sections 173.600 through 173.619, RSMo.

1. Only schools that maintain a physical presence in Missouri are eligible to seek exemption under this rule.

2. Once granted, a status of exemption shall be subject to periodic review. As determined by the department, continued eligibility for exemption shall be demonstrated and verified in the application for exemption and is subject to review and further determination by the department at any time. The department may withdraw exemption status for proper cause, such withdrawal constituting a denial of exemption, or require a subsequent application for exemption.

3. Decision on the application for exemption shall be furnished to the school in writing. If exemption is denied, the basis for the denial shall be stated and the notice will be accompanied by forms on which to submit application for certification to operate. Denial of exemption may be appealed to the Administrative Hearing Commission.

4. The exempted school must be the entity awarding the degrees or certificates and must establish and maintain the educational records of students who enroll in a program of study.

35. Schools shall be exempt under the following categories:

A. Religious exemption. A not-for-profit school owned, controlled, and operated by a bona fide religious or denominational organization that offers no programs or degrees and grants no degrees or certificates other than those specifically designated as religious degrees or programs shall be exempted upon satisfactory evidence of—

- (I) The identity and bona fide nature of the religious denomination or organization, together with documentation of ownership, control, and operation of the school by the religious denomination or organization; and
- (II) The identity and designation of all degrees or certificates offered, including both honorary and earned.

B. Eleemosynary exemption. A not-for-profit school owned, controlled and operated by a bona fide eleemosynary (charitable) organization that provides instruction with no financial charge to its students and at which no part of the instructional cost is defrayed by or through programs of governmental student financial aid, including grants and loans, provided directly to or for individual students shall be exempted upon satisfactory evidence of—

- (I) The identity and bona fide nature of the eleemosynary organization; and
- (II) The sources of income through which instructional costs are defrayed.

C. Nonvocational exemption. Personal improvement seminars and courses of instruction less than 25 contact hours in length intended solely to enhance performance on examinations leading to occupational eligibility or admission to postsecondary education are considered avocational for purposes of this exemption category. A school that offers instruction only in subject areas that are primarily for avocational or recreational purposes (as distinct from courses that are creditable toward a certificate or degree or that teach employable or marketable knowledge or skills) shall be exempted upon satisfactory evidence that the school does not—

(I) Advertise its instruction as having occupational objectives or as conveying employable or marketable skills or knowledge;

(II) Advertise or maintain placement services or cite placement rates; and

(III) Grant any form of certificate or degree other than a certificate of course completion or certificate of attendance.

D. Employer exemption. A course of instruction, study, or training program sponsored by an employer for the training and preparation of its own employees shall be exempted upon satisfactory evidence that—

(I) No form of certificate or degree, or credit toward a certificate or degree, is granted other than a certificate of course completion or certificate of attendance;

(II) The training or instruction is available exclusively to employees of the sponsoring employer;

(III) The training or instruction is provided at no cost to the employee;

(IV) The training or instruction is not the primary activity of the employer; and

(V) If the training or instruction is provided through a second party school or other entity, a contract or agreement between the employer and the other entity shall exhibit that the training or instruction will be provided in compliance with parts (3)(B)3.D.(I)–(IV) of this rule.

E. Professional organization exemption. A course of study or instruction conducted by a trade, business, or professional organization with a closed membership where participation in the course is limited to bona fide members of the trade, business, or professional organization shall be exempted upon satisfactory evidence that—

(I) No form of certificate or degree, or credit toward a certificate or degree, is granted other than a certificate of course completion or certificate of attendance;

(II) The organization's membership is limited to bona fide members of the trade, business, or profession;

(III) The training or instruction is available exclusively to bona fide members of the trade, business, or professional organization; and

(IV) If the training or instruction is provided through a second party school or other entity, a contract or agreement between the organization and the other entity shall exhibit that the training or instruction will be provided in compliance with parts (3)(B)3.E.(I)–(III) of this rule.

F. State examination preparation exemption. A course of study or instruction for persons in preparation for an examination given by a state board or commission where the state board or commission approves that course and school shall be exempted upon satisfactory evidence that the state board or commission has approved the course and school.

G. Students primarily under age sixteen (16) exemption. A school or person whose clientele are primarily students aged sixteen (16) or under shall be exempt upon satisfactory evidence that students enrolled are primarily under the age of sixteen (16). Primarily, at a minimum, shall mean seventy-five percent (75%). The Coordinating Board shall exempt, without application, all pre-school, Montessori, and elementary and secondary schools subject to the standards of the Missouri Department of Elementary and Secondary Education. If, however, any private school with clientele primarily under the age of sixteen (16) offers any postsecondary degree or certificate, it shall not be eligible for this exemption.

H. Licensed schools exemption. A school that is otherwise licensed and approved under and pursuant to any other licensing law of this state shall be exempted upon satisfactory evidence that the school has been lawfully licensed or approved by another Missouri state agency. A state certificate of incorporation shall not constitute licensing or approval for the purposes of eligibility for this exemption. A school that offers programs of instruction other than those included within the license or approval of another state agency shall not be eligible for this exemption.

(C) Any school, training program or course of instruction exempted herein may elect by majority action of its governing body or by action of its director to apply for approval of the school, training program, or course of instruction under the provisions of sections 173.600 to 173.619, RSMo. However, any such school, if granted a certificate of approval to operate, shall comply with this rule as though such school were nonexempt. An exempted school, voluntarily seeking and receiving certification, may revert to exempt status upon application for exemption and approval by the Coordinating Board but the board shall not grant exemption if the school is deemed in noncompliance with certification standards at the time of the application and reversion to an exempt status shall not relieve the school of any liability for indemnification or any penalty for noncompliance with certification standards during the period of the school's approved status.

(4) Application for Certificate of Approval to Operate.

(A) Application for certification shall be submitted on application forms furnished by the department and must be submitted on or prior to the expiration date with which the forms are stamped when distributed. Decision on an application for certification shall be made on the basis of—

1. A complete and accurate disclosure of all material facts pertinent to the standards contained in this rule and authorizing statute that is not deceptive or misleading by commission or omission as determined by the department;

2. Compliance with the standards set forth in this rule and the authorizing statute;

3. Compliance with the instructions for fully completing and submitting the application forms and exhibits;

34. Information, documentation, or verification submitted or received from any source in supplement to the pending application;

45. Research, information, and other documentation collected by the department or by independent experts or consultants; and

56. Site visitation and/or personal interview as deemed appropriate by the department.

(B) The department may give faith and credit consideration to accreditation by a national or regional accrediting association recognized by the United States Department of Education and to approval by other governmental agencies, including certification or licensing approval by another state. The department may waive any part of the certification procedure for reason of such accreditation or approval.

(C) The department may waive any part of the certification procedure in any instance where such procedure is deemed by the department to be unnecessary or inappropriate for a given school applicant.

(D) The submission of applications should allow adequate lead time prior to the applicant's planned date for starting school operations. The applicant's planned start date shall not normally be a consideration for the time frame for decision on an application. Incomplete or inaccurate applications may be returned to the applicant for resubmission. Failure of the applicant to respond in a timely manner to requests for supplementary information or for resubmission of the application may result in the assessment of a late fee and/or denial of certification to operate.

(E) Annual Recertification.

1. Certificates to operate shall be issued for a maximum of a one- (1-) year period, and schools must submit application and be certified annually, unless the school meets eligibility requirements for a two- (2-) year certificate as provided in this rule.

2. The annual certification year shall be from July 1 to June 30.

3. Schools initially certified shall be certified from the date of issuance of the certificate of approval to operate to the end of the current certification year, June 30.

4. The closing date for the submission of applications for annual recertification shall be the March 15 immediately preceding the beginning of the certification year, and, contingent upon a school submitting an acceptable application on or prior to that closing date, a school's certification status shall not lapse in the event a recertification decision is delayed past the expiration of the then current certification year.

5. Failure to submit an annual or biennial recertification application by the prescribed closing date shall be grounds, without other considerations, for the assessment of a late fee and/or denial of a certificate of approval to operate for the next certification year.

6. Failure to completely and accurately disclose all material facts of the school's operation pertinent to the standards contained in this rule and the authorizing statute shall be grounds for denial of a certificate of approval to operate.

(F) Biennial Recertification.

1. Schools that meet eligibility criteria may request a certificate of approval to operate that is valid for a two- (2-) year period. To be eligible for a biennial certificate of approval, a school must—

A. Be in continuous operation for a period of no less than five (5) years;

B. Maintain a location or locations in Missouri where, from, or through which education is offered;

C. Hold current institutional accreditation from a national or regional accrediting association recognized by the United States Department of Education or the Council for Higher Education Accreditation and have no current disciplinary actions such as warnings, probation, show cause or other negative actions from the accreditor, meaning any requirement imposed by an accrediting agency in response to a violation of accreditation criteria that requires a response by the institution or that results in the need for a follow-up visit by the accrediting commission;

D. For schools currently participating in Title IV, currently maintain the general standards of financial responsibility as outlined by the United States Department of Education's current Federal Student Aid Handbook and its successor publications;

E. Have no findings from the school's most recent department site visit that have not been satisfactorily resolved within sixty (60) days of formal notification;

F. Have not been placed in a probationary status, within the previous five (5) years, by the department that has not been resolved within the time frame provided by the probation notice;

G. Have no formal grievance in the five (5) years prior to application for biennial recertification that the department has officially determined constituted a violation of certification standards;

H. Maintain an official cohort default rate of no more than five percent (5%) that is at least five percentage points below the official threshold rate published by the United States Department of Education. If, during the initial year of a two-year certificate of approval, the school's official published cohort default rate exceeds the above threshold, the school will be required to return to eligibility by the next annual official publication or be identified as failing to maintain eligibility criteria for a two-year certificate of approval; and

I. Have not added more than one (1) new branch during the most recent term of biennial recertification granted by the department.

2. Failure to maintain eligibility criteria will result in reissuance of the biennial recertification the school deemed ineligible to renew the two year certificate of approval. Schools will be issued a certificate that must be renewed annually. Schools will be notified by the department of the loss of eligibility and will be required to renew the certificate of approval on an annual basis. Schools may not reapply for biennial recertification for two (2) years from the date of notification by the department and must meet all eligibility criteria.

3. A school granted a biennial certificate of approval must annually submit to the department—

- A. An annual certification fee;
- B. Verification of the security deposit; and
- C. Other data as determined by the department to be necessary to administer, supervise, and enforce the provisions of sections 173.600 to 173.619, RSMo.

(G) Temporary Certification. On decision of the department, a certificate of approval issued to an applicant school or to a school applying for recertification may be issued as a temporary certificate of approval. The effective date of a temporary certificate of approval shall not exceed sixty (60) days. In instances other than a temporary certificate of approval issued for reason of a change of school ownership, the reasons for issuance of the temporary certificate of approval shall be specified by the department. At the termination of the temporary certificate of approval—

- 1. A temporary certificate of approval may be reissued for one (1) additional period not to exceed sixty (60) days; or
- 2. A certificate of approval for the remainder of the then current certification year may be issued.

(H) Certification Fee. No certificate of approval to operate shall be issued except upon payment of the prescribed certification fee.

1. The certification fee shall be computed on the basis of \$.0013 per one (1) dollar of net tuition and fees income (excluding refunds, books, tools, and supplies), with a maximum of five thousand dollars (\$5,000) and a minimum of five hundred dollars (\$500) per school. Tuition and fees for schools that operate at two (2) or more locations within Missouri may be reported separately or be combined for all locations for purposes of computing the certification fee. The certification fee shall be computed on the basis of data submitted by the institution, subject to verification by the department.

2. The certification fee for a school upon initial certification to operate shall be computed on the basis of the estimate given in the application of the net tuition income for the first year of operation, except that the fee shall not be less than the minimum of five hundred dollars (\$500). The full initial certification fee shall be assessed whether the initial certification is for an entire or partial certification year.

3. The certification fee requirement for a branch campus operated in Missouri by an out-of-state school shall be computed solely on the basis of applicable tuition and fee income at the Missouri branch campus.

4. For a school having a certificate of approval for the sole purpose of recruiting students in Missouri, the net tuition used for the certification fee computation shall be only that paid, or estimated if initial, to the school by students recruited from Missouri and the fee shall be five hundred dollars (\$500) plus \$.0013 per one (1) dollar of net tuition and fees income (excluding refunds, books, tools, and supplies) not to exceed five thousand dollars (\$5,000).

(I) Security Deposit. Each proprietary school must file a security deposit with coverage consistent with the statutory requirements of section 173.612, RSMo.

1. The security deposit shall be executed on the prescribed form provided by the department for that purpose. The security deposit shall cover all facilities and locations ~~of the school in the state of Missouri~~ included within the certificate of approval issued by the Missouri Coordinating Board for Higher Education and shall clearly state that it covers the school and all locations and agents of the school.

2. Any bonding company must be approved by the Missouri Department of Insurance, Financial Institutions and Professional Registration.

3. The amount of the security deposit shall be ten percent (10%) of the preceding year's gross tuition but, in no event, shall be less than five thousand dollars (\$5,000) nor more than one hundred thousand dollars (\$100,000), except that the school may deposit a greater amount at its own discretion.

4. The school may comply with the security deposit requirement through any of the following three (3) methods, at the discretion of the school: performance surety bond, irrevocable letter of credit, or cash bond secured by certificate of deposit.

5. The amount of the security deposit required must be computed and compliance verified with each annual application for certification. Written verification of compliance with the security deposit requirement of the authorizing statute must be presented prior to the issuance of a certificate of approval. Failure of a school to post and maintain the required security deposit may result in denial, suspension, or revocation of certification to operate or the school being placed on probation.

6. Any school that operates two (2) or more main campuses in the state may combine, or report separately, gross tuition for all locations for the purpose of determining the annual security deposit requirement. However, if the combined gross tuition calculates a security deposit requirement in excess of the one hundred thousand dollars (\$100,000) maximum, the gross tuition shall be reported separately, and the requirement calculated separately.

7. The security deposit requirement for a branch campus operated in Missouri by an out-of-state school shall be computed solely on the basis of applicable tuition and fee income at the Missouri branch campus.

(5) Fees.

- (A) Fees should be made payable to the Missouri Department of Higher Education.
- (B) All fees are non-refundable.
- (C) The following fees shall be paid:

- 1. Initial Application for Certification (to be credited toward the certification fee) \$200
- 2. Initial Application for Exemption \$ 50

3. Application to Establish a Branch Campus	\$100
4. Application to Establish an Extension Site	\$ 50
5. New Program Review (Certificate)	\$100
6. New Program Review (Associate)	\$200
7. New Program Review (Bachelor and Graduate)	\$500
8. Substantive Change Review (Certificate)	\$ 50
9. Substantive Change Review (Associate)	\$100
10. Substantive Change Review (Bachelor and Graduate)	\$250
11. Change of Ownership, Name, Location	\$100

12. Continuing Education (up to fifteen programs)
\$100

13. Continuing Education (more than fifteen programs)
\$500

~~12~~14. Student Record Verification (per copy) \$ 10

~~13~~15. Late Fee (per day) \$ 10

A. A late fee of ten dollars (\$10) per day exclusive of Saturday, Sunday, and holidays, not to exceed a maximum of one thousand five hundred dollars (\$1,500), will be assessed on certified schools that fail to respond, within a time frame to be stated in official correspondence, to the department's request for information or documentation related to recertification, grievances, department site visits, or probation.

B. The late fee may be waived in whole or in part at the discretion of the department.

(D) Unaccredited degree-granting schools seeking initial certification to operate in Missouri may be required to undergo a pre-certification site visit by department staff and external consultants with expertise in higher education. The applicant school is responsible for all reasonable costs associated with the site visit.

(E) Certified schools are responsible for travel expenses for all members of a department on-site review team when such review is scheduled in response to concerns raised by accreditors, students, or the general public.

(6) Certification Standards. The following standards are established as minimum requirements that must be met and maintained in order for a school to be issued a certificate of approval to operate in Missouri. As determined by the Coordinating Board for Higher Education, compliance with these standards shall be demonstrated and verified in the application for certification to operate and are subject to review and further determination by the department at any time.

(A) Institutional Standards.

1. The school must have an exact physical location or locations.

2. The school must have an official name. A certificate of approval shall not be issued to a school if the name of that school, whether initially proposed or changed after establishment, is—

A. Identical to the name of an existing certified school or a public or independent college or university in Missouri; or

B. Deemed, by the department, to cause confusion of identity among the lay public.

3. The mission and purpose of the school shall be legitimate and acceptable educationally and shall be supported by the operations and programs of the school.

4. The physical plant and equipment of the school shall be commensurate in size, accommodations, and condition to the purpose and programs of the school, including the methods through which education and training are delivered.

5. The learning resources of the school, such as educational equipment, computer hardware and software, library holdings, and telecommunications equipment, shall be sufficient to meet the educational objectives of all courses and programs.

6. The school must be in current compliance with all pertinent ordinances and laws relating to the safety, health, and security of the persons on the premises.

7. All information provided by the school, including media advertising and other informative or promotional materials, including those printed, published, recorded, or presented, descriptive of the school shall—

A. Truthfully represent the characteristics of the school;

B. Include the name of the school and shall specify either the school mailing address, the telephone number, or both;

C. When referencing Missouri certification status, only refer to itself as being "certified to operate" or "approved to operate" by the "Missouri Coordinating Board for Higher Education" or the "Missouri Department of Higher Education"; and

D. Not be deceptive or misleading, as determined by the department, such as by—

(I) Stating in advertising or other materials that the school, its programs, certificates, or degrees are accredited, certified, or approved by the Coordinating Board for Higher Education, the Department of Higher Education, or by the state of Missouri or any of its agencies;

(II) Using employment or want ad sections or services of any newspaper or advertising media for purposes of student recruitment;

(III) Stating in advertising or other material that the school is or its programs are accredited by any organization that is not an accrediting agency officially recognized by the United States Department of Education or the Council on Higher Education Accreditation;

(IV) Omitting or concealing any material information that obscures a truthful description of the school, its programs, or its services; or

(V) Making any statement that cannot be verified or documented by the school.

(B) Program Standards.

1. Program review. The instructional programs of the school must legitimately support the stated purpose of the school and the school must demonstrate that each course of instruction meets its stated objectives, showing that the following are appropriate to the award designation and discipline:

A. The study discipline of a degree program shall be identified and verified to be generally accepted in American higher education as a legitimate area of degree study;

B. The study discipline of a nondegree program shall be identified and verified as legitimate preparation and training for its vocational or academic objective; and

C. Any award granted shall be on the basis of study content and achievement requirements that shall be deemed by the department to be reasonably equivalent to study content and achievement requirements commensurate with the designated level of award, as generally applied at institutions of higher education and/or the vocation for which it prepares.

(I) Study content and achievement requirements must demonstrate satisfaction of this standard through the following:

(a) Level of the program, including its range and scope of courses;

(b) Content of courses, including the type, depth, breadth, and sequence of courses; and

(c) Duration of the program, including minimal instructional length at the school. Except as specifically determined otherwise by the department, minimum instructional length shall be twenty-five percent (25%) of similar programs for nondegree and undergraduate degree programs and seventy-five percent (75%) for graduate and professional degree programs.

(II) Demonstration of such equivalence may be established through inclusion of the program within the scope of accreditation by national or regional accrediting agencies recognized by the United States Department of Education or the Council on Higher Education Accreditation.

D. No earned degree or certificate may be given, awarded, or granted in the absence of an instructional component offered and conducted by the school or through demonstration of academic or skill competency sufficient to meet criteria established for such purpose by the school.

2. Program disclosure. The school shall maintain and provide each student in published or printed form, usually through a dated school catalog, the following information for each program and course of instruction offered. The information also shall be provided to prospective students upon request.

A. An official statement of the school's and each program's objectives.

B. Specific titles and descriptions of program content or competency, including, where appropriate, course descriptions.

C. Explanation of evaluation and completion requirements for each program, including:

(I) Specific grade, credit hour, clock hour, and/or other performance achievements required for satisfactory completion as appropriate to each program;

(II) Appropriate definitions of the measures of progress described in part (6)(B)2.C.(I) of this rule;

(III) Specific methods by which program requirements may be met through study at another institution, for work experience or other equivalency, for testing out, or for credit earned on any basis other than instruction offered by the school;

(IV) Explanation of the system of evaluation to include:

(a) Definitions and application of grading methods;

(b) Policies and procedures for monitoring academic progress, including achievement requirements and pertinent time frame; and

(c) Expectations of consequences for failure to maintain satisfactory academic progress, including probation, suspension, or termination; and

(V) Exact designation of the certificate or degree bestowed upon satisfactory completion of each program.

D. The expected length of each program and course stated in definable units such as hours, days, weeks, months, and/or terms.

E. Explanation of the instructional method to be employed (classroom, laboratory, independent study, supervised research, supervised internship or externship, etc.) for various stages of the instruction.

F. If applicable, explanation of instructional methods, achievement evaluation, technical requirements, and other policies unique to the delivery of instruction via distance media.

G. As applicable, the schedule of classes, including dates and times of meetings.

3. Earned and honorary awards.

A. No earned certificate or degree may be given, awarded, or granted solely on the basis of payment of tuition or fee, credit earned at another school or schools, on the basis of credit for life experience or other equivalency, on the basis of testing

out, on the basis of research and writing, or solely on the basis of any combination of these factors.

B. No honorary degree may be given, awarded, or granted by any school that does not give, award, or grant an earned degree.

C. No fee or other charge may be assessed for giving, awarding, or granting an honorary degree.

(C) Personnel Standards.

1. The school must have a formal governance structure consistent with its form of ownership or corporate identity that is capable of adequately directing, administering, and operating the school in a manner consistent with the mission and purpose of the school and is capable of developing and maintaining its instructional programs.

2. The school must have sufficient administrative, instructional, and support personnel based on the instructional programs offered, its student enrollment and relative needs for educational and support services. Administrative personnel are expected to have prior experience or training in postsecondary education.

3. Instructional personnel, defined to include those who train or deliver instruction as well as any personnel that measure, assess, or evaluate student achievement, shall minimally meet the following qualifications:

A. A combination of educational and experiential qualifications in excess of the level of instruction on which they are instructing; and

B. Shall have relevant qualifications, training, and experience in the subject or discipline area in which they are instructing.

C. For instructional personnel in skill based areas, greater weight may be given to experiential qualifications as appropriate to the program objectives. For academic and degree level programs, education experience and background will be considered the primary qualifications.

(D) Financial Standards.

1. The school must have a sound financial structure with sufficient resources for its continued operation, as determined by the department.

2. The school must provide financial statements, as requested by the department, indicating sufficient current assets are available to meet current operational liabilities and related obligations.

3. The school must demonstrate financial stability and responsibility through reasonably prompt satisfaction of operational financial obligations, its capital indebtedness obligations, its personnel payroll, and its student financial refund obligations.

4. The school must have the required financial security deposit, on forms provided by the department, on file pursuant to the provisions of section 173.612.2.(3), RSMo.

5. If applicable, the school must administer governmental student financial aid, including both grants and loans, awarded through or by the school, in compliance with all applicable law and regulations.

(E) Student Cost Standards.

1. Cost disclosures. The school must maintain, through a catalog or other printed or published informative material, and make available to students and prospective students, full disclosure of any and all financial charges to the students, including:

A. Tuition;

B. Special fees;

C. A reasonable estimate of required charges for books, equipment, materials, tools, services, and other non-incidentual educational supplies or charges, whether or not made by the school but required for program completion;

D. Charges for room and board provided by the school;

E. Information on payment policies and procedures; and

F. Information on availability of and procedures to apply for student financial aid offered by or through the school, whether available from public and/or private sources.

2. Cancellation policy. The school must provide for a period during which an enrollment or admission agreement may be cancelled by the student with refund of all monies paid.

A. That cancellation period shall not be less than three (3) days, exclusive of Saturday, Sunday, and holidays.

B. The enrollment agreement shall contain a clear statement of the cancellation policy and procedures.

3. Refund policy. The school must have a fair and equitable student tuition refund policy, as determined by the department.

A. The enrollment agreement shall contain a statement of the refund policy and the formula or rules for calculation of refunds due to students withdrawing or whose enrollment is otherwise discontinued.

B. The tuition refund policy must specify fees or other expenses that are nonrefundable beyond the period of cancellation as described in paragraph (6)(E)2. of this rule.

C. The refund policy must specify a maximum time lapse for the refund to be made and any conditions under which there would be no refund.

D. The school must also disclose to the student any conditions under which the refund would be made to a person other than the student.

E. Unless variation is authorized by the department based on program length or cost, fair and equitable shall mean provision of a reasonable refund formula through at least one-half of the enrollment period.

(F) Student Services Standards.

1. The school shall maintain and fairly and equitably enforce the following policies and procedures:

A. Admission procedures and requirements which reasonably assure that the students admitted are capable of achieving and informed concerning the qualifications, competency levels, and/or proficiencies necessary to achieve the stated goals of the instruction offered and which are nondiscriminatory in their application;

B. Conduct, dress, attendance, grievance, and other policies governing students during their enrollment and the expectations of reprimand, punishment, or termination for violation of any policies;

C. A formal policy and procedure for students to withdraw from a program of instruction or the school; and

D. A formal policy and procedure for the issuance of transcript records, including disclosure of any associated fees.

2. The school must provide all students through a catalog or other printed or published informative material full disclosure of the following. The information also shall be provided to prospective students upon request.

A. Admission requirements and procedures for applying for admission.

B. Information on conduct, dress, attendance, grievance, and other policies governing students during their enrollment and the expectations of reprimand, punishment, or termination for violation of any policies.

C. Accurate description of instructional resources, including: the physical facility, qualification of individual instructional faculty, equipment, and, if applicable, library.

D. Statement of any institutional or program accreditation or approval claimed.

E. Statement of the formal policy and procedure for students to withdraw from a program of instruction or the school.

F. Description of job placement assistance, counseling, or other related services available to students.

3. Enrollment agreement. The school, through a written enrollment agreement, shall maintain and make available to all students, upon acceptance or enrollment, disclosure of the following:

A. The program in which the student is enrolled;

B. The beginning date of instruction;

C. Length of the period of enrollment, defined to be the time to which a student commits for completion of a course or program;

D. The cost of all charges made by the school during the period of enrollment;

E. Conditions of payment, meaning a description of when payments to the school are due and for what amount, regardless of the sources of funding, and additional fees for alternative payment plans;

F. The cancellation policy maintained in compliance with this rule;

G. The refund policy maintained in compliance with this rule;

H. Signature of the student and the date of signing; and

I. Signature of an authorized school representative and the date of signing.

4. Transcript. The school shall maintain an individual transcript record for each student currently or formerly enrolled at the school. Unless the transcript is destroyed by an act of nature, the institution may not refuse to issue a transcript on a student's written request, except for the reason of student nonpayment of a financial obligation to the school. The transcript shall minimally include the following:

A. Full name of the student;

B. Name and address of the school;

C. Notation of each course attempted or completed, including the term and date of the course, credit or contact hours attempted, credit or contact hours earned, and grade assigned;

D. Exact award conferred, if applicable;

E. Date of award conferral, if applicable;

F. Notation and date of withdrawal, if applicable; and

G. Upon issuance of an official transcript, the name, title, and signature of the school official authorized to issue the transcript and the date of issuance.

(7) Information and Data Standards. Full compliance with all data and information requests and the submission of all data forms and required statements of the Coordinating Board shall be requisite to the issuance of a certificate of approval to operate, notwithstanding that a certificate of approval may be denied, revoked, or suspended on the basis of data and information submitted or willfully omitted, or for willfully submitting incorrect data. In order to be in compliance with the data and information requirements of the certification process, the school shall maintain, in addition to information disclosures described elsewhere in this rule, the following information, which shall be available for submission to and/or examination by the Department of Higher Education.

(A) Institutional Information and Data.

1. The name of the school, current telephone number, current mailing address, any Internet addresses maintained by or for the school, the school's physical address, and date of school establishment.

2. The form of ownership of the school, whether sole proprietorship, partnership, limited partnership, or corporation, or non-Missouri public, along with the names, if applicable, of those persons holding a ten percent (10%) or more ownership interest in the school.

3. As applicable, explanatory statements of and documentation for any corporate governance body or structure that directs or administers the school.

34. Verification of the school's accreditation by any national or regional accrediting entity and verification of any licensing or approval by a state or federal governmental agency.

45. Assurances, and documentation, of compliance with all pertinent ordinances and laws relating to the safety, health, and security of persons on the school premises.

56. Sample copies of all media advertising and printed or published materials, including Internet and other electronic publications, descriptive of the institution and employed within the past year.

67. Description of the school's instructional, administrative, and support facilities located in Missouri.

78. The peak enrollment and the total student enrollment for the most recently completed calendar, fiscal, school, or other year as designated by the department.

(B) Program Information and Data.

1. For each instructional program offered, a program outline containing, at a minimum, the following information:

- A. Specific title of the program;
- B. The designation of the certificate or degree granted upon completion;
- C. The objective academic or vocational educational outcomes for the program;
- D. Requirements for admission to the program;
- E. Requirements for completion of the program, including the specific courses, grade achievement, and other requirements, described, as applicable, in defined terms of clock hours, credit hours, and/or performance requirements;
- F. The length of study, stated in calendar terms such as days, weeks, months, or years, which reasonably describes the expected program length, as well as any provisions for variation from this length and any associated variance in cost;
- G. Academic and performance policies for evaluation, grading, satisfactory progress, and attendance for the program;
- H. The method of instruction by which the program requirements may be earned, including the specific courses or other required units that may be met by study at another institution, for work experience or other equivalency, for testing out, or for credit earned on any basis other than instruction offered by the school;
- I. The teaching methodologies employed by the program, including the specific uses of classroom, laboratory, correspondence, independent study, supervised research, supervised internship or externship, electronic telecommunication, and other methods of instruction;

J. For each distinct course of instruction required or available as a part of the program, the specific course title, objective or competency sought, instructor(s), the number of credit or clock hours awarded or other measurement system used to establish ~~upon~~ completion, and a description of the course content; and

K. Individual and aggregate information on student enrollment, completion, and employment.

2. Description of the procedures for implementing policies of evaluation, grading, academic progress, attendance, conduct, and grievance, and records demonstrating the application of these policies.

3. Copies of the current or most recent schedule of courses of instruction.

4. As applicable, a statement as to the policy by which a credit or contact hour is defined for institutional application in determining credit or contact hour values for courses and program completion. If the program uses another measurement system to monitor progress and completion, a definition of that system and how it is used in measuring program delivery.

(C) Personnel Information and Data.

1. The names and titles of all administrative and instructional personnel employed by the school and a resume of the education and employment experience for each person so employed.

2. The names, titles, addresses, and telephone numbers of the agents of the school, along with the geographic area of the operation of each agent.

3. As applicable, explanatory statements of and documentation for any corporate governance body or structure that directs or administers the school.

4. A financial statement displaying the assets, liabilities and other financial categories of the school and/or its parent entity.

(D) Financial Information and Data.

1. Verification of compliance with the security deposit requirement under the authorizing statute and this rule.

2. The fiscal year used for the school's operation.

3. A financial statement showing, in addition to other standard revenue and expenditure categories, gross tuition, fees, and income from other charges made to students for the last completed fiscal year, certified by the school owner or the school's chief administrative officer.

(E) Student Cost Information and Data.

1. Catalog or other printed or published information for disclosure of financial charges to students and records demonstrating the application of that printed or published information.

2. A statement of the refund policy of the school and records of the application of that policy.

3. A statement of the cancellation policy of the school and records of the application of that policy.

(F) Student Services Information and Data.

1. Transcripts of the records of student achievement, including all degrees, certificates, or other awards granted, and evaluation of all students, past and present, enrolled at the school, whether or not completing the program of instruction shall be maintained permanently, and in accordance with record storage requirements in subsections (8)(C) and (8)(D) of this rule.

2. The following student records are to be maintained for a reasonable length of time, minimally three (3) years after a student has graduated, withdrawn, or terminated enrollment, or longer as mandated by federal and/or state policies, procedures, or statutes:

- A. Records of the application of each student for enrollment and the decision made on that application;
- B. Records of the completion of an enrollment agreement by each student as described in paragraph (6)(F)3. of this rule;
- C. Records of all financial charges to each student and payments made by or on behalf of the student;
- D. Records of all financial aid awarded to or obtained by each student, including governmental grants and loans, and the application of those funds to payment of student charges and/or refunds made to the student or the funding source;

E. Records of all disciplinary actions taken against individual students for their violations of school policies on attendance, conduct, dress, academic progress, and any other policies, as well as records of all associated grievance proceedings, as maintained in compliance with this rule;

F. Records on each student withdrawing from the school demonstrating application of the school's withdrawal policy including a notation of that withdrawal on the student transcript;

G. Records of job placement and employment of those students graduated; and

H. Files of any other student records required by this rule.

(8) Operating Standards.

(A) The certificate of approval issued by the Coordinating Board indicating a school's approval to operate in compliance with sections 173.600 to 173.619, RSMo, and the provisions of this rule shall be, at all times during the term of its validity, displayed in a conspicuous place on, and only on, the premises listed on the face of the certificate of approval so that persons visiting the premises may readily see the certificate of approval.

(B) Any school that closes or whose certificate of approval is suspended, revoked, or not renewed shall, on the approval of the department, take one (1) of the following actions:

1. Make partial or full refund of tuition and fees to the students enrolled;

2. Continue operation under a temporary certificate until students enrolled have completed the program for which they are enrolled;

3. Make arrangements for another school or schools to complete the instruction for which the students are enrolled;

4. Employ a combination of these methods in order to fulfill its obligations to the students; or

5. Implement other plans approved by the department.

(C) A school must maintain a location or locations for all student records, including the student transcript, for both current and former students, that can reasonably assure their proper security, protection, and accessibility.

(D) In the event a school terminates its operations, it must file or make arrangements to file all student transcripts ~~and financial account records~~, in paper and/or electronic form, in an appropriate permanent repository approved by the department within fourteen (14) days of the termination date. Failure to do so shall result in forfeiture of the security deposit as required by section 173.612, RSMo.

~~(E) In the event a school ceases operations without meeting refund, teach out, or record storage obligations, the school may forfeit the security deposit as required by section 173.612, RSMo. The department may utilize proceeds from the security deposit to indemnify students or enrollees suffering a loss or damage or to secure student records as a result of the school's noncompliance with any statutes or regulations pertaining to certification to operate.~~

~~(E)~~ Scope of Certificate of Approval.

1. Branch campuses and extension sites of Missouri schools.

A. Application for a certificate of approval to operate shall be made by and through a location designated as the main campus of a school indigenous to Missouri. A certification application shall be made by a main campus on behalf of its branch campuses. The application shall identify all locations proposed to be operated by the school.

B. All certificates of approval to operate shall specify the instructional locations and program(s) of instruction for which the certificate is valid. In addition to the certificate issued to the main campus, certificates of approval to operate shall be issued only for those locations and programs defined and listed in the annual application for certification as branch campuses.

C. Approval to operate locations as extension sites, as defined and listed in the annual application for certification, shall be extended from the certificate of a main or branch campus.

D. The certification to operate of the main campus or any of its branches or extensions may be denied, revoked, suspended, or placed in a status of probation. Such action may be deemed by the department to apply to all locations under the jurisdiction of that certificate of approval to operate.

2. Franchises of Missouri schools.

A. All locations at which instruction is proposed to be offered by a franchisee of a franchisor approved to operate shall be deemed a location within the scope of such franchisor's approval, provided that the franchisor provides the course curriculum and guidelines for teaching at each location and that a single location is identified as the principal facility for record keeping.

B. Denial, revocation, or suspension of certificates of approval to operate for a franchisor shall be deemed to apply to all franchisee locations. The certification of an individual franchisee (as listed on the franchisor's application for certification) may be denied, revoked, suspended, or placed in a status of probation for just cause.

3. Changes in physical location.

A. The department must be notified at least thirty (30) days prior to the effective date of proposed changes in or additions to the location(s) of the school operations.

B. Such changes shall not be effective except on review and authorization by the department.

C. As a condition of authorization for the implementation of changes and additions of location under the school's certificate to operate, accredited schools must provide written documentation of the approval of such changes by the accrediting association.

4. Programmatic additions, discontinuances, and revisions.

A. The department must be notified at least thirty (30) days prior to the effective date of non-substantive programmatic additions, discontinuances, and revisions (including but not limited to changes in name, length, cost, or objective).

B. Substantive revisions to existing programs of instruction and the initiation of proposed new program offerings must be submitted for review in the format established by the department. The school must demonstrate that revised and additional programs are in compliance with certification standards, as described in paragraph (6)(B)1. of this rule, in order for these programs to be approved for inclusion within the scope of the certificate of approval. Such changes shall not be effective except on authorization by the department.

C. As a condition of authorization for the implementation of programmatic changes under the school's certificate to operate, accredited schools must provide written documentation of the approval of such changes by the accrediting association.

D. Schools must submit a complete proposal to the department at least ninety (90) days prior to implementation of a new program. Incomplete proposals will be returned without review. A complete proposal must include at least the following, as prescribed by the department:

- (I) A signed letter of notification;
- (II) A complete new program request form;
- (III) All required new program request form attachments; and
- (IV) Payment of any required fees.

E. Schools must submit a complete proposal to the department at least sixty (60) days prior to implementation of a substantive change to an existing program. Incomplete proposals will be returned without review. A complete proposal must include at least the following, as prescribed by the department:

- (I) A signed letter of notification;
- (II) A complete program revision request form;
- (III) All required program revision request form attachments; and
- (IV) Payment of any required fees.

F. Upon receipt of a complete proposal for a new program or a substantive change to an existing program, the department will provide an acknowledgement to the school that includes the official date of receipt.

G. The department must provide the school with a written response to a proposal for a new program within ninety (90) calendar days or a substantive change to an existing program within sixty (60) calendar days. The response may notify the school of final approval, tentative approval, or additional information that must be submitted to complete the review. If the response is not provided within the required time frame, the school may offer the program until the department completes its review and identifies a substantive issue or issues that need correction.

H. If the department fails to provide a written review within the time frame established in paragraph (8)(E)4.G. of this rule, the department will notify the school of the results of the review within ninety (90) days of the expiration of the initial time frame. The school will then have ninety (90) days from that notice to correct identified deficiencies without ceasing to offer the program. The school must cease offering the new or revised program if it fails to make the required corrections within the ninety-(90-) day time period.

5. Continuing education.

A. Certified schools may offer continuing education upon approval by the department and payment of a fee. Branch campuses and extension sites will be approved to offer the same continuing education as the main campus. Fees will be charged to the main campus only.

B. Certified schools may consolidate all qualifying continuing education offerings on the official program inventory under the title "Continuing Education." Schools are required to submit to the department a list of all continuing education to be offered during the upcoming certification period and pay an annual fee. Failure to submit a list of continuing education with the annual fee may result in denial of approval to offer continuing education for the next certification period.

C. Certified schools holding recognized regional or national accreditation must provide documentation verifying approval of the continuing education by the school's accrediting body or documentation from the accrediting agency indicating the school is not required to obtain approval as the continuing education is outside the scope of accreditation.

D. Certified schools must disclose in school publications the continuing education is not offered for academic credit, and may not be accepted in transfer to another postsecondary institution.

(I) Accredited schools must disclose in school publications if the continuing education is not within the scope of accreditation.

(II) School publications must include all pertinent policy disclosures, costs, and any equipment or technological requirements for participation in continuing education.

E. Continuing education offered by certified schools at no cost to the student, including employer-sponsored instruction or training available only to employees, is not required to be included on the annual program inventory submitted to the department.

(FG) Change of Ownership.

1. A certificate of approval is nontransferable. A change in the sole proprietor of a school, a change in the majority interest of general partners of a partnership owning a school, or a change in a majority stock ownership of a school shall be deemed a transfer of ownership.

2. Within thirty (30) days of such transfer the new owner shall make application for a new certificate of approval on application forms as determined by the department.

3. This application shall be processed like an initial application except the Coordinating Board may issue a temporary certificate to be effective for a maximum of sixty (60) days if the chief administrator furnishes a written statement asserting that all conditions set forth in the rule are being met or will be met before offering training or education.

4. Failure to make application to the department, when a change of ownership occurs, shall be grounds for placing a school on probationary status or for suspension, revocation, or denial of a certificate of approval.

(GH) Change of School Name.

1. The department must be notified at least thirty (30) days prior to the effective date of proposed changes in the official name of a school. Name changes shall not be effective except on authorization by the department.

2. As a condition of authorization for the implementation of a name change under the school's certificate to operate, accredited schools must provide written documentation of the approval of the change by the accrediting association.

(HI) Except as pursuant to the initial approval to operate, a certificate of approval will not be issued to any school that has reported no student enrollments during the previous certification year. A school having a full certification year without student enrollments shall be deemed as not being a school eligible for certification.

(9) Certification of Out-of-State Institutions.

(A) An out-of-state institution is defined as any school not indigenous to Missouri seeking to establish or to maintain a physical presence within Missouri for either the purpose of operating a branch campus of that school or the purpose of recruiting students to enroll in the school.

(B) Out-of-state schools must have continuously operated for a minimum of two (2) years prior to application to operate in Missouri, be licensed or approved by the other state, territory, District of Columbia, or national government and the requirements for approval or licensure in the other state or political entity must be substantially equal, as determined by the department, to those in force in Missouri at the time the application for approval is filed.

(C) The department may give faith and credit consideration to an out-of-state accredited school's accrediting association and to approval by other governmental agencies, including certification or licensing approval by another state. The department may waive any part of the certification procedure for reason of such accreditation or approval.

(D) Operating a Branch Campus.

1. In order to operate in Missouri, an out-of-state institution must comply with the same standards and procedures as are applicable to institutions indigenous to Missouri and must be annually certified as approved to operate, except as provided elsewhere in this rule for two-year certification.

2. Each branch campus where, from, or through which an out-of-state school operates in Missouri must be independently certified even though those sites are branches of the parent non-Missouri institution. Separate applications must be submitted for each branch campus and all application information must be specifically for that site and not for the non-Missouri parent institution.

3. Each branch campus where, from, or through which an out-of-state school operates in Missouri must designate in the application a resident director in order to be eligible to be certified to operate.

4. Application forms for annual or biennial certification and follow-up communications, including the issuance of the certificate, shall be distributed by the department directly to the designated resident director of each branch campus of an out-of-state school operating in Missouri. This procedure does not prohibit the director of the Missouri site from forwarding the mailings to the parent institution for processing nor does it prohibit the payment of certification fee and deposit of security by the parent institution; however, the institution must comply with all closing dates and deadlines.

(E) Operating for Recruiting Purposes Only.

1. All non-Missouri schools maintaining a physical presence in Missouri for the purpose of recruiting students to attend the non-Missouri school must be certified to operate. Physical presence, in the context of recruitment operations, shall mean any address, physical location, electronic device, or telephone number within the boundaries of the state of Missouri from which promotional material is distributed or recruitment effort initiated and/or to which potential or prospective students may inquire or respond. Physical presence does not include advertising through printed or electronic media as long as the initiation for that advertising is not within this state or the advertising does not identify any Missouri presence.

2. In order to be certified to operate in Missouri for recruitment purposes, an out-of-state institution must comply with the same standards and procedures as are applicable to a Missouri institution and must annually apply for and receive a certificate of approval.

(10) Probation, Suspension, and Revocation of a Certificate of Approval.

(A) Probation. A school may be placed on probation for reasons of noncompliance with sections 173.600 through 173.619, RSMo, or for noncompliance with the provisions of this rule. Probation provides a school with the opportunity to attain compliance within a given time limit or to provide evidence or clarification of unclear points regarding compliance with specific items. Probation shall be governed by the following criteria:

1. The Coordinating Board shall place a school on probation by notification in writing for a fixed period with a termination date. Termination dates may be extended on decision of the Coordinating Board if the school has not attained compliance or upon request of the school. The school may continue to operate during any probationary period;

2. The notice shall specify the item or items of noncompliance with sections 173.600 through 173.619, RSMo, or this rule and shall include specific criteria and/or procedures for the school to be removed from the probation;

3. Failure of a school to comply with statutory requirements or the requirements of this rule by the termination date of the probation shall, on judgment and decision of the Coordinating Board, result in one (1) of the following actions:

- A. Suspension of the certificate of approval; or
- B. Revocation of the certificate of approval; and

4. A school in compliance with the specified probationary requirements may request, in writing, removal from probationary status prior to the termination date of the probation.

(B) Suspension. A certificate of approval or a temporary certificate of approval may be suspended for up to twelve (12) months for noncompliance with provisions of sections 173.600 through 173.619, RSMo, or the provisions of this rule, and the following criteria and/or procedures shall apply. The purpose of suspension is to give the school the opportunity to correct the items of noncompliance within a set period of time.

1. The Coordinating Board shall suspend a school's certificate of approval or temporary certificate of approval by notification in writing for a fixed period with a termination date. Termination dates may be extended on decision of the Coordinating Board if the school has not attained compliance or upon request of the school; however, in no case shall the total time of suspension exceed twelve (12) months.

2. The notice shall specify the item or items of noncompliance with sections 173.600 through 173.619, RSMo, or this rule and shall include specific criteria and/or procedures for the school to be removed from suspension.

3. Failure of a school to comply with statutory requirements or the requirements of this rule by the termination date of the suspension shall, on judgment and decision of the Coordinating Board, result in revocation of the certificate of approval.

4. A school in compliance with the specified suspension requirements may request, in writing, removal from suspended status prior to the termination date of the suspension.

5. The school may appeal an assignment of suspension to the Administrative Hearing Commission.

(C) Revocation. The Coordinating Board may revoke the certificate of approval or the temporary certificate of approval of any school for noncompliance with the provisions of sections 173.600 through 173.619, RSMo. Revocation of a certificate to operate shall be governed by the following criteria and/or procedures:

1. The Coordinating Board shall revoke a school's certificate of approval or temporary certificate of approval by notification in writing;

2. The notice shall specify the item or items of noncompliance with sections 173.600 through 173.619, RSMo, and shall specify an effective date of the revocation, revocation upon the completion of operational functions as may be prescribed by the Coordinating Board, or both an effective date and completion of operational functions;

3. Revocation of a certificate of approval shall not forgive a school of full compliance with the requirements contained in this rule which are applicable to any school ceasing operations, including, but not limited to, making refunds to students, completion of instructional programs of students, and the reposit of student instructional and financial records; and

4. The school may appeal a revocation to the Administrative Hearing Commission.

AUTHORITY: sections 173.600–173.619, RSMo 2000 and Supp. 2012. Original rule filed March 13, 1985, effective July 1, 1985. Rescinded and readopted: Filed Oct. 16, 1991, effective Feb. 6, 1992. Rescinded and readopted: Filed Oct. 27, 2000, effective April 30, 2001. Amended: Filed Sept. 13, 2012, effective Feb. 28, 2013.*

**Original authority: 173.600-173.619 see Missouri Revised Statutes 2000 and Supp. 2012.*

AGENDA ITEM SUMMARY

AGENDA ITEM

Proprietary School Certification Actions and Reviews
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

The Missouri Department of Higher Education's Proprietary School Certification Program provides oversight of certain types of Missouri-based and out-of-state private, postsecondary education providers. The intent of this board item is to provide an update on current issues regarding the Proprietary School Certification Program as well as a summary of recent program actions.

Recent Program Actions

All program actions that have occurred since the December 10, 2015, Coordinating Board meeting are reported in the attachment to this item. The report includes information concerning anticipated actions on applications to establish new postsecondary education institutions, exemptions from the department's certification requirements and school closures.

STATUTORY REFERENCE

Sections 173.600 through 173.619, RSMo, Regulation of Proprietary Schools.

RECOMMENDED ACTION

This is an information item only.

ATTACHMENT(S)

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)

CALC Institute of Technology
St. Louis, Missouri

This private, for-profit school offers non-degree programs in administration, computers, and allied health fields. This school is accredited by the Council on Occupational Education (COE).

West-East Natural Healing
St. Louis, Missouri

This private, for-profit school offers non-degree programs in yoga teacher training. The school is not accredited.

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

None

Exemptions Granted

None

Applications Pending Approval (Authorization for Instructional Delivery)

Family and Workforce Centers of America Career Institute
Wellston, Missouri

This private, not-for-profit institution seeks to offer a non-degree program in basic bioscience and technology training. The mission of the school is to provide a programmatic model that empowers students to combine classroom instruction with on-the-job training to advance to better careers in the science/biotechnology industries. The school is not accredited.

Applications Pending Approval (Authorization Only to Recruit Students)

None

Schools Closed

American Professional Driver Academy
Phillipsburg, Missouri

American Professional Driver Academy was approved to offer a non-degree program in commercial driver's license training in Phillipsburg, Missouri. The school's owners made the decision to close. Department staff monitored the closure process to ensure Missouri students were able to complete their programs of instruction and verified the appropriate storage of all student related records, as required by Missouri statutes.

Greenville College
St. Louis, Missouri

Greenville College, an institution accredited by the Higher Learning Commission, was approved to offer a baccalaureate degree in organizational leadership in St. Louis, Missouri. The school made the decision not to seek recertification and ceased operations as a school in Missouri. Department staff is monitoring the closure process to ensure Missouri students are able to complete their program of instruction and will verify the appropriate storage of all student related records, as required by Missouri statutes.

Midwest Dental Assisting Academy
St. Joseph, Missouri

Midwest Dental Assisting Academy was approved to offer a non-degree program in dental assisting in St. Joseph, Missouri. The school's owner made the decision to close. Department staff monitored the closure process to ensure Missouri students were able to complete their programs of instruction and verified the appropriate storage of all student related records, as required by Missouri statutes.

Redstone College
Broomfield, Colorado

Redstone College, an institution accredited by the Accrediting Council for Independent Colleges and Schools, was approved to recruit Missouri students for certificate and associate degree programs in airframe/powerplant and in HVAC at the Broomfield, Colorado campus. The school made the decision not to seek recertification and ceased operations as a school certified to recruit in Missouri. Department staff is monitoring the closure process to ensure Missouri students are able to complete their program of instruction and will verify the appropriate storage of all student related records, as required by Missouri statutes.

Route 66 CDL & Apprenticeship
Strafford, Missouri

Route 66 CDL & Apprenticeship was approved to offer a non-degree program in commercial driver's license training in Strafford, Missouri. The school's owners made the decision to close. Department staff monitored the closure process to ensure Missouri students were able to complete their programs of instruction and verified the appropriate storage of all student related records, as required by Missouri statutes.

University of Mary
Kansas City, Missouri

University of Mary, an institution accredited by the Higher Learning Commission, was approved to offer masters programs in business administration and nursing at the Kansas City, Missouri location. The school made the decision not to seek recertification and ceased operations as a school in Missouri. Department staff is monitoring the closure process to ensure Missouri students are able to complete their program of instruction and will verify the appropriate storage of all student related records, as required by Missouri statutes.

Certifications Denied

Clayton Yoga
St. Louis, Missouri

The certificate for Clayton Yoga was denied due to failure to submit a recertification application. Department staff is monitoring the closure process to ensure the appropriate storage of all student related records as required by Missouri statutes.

AGENDA ITEM SUMMARY

AGENDA ITEM

Audit Committee Report
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

The Coordinating Board's Audit Committee met by teleconference on December 4, 2015 and discussed two recently concluded audits of the department's student loan program. These audits are briefly described below.

Independent Audit of Student Loan Program Financial Statements – Rubin Brown LLP

As required by 34 CFR § 682410(b)(1), Missouri Department of Higher Education arranged for an independent financial and compliance audit of its Federal Family Education Loan Program. Rubin Brown LLP conducted this annual financial statement audit. Ted Williamson from Rubin Brown LLP described the audit report, which featured (1) no significant deficiency or material weakness in internal controls over financial reporting; (2) no instances of noncompliance with laws, regulations, contracts or grant agreements; and (3) the firm's official opinion that MDHE's Student Loan Program financial statements present fairly, in all material respects, the financial position of the government activities, the major fund, and the aggregate remaining fund information for the year ending June 30, 2015. The report is included herein as an attachment.

Mr. Williamson noted that MDHE staff, Kerry Branch in particular, were helpful and responsive; and MDHE's paperwork was well prepared and organized.

U.S. Department of Education Death Claims Audit

The U.S. Department of Education (USDE) has been evaluating the handling of payments rendered by loan guarantors to lenders for deceased borrower claims. USDE's objective is to ensure that debtor death claims are adequately documented before guarantor payout occurs.

MDHE's student loan program produced data for USDE spanning 17 years of such claims. USDE shared its draft finding with MDHE that several borrower accounts held by MDHE had recorded incorrect dates of death. MDHE responded by committing to locate and correct any remaining date errors, provided the relevant records are still available (the relevant record retention periods have long since expired).

STATUTORY REFERENCE

34 CFR § 682.410(b)(1)
2 CFR § 200.501

Coordinating Board for Higher Education
February 4, 2016

RECOMMENDED ACTION

Information item only

ATTACHMENT(S)

None

AGENDA ITEM SUMMARY

AGENDA ITEM

Appointment of Trustee to St. Louis Community College District Board of Trustees
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

SB 104 (2015) directs the Coordinating Board to appoint a seventh member to the St. Louis Community College District Board of Trustees. To faithfully and consistently execute this new statutory responsibility, the CBHE adopted a *St. Louis Community College District Board of Trustees Appointment Policy (Attachment A)* September 3, 2015. The *Policy* guides the process by which the department accepts and reviews applications for appointment, and ultimately renders a recommendation to the Coordinating Board.

The department reviewed five qualified applications in accordance with the *Policy*. The department conducted interviews, contacted references, and arranged for a background check. After much deliberation, the department is prepared to recommend Rodney Gee for appointment (**Attachment B**). Mr. Gee reflects the qualities and characteristics described in the *Policy* as critical for success as a trustee of St. Louis Community College. We are confident Mr. Gee will tender rich contributions to the College, its students and the greater community it serves.

The department expresses its appreciation to all the applicants for offering to serve the College and the St. Louis region in the capacity of trustee.

STATUTORY REFERENCE

Section 178.820.6 RSMo.

RECOMMENDED ACTION

It is recommended that the Coordinating Board for Higher Education appoint Rodney Gee as Trustee of the St. Louis Community College District for a term of six years commencing on general municipal Election Day, April 5, 2016.

ATTACHMENTS

Attachment A – St. Louis Community College Trustee Appointments Policy
Attachment B – Recommended Appointee Biographical Statement

II. STATEWIDE PLANNING FOR HIGHER EDUCATION

A. COMMUNITY COLLEGES

3. Appointments to the St. Louis Community College District Board of Trustees

Section 178.820.6 RSMo directs the Coordinating Board (“CBHE”) to appoint the seventh trustee of the St. Louis Community College District (“District”). Appointments will proceed as follows:

- 3.1 Vacancies. The term of office for all regular appointments will coincide with general municipal election day, as defined at § 115.121.3 RSMo, with the first such term commencing in April 2016. Terms shall expire on the first Tuesday in April, six years after appointment. If a vacancy occurs before the conclusion of a regular six-year term, the CBHE will appoint a new trustee to serve the remainder of the six-year term as soon as reasonably practicable, but no sooner than 10 calendar days from the date of vacancy.
- 3.2 Application. Candidates for appointment or reappointment must submit a **complete application** to the Department of Higher Education by email (appointments@dhe.mo.gov), fax (573-751-6635), or mail to 205 Jefferson Street, 11th Floor, Jefferson City, MO 65101. The Department must receive the complete application by no later than 30 calendar days prior to the CBHE meeting when the appointment is scheduled to be made. For vacancies arising prior to the conclusion of a term, the application must be received by the deadline established by the Department, which will be no fewer than 10 calendar days from the date of vacancy.
 - 3.2.1 A complete application must include a cover letter, a completed CBHE Trustee Appointment Application form, resume, references, and a written statement, no more than 300 words, explaining the candidate’s reason(s) for applying. The Department will not consider incomplete applications or applications received after the deadline.
 - 3.2.2 The CBHE will consider complete applications for any vacancy in the CBHE-appointed District seat that may arise within one year of the application date.
- 3.3 Selection Criteria.
 - 3.3.1 Minimum qualifications. A successful candidate must (a) be at least 21 years old at the time of appointment; (b) be a registered voter of the District for at least one year preceding the appointment; and (c) not be an employee of the District.
 - 3.3.2 In addition to the minimum qualifications, the CBHE will consider the following attributes when selecting a candidate for appointment:

- 3.3.2.1 Interest in and motivation for seeking appointment.
 - 3.3.2.2 Demonstrated ability to work effectively and collaboratively with diverse constituents and colleagues.
 - 3.3.2.3 Demonstrated knowledge and creativity regarding higher education, particularly in the areas of public community college administration, education, governance and community engagement.
 - 3.3.2.4 Possession of exceptional integrity, reliability, and listening and communication skills.
 - 3.3.2.5 Strong commitment to the success of students served by the District.
 - 3.3.2.6 Willingness and ability to actively participate in the work of the board, including trustee training, and to keep substantially apprised of the mission, programs, finances, and challenges of the college.
 - 3.3.2.7 Ability to serve as a credible advocate of the college in the community, state and nation.
 - 3.3.2.8 Proven background and experience consistent with the needs of the District's Board of Trustees.
- 3.4 Interview. The Department will invite one or more of the best qualified candidates to interview.
- 3.5 Background check. Prior to selection, finalist(s) must undergo a thorough background check. Background checks may include, but are not limited to, information pertaining to criminal and civil matters; sanctions levied by professional organizations or the Missouri Ethics Commission; student loan default; and outstanding tax liability.
- 3.6 Board vote. At the CBHE's last regularly scheduled meeting before the general municipal election day, the Department will present a candidate recommendation to the CBHE. The CBHE may vote to appoint the recommended candidate with the candidate's term of office to commence on general municipal election day. If no appointment occurs, the Department will present another candidate recommendation at a specially called meeting prior to general municipal election day.
- 3.7 Notification. The Department will notify the successful candidate of his or her selection in writing. Upon receipt of written, signed acceptance of the position by the candidate, the Department will provide a copy of the appointment letter and the candidate's signed acceptance to the Secretary of the District Board and the Chancellor of St. Louis Community College.

Rodney C. Gee

Rodney C. Gee is a strategic business leader with diverse experience across the financial services, life sciences, consumer and government products industries. He is known for his client-centric approach to problem solving, with a continuous focus on developing ROI/metric-driven programs and initiatives that drive accountability across all stakeholders involved.

Gee is a native of Saint Louis, Missouri and has an extensive record of service to his community. He is the immediate Past-President of the St. Louis Community College Foundation where he has served as a board member for the past 13 years. In addition to his service with the St. Louis Community College

Foundation, Rodney serves as a board member of RX Outreach, an organization providing discount drugs to individuals and families with low incomes, as well as, Covenant House of Missouri which works to support homeless youth. Gee is a retired Partner from Edward Jones Inc. where he worked in Human Resources for 14 years. In addition to his community service, he has held prior leadership roles in sales, marketing, strategy and human resources with Monsanto, Motorola and Southwestern Bell.

Gee holds a B.S. in Business Administration from the University of Central Missouri, and a M.S. in Human Resources Development from Webster University. He resides in Chesterfield, Missouri and enjoys golf, reading and travel.



AGENDA ITEM SUMMARY

AGENDA ITEM

Missouri S&T Energy Loan Program Application
Coordinating Board for Higher Education
February 4, 2016

DESCRIPTION

The Missouri Department of Economic Development's Division of Energy issues low-interest loans through its Energy Loan Program to public and private institutions of higher education to finance energy efficiency improvements. Borrowing institutions repay the loans from energy savings, and thus require no additional revenue stream to finance the project. Loans have a maximum repayment term of ten years. Energy Loan Program financing may be used for various energy-saving investments such as upgrading insulation, lighting systems, heating and cooling systems, renewable energy systems, windows and other upgrades that affect energy use.

In the past five years, the Energy Loan Program has issued more than \$9 million for successful energy efficiency projects at the University of Missouri-Kansas City, Missouri University of Science and Technology, Missouri Western State University, Lincoln University, Missouri State University, Rockhurst University and State Fair Community College.

The Missouri Division of Energy has reviewed and approved the attached energy loan application from Missouri S&T. Missouri S&T applied for a \$339,824 loan to be fully amortized via energy savings over a projected six years and seven months. Loan funds would be allocated toward two projects: (1) installing 'smart' air flow sensor system to reduce conditioned air lost out of Schrenk Hall West Laboratory, and (2) installing efficient LED lighting and occupancy sensors on the second and third floors of Schrenk Hall West. The projects will save an estimated \$50,894 in energy costs annually.

In order for the loan to proceed, the CBHE must certify that those projects selected for loans or financial assistance "are consistent with related state programs for education facilities." Missouri Department of Higher Education has reviewed the project application and found no inconsistency with related programs.

STATUTORY REFERENCE

Section 640.653.6 RSMo

RECOMMENDED ACTION

It is recommended that the Coordinating Board certify the projects described in Missouri S&T's energy loan application as consistent with related state programs for education facilities.

ATTACHMENT(S)

Attachment: Missouri S&T's Energy Loan Application



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
 DIVISION OF ENERGY - ENERGY LOAN PROGRAM
APPLICATION AUTHORIZATION FORM

1. SECTOR			
<input type="checkbox"/> School K-12 <input type="checkbox"/> Local Government <input checked="" type="checkbox"/> Higher Education <input type="checkbox"/> Other, please specify:			
2. HOW DID YOU FIND US? (CHECK ALL THAT APPLY)			
<input type="checkbox"/> Website <input checked="" type="checkbox"/> Meeting/Event <input checked="" type="checkbox"/> Direct Mail <input type="checkbox"/> Colleague <input type="checkbox"/> Other, please specify:			
3. ORGANIZATION NAME			4. Federal Tax ID (EIN) Number:
Missouri University of Science and Technology			
5. NUMBER OF PEOPLE (students, staff, patients, customers, general public) THAT WOULD BENEFIT FROM THE IMPLEMENTATION OF THIS ENERGY PROJECT		6. MAILING ADDRESS	
		101 General Services Building	
7. COUNTY	8. CITY	9. ZIP + 4	
Phelps	Rolla	65408-0270	
10. CONTACT NAME	11. TITLE	12. PHONE NUMBER	13. FAX NUMBER
James H. Packard	Director, Facilities Operations	573-341-4252	573-341-6416
14. E-MAIL ADDRESS	15. TOTAL PROPOSED PROJECT COST		16. TOTAL LOAN AMOUNT REQUESTED
ipackard@mst.edu	\$339,824		\$339,824
17. PROJECT TYPE	18. ESTIMATED START DATE		19. ESTIMATED PROJECT COMPLETION DATE
<input type="checkbox"/> Building <input checked="" type="checkbox"/> System, specify: HVAC & Lighting	Summer, 2016		Fall, 2017
20. PROJECT LOCATION (ATTACH LIST OR MAP FOR MULTIPLE LOCATIONS)			21. ESTIMATED ANNUAL ENERGY COST SAVINGS
Schrenk Hall West			\$50,894
BUILDING SPECIFIC INFORMATION: FOR MULTIPLE BUILDINGS, USE ADDITIONAL PAGES - INCLUDE INFORMATION FOR ITEMS 22 - 36			
22. TOTAL BUILDING AREA IN SQUARE FEET	23. TOTAL AFFECTED BUILDING AREA IN SQUARE FEET		24. APPROXIMATE NO. OF BUILDING OCCUPANTS
90,000	90,000		
FOR ORIGINAL BUILDING	25. YEAR OF CONSTRUCTION	26. HEATED AREA IN SQUARE FEET	27. COOLED AREA IN SQUARE FEET
	1974	90,000	90,000
FOR ADDITION #1	28. YEAR OF CONSTRUCTION	29. HEATED AREA IN SQUARE FEET	30. COOLED AREA IN SQUARE FEET
FOR ADDITION #2	31. YEAR OF CONSTRUCTION	32. HEATED AREA IN SQUARE FEET	33. COOLED AREA IN SQUARE FEET
FOR ADDITION #3	34. YEAR OF CONSTRUCTION	35. HEATED AREA IN SQUARE FEET	36. COOLED AREA IN SQUARE FEET
37. NAME, TITLE, COMPANY, AND PHONE NUMBER OF ENERGY ANALYST OR OTHERS WHO PREPARED ENERGY SAVINGS CALCULATIONS			
James H. Packard, Missouri S&T; Adam Golubski, Philip Walter, The Clark Enersen Partners 816-474-8237, Rex Mustain, Associated Air Products 913-894-5600			
38. BUSINESS TYPE NAMED IN 37 ABOVE			
<input checked="" type="checkbox"/> Applicant <input checked="" type="checkbox"/> Engineering <input type="checkbox"/> ESCO <input checked="" type="checkbox"/> Other, please specify: Equipment Manufacturer Representative			
APPROPRIATE DISTRICT NUMBERS BASED ON THE APPLICANT'S LOCATION	39. U.S. CONGRESSIONAL DISTRICT	40. MO SENATORIAL DISTRICT	41. MO LEGISLATIVE DISTRICT
	8	16	121
The governing board or body has reviewed the ECM Summary and agrees that the building or system information is correct and the project and associated energy conservation measures have been correctly described. Any scanned or photocopied version of the signed original Application Authorization Form shall be considered original, and the governing board or body hereby waives any applicable objection on this basis. The governing board or body authorizes the contact person, named above, to provide any additional information relevant to the review and/or approval of this application.			
The building, facility or system is owned and operated by the applicant. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Is the completion of this project contingent on DED/DE Energy Loan Program financing? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
By signing this form, you have agreed to and understand the "Requirements" specified on the instruction page.			
PRINT NAME AND TITLE OF AUTHORIZED OFFICIAL		SIGNATURE OF AUTHORIZED OFFICIAL	DATE
Mr. Walter J. Branson, Vice Chancellor, Finance and Administration			11/30/2015

AUTHORIZATION FORM INSTRUCTIONS

We recommend that loan applicants contact a Division of Energy loan manager before completing an application. A loan manager can be reached at 1-855-522-2796.

Below are instructions for selected Application Authorization Form fields.

6-9. Enter the information for the organization's administrative office location.

10-14. Enter the contact person's information. The contact person is the individual who can answer the majority of the questions related to this application.

15. Enter the total project cost for all energy conservation measures. This can include reasonable fees for design and commissioning.

17. Select the project type. If selecting "System," give a short description, such as motors or traffic signals.

18-19. Enter the planned start and completion dates of construction activities.

20. Some projects may include several building and/or system locations. Enter the total number of buildings or locations that will be directly affected by the proposed project. If a list or map is needed, enter "see attached."

21. Enter the estimated annual energy cost savings calculated on the Energy Conservation Measure (ECM) Summary.

22. Enter the total area of the building that is served by the utility meters on the Fuel Use Summary.

23. Enter the area of the building that will be affected by energy conservation measures.

37. Enter the contact information for those who provided the technical documentation.

38. Select the business type of the energy analyst identified in 37. If selecting "Other," please describe.

39-41. Enter the appropriate district numbers based on the applicant's location.

An authorized official must sign and date the application. An authorized official is an individual with authority to obligate an eligible entity by signature to a loan agreement and promissory note to repay the loan. Please understand that this is an application only, and it does not obligate your organization to accept a loan, if approved by the Division of Energy.

U.S. Mail Submission: Print Application Authorization Form, Fuel Usage Summary form, ECM worksheets and ECM summary page. Sign the Application Authorization Form and mail the original application and all supporting documents to the address below.

Electronic Submission: Print, sign, and scan the Application Authorization Form. Email the scanned Application Authorization Form with the electronic application to the address below.

Missouri Department of Economic Development
Division of Energy
Attn: Loan Program Clerk
P.O. Box 1766
301 W. High, Ste. 720
Jefferson City, MO 65102
Email: energy@ded.mo.gov



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
 DIVISION OF ENERGY - ENERGY LOAN PROGRAM
ENERGY CONSERVATION MEASURE (ECM) SUMMARY

Applicant Organization Name						
Missouri University of Science and Technology						
#	ECM Description	Project Cost (a)	Annual Fuel Savings (b)	Fuel Type	Annual Cost Savings (c)	Simple Pay Back (a) ÷ (c)
1	Schrenk Hall West Laboratory Ventilation - Aircurity	\$ 197,536	302,586	kWh	\$ 44,696	4.4
			2,217	MMBtu		
2	Schrenk Hall West Lighting Upgrades	\$ 142,288	72,918	kWh	\$ 6,198	23.0
			0	MMBtu		
3		\$		kWh	\$	
				MMBtu		
4		\$		kWh	\$	
				MMBtu		
5		\$		kWh	\$	
				MMBtu		
6		\$		kWh	\$	
				MMBtu		
7		\$		kWh	\$	
				MMBtu		
8		\$		kWh	\$	
				MMBtu		
9		\$		kWh	\$	
				MMBtu		
10		\$		kWh	\$	
				MMBtu		
Summary		\$ 339,824	375,504	kWh	\$ 50,894	6.7
			2,217	MMBtu		



Schrenk Hall West – Demand Controlled Ventilation

This proposal consists of installing the AIRCUIITY Optinet system that will provide monitoring, measurement and analysis of environmental conditions in the building laboratory spaces.

Air samples from each laboratory are routed sequentially to a shared set of sensors for measurement. Each space is sampled at approximately 15 minute intervals. The information obtained from the system is reported to the building control system which in turn adjusts the Phoenix Controls supply and exhaust air venturi valve airflows to match space needs.

In general, airflow rates in the labs will be reduced from 6 air changes per hour to 4 air changes per hour during occupied periods, and from 3 air changes per hour to 2 air changes per hour during unoccupied periods. Analysis is based on building occupancy from 7am-6pm Monday thru Friday and unoccupied at all other times.

Additionally, if space occupancy sensors within each laboratory are used it will be possible to have unoccupied air changes during occupied times when the laboratories are not in use (as proven by occupancy sensors, i.e. no classes taking place during set occupied hours). Every laboratory schedule is different but past data has shown the potential for an additional 8 to 10% of energy savings. These are not modeled in the information provided but assuming 8% savings would render an additional \$ 3,576 in savings.

Calibration and maintenance is accomplished periodically at six month intervals and is an ongoing expense offsetting a portion of the energy savings.

Note that the ROI provided is an estimate of energy savings based on current conceptual floor plans, laboratory layouts and airflow calculations for Schrenk Hall West. Final system design will be completed in 2016. This and not an engineering report.

Adam Golubski, PE
Principal



Schrenk Hall West – Lighting

This proposal consists of designing and installing energy efficient LED lighting systems, equipped with occupancy, vacancy and daylight sensors to limit energy consumption.

The basis of design assumes that occupancy/vacancy sensors and highly efficient LED lighting fixtures will be installed throughout all areas of renovation. It is also assumed that daylight harvesting will be utilized in instructional spaces. The quantity of fixtures, sensors and associated space types are estimated based upon the most recent conceptual floor plans for the Schrenk Hall West renovation.

In general, LED lighting fixtures were assumed to be CREE ZR 2x4 and 2x2 recessed LED troffers. Installed pricing for these fixtures was gathered from industry representatives. Cutsheets of these fixtures are enclosed for reference. Space types have varying occupied times based on estimated usage. Occupancy sensor reductions are based upon data published by the National Renewable Energy Laboratory (NREL) – Lighting Systems Assessment Guidelines - Table 2 (Recommended Lighting Reduction by Space Type).

Note that the ROI provided is an estimate of energy savings based on current conceptual floor plans, laboratory layouts, technology and pricing available at the time of this study. Final system design will be completed in 2016. This is not an engineering report.

Philip Walter, PE
Principal

Missouri S&T
 Schrenk Hall West
 Existing Lighting System Energy Cost

	1	2		3	4		5	6	7	8
	Number of Old Fixtures Being Changed	Wattage of Each Old Fixture	Total Wattage of Old Fixtures	Hours of Use Per Year in the Past	Unoccupied Wattage of Each Fixture	Total Unoccupied Wattage of Fixtures	Unoccupied Hours of Use	Existing Annual kWh usage	Cost per kWh of Electricity	Existing Annual Cost of Lighting
Laboratory	6	41	246	3120	0	0	5640	767.52	\$0.085	\$65.24
	186	48	8928	3120	0	0	5640	27855.36	\$0.085	\$2,367.71
	86	49	4214	3120	0	0	5640	13147.68	\$0.085	\$1,117.55
	169	62	10478	3120	0	0	5640	32691.36	\$0.085	\$2,778.77
	45	82	3690	3120	0	0	5640	11512.8	\$0.085	\$978.59
	1	10	10	3120	0	0	5640	31.2	\$0.085	\$2.65
	5	123	615	3120	0	0	5640	1918.8	\$0.085	\$163.10
Total			28181		0	0		87924.72		\$7,473.60
Computer Lab	16	41	656	3120	0	0	5640	2046.72	\$0.085	\$173.97
	38	48	1824	3120	0	0	5640	5690.88	\$0.085	\$483.72
Total			2480		0	0		7737.6		\$657.70
Mech/Elec/ Data	1	22	22	2080	0	0	6680	45.76	\$0.085	\$3.89
	7	41	287	2080	0	0	6680	596.96	\$0.085	\$50.74
	7	82	574	2080	0	0	6680	1193.92	\$0.085	\$101.48
	10	123	1230	2080	0	0	6680	2558.4	\$0.085	\$217.46
Total			2113		0	0		4395.04		\$373.58
Chem Storage	18	48	864	2080	0	0	6680	1797.12	\$0.085	\$152.76
	12	62	744	2080	0	0	6680	1547.52	\$0.085	\$131.54
	5	82	410	2080	0	0	6680	852.8	\$0.085	\$72.49
	2	123	246	2080	0	0	6680	511.68	\$0.085	\$43.49
Total			2264		0	0		4709.12		\$400.28
Workroom	3	62	186	2080	0	0	6680	386.88	\$0.085	\$32.88
	6	82	492	2080	0	0	6680	1023.36	\$0.085	\$86.99
Total			678		0	0		1410.24		\$119.87
Classroom	30	48	1440	2080	0	0	6680	2995.2	\$0.085	\$254.59
	6	62	372	2080	0	0	6680	773.76	\$0.085	\$65.77
	12	82	984	2080	0	0	6680	2046.72	\$0.085	\$173.97
	16	144	2304	2080	0	0	6680	4792.32	\$0.085	\$407.35
Total			5100		0	0		10608		\$901.68
Office	13	27	351	2080	0	0	6680	730.08	\$0.085	\$62.06
	5	48	240	2080	0	0	6680	499.2	\$0.085	\$42.43
	46	62	2852	2080	0	0	6680	5932.16	\$0.085	\$504.23
	25	82	2050	2080	0	0	6680	4264	\$0.085	\$362.44

Missouri S&T
Schrenk Hall West
Existing Lighting System Energy Cost

	36	123	4428	2080	0	0	6680	9210.24	\$0.085	\$782.87
Total			9921		0	0		20635.68		\$1,754.03
Conference Room	6	27	162	1040	0	0	7720	168.48	\$0.085	\$14.32
	8	123	984	1040	0	0	7720	1023.36	\$0.085	\$86.99
Total			1146		0	0		1191.84		\$101.31
Corridor	1	13410	13410	4160	1	2808	4600	68702.4	\$0.085	\$5,839.70
Total			13410		1	2808		68702.4		\$5,839.70
Stair	21	66	1386	4160	66	1386	4600	12141.36	\$0.085	\$1,032.02
Total			1386					12141.36		\$1,032.02
Graduate Study	2	48	96	4160	0	0	4600	399.36	\$0.085	\$33.95
	12	62	744	4160	0	0	4600	3095.04	\$0.085	\$263.08
Total			840		0	0		3494.4		\$297.02
Janitor	4	41	164	1040	0	0	7720	170.56	\$0.085	\$14.50
Total			164					170.56		\$14.50
Shop	5	48	240	2600	0	0	6160	624	\$0.085	\$53.04
	23	62	1426	2600	0	0	6160	3707.6	\$0.085	\$315.15
Total			1666		0	0		4331.6		\$368.19
Restroom	3	12	36	4160	0	0	4600	149.76	\$0.085	\$12.73
	20	43	860	4160	0	0	4600	3577.6	\$0.085	\$304.10
Total			896		0	0		3727.36		\$316.83
Storage	3	41	123	1040	0	0	7720	127.92	\$0.085	\$10.87
	17	49	833	1040	0	0	7720	866.32	\$0.085	\$73.64
	1	123	123	1040	0	0	7720	127.92	\$0.085	\$10.87
Total			1079					1122.16		\$95.38
Reception	12	62	744	4160	0	0	4600	3095.04	\$0.085	\$263.08
Total			744					3095.04		\$263.08
Library	10	48	480	4160	0	0	4600	1996.8	\$0.085	\$169.73
Total			480					1996.8		\$169.73
Misc.	2	41	82	1040	0	0	7720	85.28	\$0.085	\$7.25
	1	100	100	1040	0	0	7720	104	\$0.085	\$8.84
Total			182		0	0		189.28		\$16.09
TOTAL			72,730.00					237,583.20		\$20,194.57

Missouri S&T
Schrenk Hall West
Future Lighting System Energy Cost

	9	9_1	10		10_1	11		11_1	12	13	14
	Number of Future Fixtures Being Installed	Future Fixture Type	Occupied Wattage of Each Future Fixture	Total Occupied Wattage of Future Fixtures	Occupied Hours of Use Per Year in the Future	Unoccupied Wattage of Each Future Fixture	Total Unoccupied Wattage of Future Fixtures	Unoccupied Hours of Use Per Year in the Future	Future Annual kWh	Cost per kWh of Electricity	Future Annual Cost of Lighting
Instructional Laboratory	156	Cree ZR 2x4 40L HE	26	4056	3120	0	0	5640	12,654.72	\$0.085	\$1,075.65
	97	Cree ZR 2x2 32L HE	21	2037	3120	4	340	5640	8,270.22	\$0.085	\$702.97
Instructional Laboratory Support Spaces	40	Cree ZR 2x4 40L HE	26	1040	3120	0	0	5640	3,244.80	\$0.085	\$275.81
Research Laboratories	314	Cree ZR 2x4 40L HE	26	8164	3120	0	0	5640	25,471.68	\$0.085	\$2,165.09
	194	Cree ZR 2x2 32L HE	21	4074	3120	4	679	5640	16,540.44	\$0.085	\$1,405.94
Research Laboratories Support Spaces	130	Cree ZR 2x4 40L HE	26	3380	3120	0	0	5640	10,545.60	\$0.085	\$896.38
Computer Lab	11	Cree ZR 2x4 40L HE	26	286	3120	0	0	5640	892.32	\$0.085	\$75.85
Mech/Elec/ Data	40	8' LED Strip	77	3080	2080	0	0	6680	6,406.40	\$0.085	\$544.54
Workroom	5	Cree ZR 2x4 40L HE	26	130	2080	0	0	6680	270.40	\$0.085	\$22.98
Classroom / Interactive	20	Cree ZR 2x4 40L HE	26	520	2080	0	0	6680	1,081.60	\$0.085	\$91.94
Office	90	Cree ZR 2x4 40L HE	26	2340	2080	0	0	6680	4,867.20	\$0.085	\$413.71
Conference Room	974	Fixture to be selected at design. Lighting power density not to exceed 1W/SF.	1	974	1040	0	0	7720	1,012.96	\$0.085	\$86.10
Corridor	189	Cree ZR 2x2 32L HE	21	3969	4160	4	662	4600	19,553.94	\$0.085	\$1,662.08
Stair	14	4' LED Bi-Level	52	728	4160	26	364	4600	4,702.88	\$0.085	\$399.74
Graduate Study	44	Cree ZR 2x4 40L HE	26	1144	4160	0	0	4600	4,759.04	\$0.085	\$404.52
Janitor	4	8' LED Strip	77	308	1040	0	0	7720	320.32	\$0.085	\$27.23
Restroom	25	Cree ZR 2x2 32L HE	21	525	4160	4	88	4600	2,586.50	\$0.085	\$219.85
	23	4" LED Downlight	18	414	4160	3	69	4600	2,039.64	\$0.085	\$173.37
Storage	3	Cree ZR 2x2 32L HE	21	63	1040	0	0	7720	65.52	\$0.085	\$5.57
Reception	260	Fixture to be selected at design. Lighting power density not to exceed 1W/SF.	1	260	4160	0	43	4600	1,280.93	\$0.085	\$108.88
Security	3	Cree ZR 2x4 40L HE	26	78	8760	4	13	0	683.28	\$0.085	\$58.08
Hazard Waste Storage	20	Explosion Proof	50	1000	1040	0	0	7720	1,040.00	\$0.085	\$88.40
TOTAL									128,290.39		\$10,904.68

Missouri S&T
 Schrenk Hall West
 Future Lighting System Energy Cost

15	15_1	16	17	18	18_1	19	20		21	28	28_1
Future Fixture Cost	Total Fixture Cost	Occupancy Sensor Reduction	Future Annual kWh with Occupancy and Daylight Sensors	Annual Occupancy Sensor Savings	Future Annual Cost of Lighting with Occupancy and Daylight Sensors	Occupancy and Daylight (if applicable) Sensor Cost	Quantity of Occupancy/Daylight Sensors	Total cost of Sensors (Occupancy and Daylight if applicable)	Future Cost of Fixtures with Occupancy/Daylight Sensors	Annual kWh Savings from Daylight Reduction	Annual Daylight Sensor Savings
\$156.25	\$24,375.00	30%	7,540.10	\$322.70	\$640.91	\$330.00	26	\$8,580.00	\$32,955.00	1,318.20	\$112.05
\$131.25	\$12,731.25	30%	5,789.15	\$210.89	\$492.08	\$330.00			\$12,731.25	0	\$0.00
\$156.25	\$6,250.00	30%	2,271.36	\$82.74	\$193.07	\$280.00	6	\$1,680.00	\$7,930.00	0	\$0.00
\$156.25	\$49,062.50	30%	17,830.18	\$649.53	\$1,515.56	\$280.00	51	\$14,280.00	\$63,342.50	0	\$0.00
\$131.25	\$25,462.50	30%	11,578.31	\$421.78	\$984.16	\$280.00		\$0.00	\$25,462.50	0	\$0.00
\$156.25	\$20,312.50	30%	7,381.92	\$268.91	\$627.46	\$280.00	18	\$5,040.00	\$25,352.50	0	\$0.00
\$156.25	\$1,718.75	30%	624.62	\$22.75	\$53.09	\$280.00	2	\$560.00	\$2,278.75	0	\$0.00
\$280.00	\$11,200.00	50%	3,203.20	\$272.27	\$272.27	\$280.00	0	\$0.00	\$11,200.00	0	\$0.00
\$156.25	\$781.25	35%	175.76	\$8.04	\$14.94	\$280.00	1	\$280.00	\$1,061.25	0	\$0.00
\$156.25	\$3,125.00	30%	757.12	\$27.58	\$64.36	\$280.00	3	\$840.00	\$3,965.00	0	\$0.00
\$156.25	\$14,062.50	35%	3,163.68	\$144.80	\$268.91	\$280.00	45	\$12,600.00	\$26,662.50	0	\$0.00
\$12.00	\$11,688.00	50%	506.48	\$43.05	\$43.05	\$280.00	3	\$840.00	\$12,528.00	0	\$0.00
\$131.25	\$24,806.25	15%	16,620.85	\$249.31	\$1,412.77	\$280.00	47	\$13,160.00	\$37,966.25	0	\$0.00
\$235.00	\$3,290.00	33%	3,150.93	\$131.92	\$267.83	\$280.00	in fixture	\$0.00	\$3,290.00	0	\$0.00
\$156.25	\$6,875.00	30%	3,331.33	\$121.36	\$283.16	\$280.00	7	\$1,960.00	\$8,835.00	0	\$0.00
\$280.00	\$1,120.00	50%	160.16	\$13.61	\$13.61	\$280.00	0	\$0.00	\$1,120.00	0	\$0.00
\$131.25	\$3,281.25	40%	1,551.90	\$87.94	\$131.91	\$280.00	8	\$2,240.00	\$5,521.25	0	\$0.00
\$225.00	\$5,175.00	40%	1,223.78	\$69.35	\$104.02	\$280.00		\$0.00	\$5,175.00	0	\$0.00
\$131.25	\$393.75	50%	32.76	\$2.78	\$2.78	\$280.00	1	\$280.00	\$673.75	0	\$0.00
\$12.00	\$3,120.00	15%	1,088.79	\$16.33	\$92.55	\$280.00	2	\$560.00	\$3,680.00	0	\$0.00
\$156.25	\$468.75	15%	580.79	\$8.71	\$49.37	\$280.00	1	\$280.00	\$748.75	0	\$0.00
\$400.00	\$8,000.00	50%	520.00	\$44.20	\$44.20	\$280.00	0	\$0.00	\$8,000.00	0	\$0.00
	\$237,299.25		89,083.18	\$3,220.57	\$7,572.07		221	\$63,180.00	\$300,479.25	1,318.20	\$112.05

Missouri S&T
 Schrenk Hall West
 Lighting System Energy Cost Savings Calculations

	6	8	8_3	14	17	18_1	22	23	24	25	15_1	21	26	27
	Existing Annual kWh usage	Existing Annual Cost of Lighting	Future Annual kWh Usage	Future Annual Cost of Lighting	Future Annual kWh with Occupancy and Daylight Sensors	Future Annual Cost of Lighting with Occupancy and Daylight Sensors	Annual kWh Savings with Future Light Fixtures	Annual Savings with Future Light Fixtures	Annual kWh Savings with Occupancy/Daylight Sensors	Annual Savings with Occupancy/Daylight Sensors	Cost of Future Lighting	Future Cost of Fixtures with Occupancy/Daylight Sensors	Simple Payback for Future Lighting	Simple Payback for Future Lighting and Occupancy/Daylight Sensors
TOTAL	237,583.20	\$20,194.57	128,290.39	\$10,904.68	89,083.18	\$7,684.12	109,292.81	\$9,289.89	148,500.02	\$12,510.45	\$237,299.25	\$300,479.25	25.5	24.0

ZR Series

ZR22™ 2' x 2' LED Troffer

Product Description

The ZR22™ LED troffer delivers 3200 lumens of superior 90 CRI light quality and is perfect for both new construction and renovation. Powered by Cree TrueWhite® Technology, the slim and lightweight ZR22™ LED troffer boasts an efficacy of up to 150 LPW along with 0-10V dimming to meet local energy codes. The ZR22™ LED troffer embodies a breakthrough in balancing energy savings, visual comfort and initial cost.

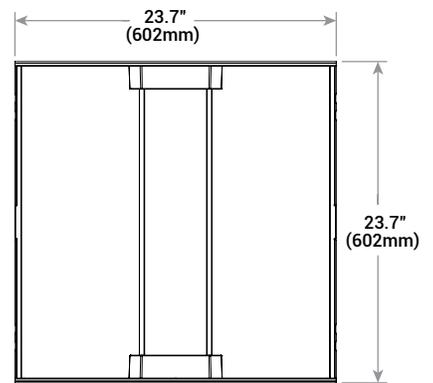
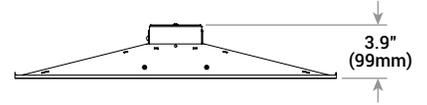
Performance Summary

Utilizes Cree TrueWhite® Technology
Efficacy: 90-150 LPW
Initial Delivered Lumens: 3,200 lumens
Input Power: 21-35 watts
CRI: 90 CRI
CCT: 3500K, 4000K
Input Voltage: 120-277 VAC or 347 VAC
Limited Warranty*: 10 years
Controls: 0-10V dimming to 5%
Mounting: Recessed*

*See www.cree.com/lighting/products/warranty for warranty terms

Accessories

Field-Installed	
Drywall Grid Adapter DGA-22WHT	6' Flexible Power Whip PW-18/4-06-9T-SS
Surface Mount Kit SMK ZB22	
- Not for use with EB14	



Ordering Information

Example: ZR22 32L 35K 10V

Product	Initial Delivered Lumens	CCT	Voltage	Control	Options
ZR22	32L 35W, 3200 Lumens – 90 LPW 32L HE 21W, 3200 Lumens – 150 LPW	35K 3500K 40K 4000K	Blank 120-277 Volt 34** 347 Volt	10V 0-10V Dimming 5%	EB14 Emergency Backup - 1,400 Lumens - Available on US versions only

* Acceptable for use with standard 9/16 T-Bar or larger when installed per installation instructions. Consult factory for non-standard grid applications

** Available with 32L only



Rev. Date: V2 11/09/2015

US: www.cree.com/lighting

T (800) 236-6800 F (262) 504-5415

Canada: www.cree.com/canada



T (800) 473-1234 F (800) 890-7507

ZR22™ 2' x 2' LED Troffer

Product Specifications

CREE TRUEWHITE® TECHNOLOGY

A revolutionary way to generate high-quality white light, Cree TrueWhite® Technology is a patented approach that delivers an exclusive combination of 90+ CRI, beautiful light characteristics, and lifelong color consistency, all while maintaining high luminous efficacy – a true no compromise solution.

CONSTRUCTION & MATERIALS

- Durable cold rolled steel housing provides strength and uniformity
- Ultra-thin 4.9" (124mm) luminaire height and lightweight design effectively target a broad range of plenum spaces and allow for easy installations
- Luminaire is pre-painted for enhanced smooth finish
- Includes t-bar clips and holes for mounting support wires (by others)
- Luminaire sides and ends are hemmed in for safe, easy handling

OPTICAL SYSTEM

- Unique luminaire design creates perfect balance of both horizontal and vertical illumination
- Optimized smooth lens eliminates pixelation and delivers a low-glare, diffused light distribution

ELECTRICAL SYSTEM

- Cree born components including highly efficacious Cree® LED chips along with an integral high-efficiency Cree® driver
- **Power Factor:** = 0.9 nominal
- **Input Power:** Stays constant over life
- **Input Voltage:** 120-277V or 347V, 50/60Hz
- **Battery Backup:** Consult factory
- **Operating Temperature Range:** 0°C - +35°C (32°F - +95°F)
- **Total Harmonic Distortion:** <20%

CONTROLS

- Continuous dimming to 5% with 0-10V DC control protocol
- For use with Class 2 dimming systems only. Reference www.creelink.com/exLink.asp?70982140Z58R34I26620963 for recommended dimming controls and wiring diagrams

REGULATORY & VOLUNTARY QUALIFICATIONS

- UL924 (EB option)
- cULus listed
- Suitable for damp locations
- Designed for indoor use and outdoor covered applications
- DLC qualified when ordered with 32L type. Please refer to www.designlights.org/QPL for most current information
- RoHS compliant. Consult factory for additional details
- Meets FCC Part 15 standards for conducted and radiated emissions

Application Reference

Open Space						
Spacing	Initial Delivered Lumens	Lumens	Wattage	LPW	w/ft²	Average fc
8 x 8	32L HE	3,200	21	150	0.40	56
	32L		35	90	0.66	56
8 x 10	32L HE	3,200	21	150	0.33	46
	32L		35	90	0.55	46
10 x 10	32L HE	3,200	21	150	0.26	37
	32L		35	90	0.44	37
10 x 12	32L HE	3,200	21	150	0.21	30
	32L		35	90	0.35	30

9' ceiling; 80/50/20 reflectances; 2.5' workplane, open room. LLF: 1.0 Initial Open Space: 50' x 40' x 10'

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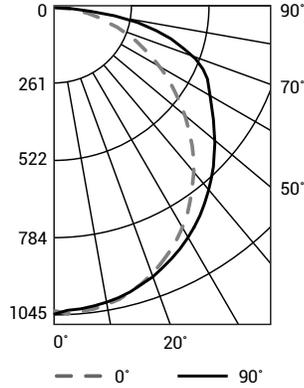
US: www.cree.com/lighting

T (800) 236-6800 F (262) 504-5415

Photometry

ZR22-32L-35K BASED ON CESTL REPORT TEST #: 2014-0006

Luminaire photometry has been conducted by a NVLAP accredited testing laboratory in accordance with IESNA LM-79-08. IESNA LM-79-08 specifies the entire luminaire as the source resulting in a luminaire efficiency of 100%.



Average Luminance Table (cd/m²)				
Vertical Angle	Horizontal Angle			
	0°	45°	90°	
45°	2,740	2,927	3,131	
55°	2,564	2,943	3,339	
65°	2,358	3,111	3,631	
75°	2,101	3,614	4,600	
85°	1,757	3,468	4,184	

Coefficients Of Utilization – Zonal Cavity Method				
RC %:	80			
RW %:	70	50	30	10
RCR: 0	119	119	119	119
1	107	102	97	93
2	97	88	81	74
3	88	77	68	61
4	80	68	58	51
5	74	60	51	43
6	68	54	45	38
7	63	49	40	33
8	59	45	36	29
9	55	41	32	26
10	51	38	30	24

Effective Floor Cavity Reflectance: 20%

Zonal Lumen Summary			
Zone	Lumens	% Lamp	Luminaire
0-30	808	N/A	24.7%
0-40	1,328	N/A	40.5%
0-60	2,394	N/A	73.1%
0-90	3,274	N/A	100%
0-180	3,274	N/A	100%

Reference lighting.cree.com/products/indoor/troffers/zr-series for detailed photometric data

Recommended ZR Series Lumen Maintenance Factors (LMF)¹

Ambient	Initial Delivered Lumens	Initial LMF	25K hr Projected ² LMF	50K hr Calculated ^{2,3} LMF	75K hr Projected ² LMF	100K hr Calculated ³ LMF
0°C (32°F)	32L HE	1.05	1.01	0.98	0.96	0.94
	32L	1.05	0.99	0.95	0.91	0.87
5°C (41°F)	32L HE	1.04	1.00	0.97	0.95	0.93
	32L	1.04	0.98	0.94	0.90	0.86
10°C (50°F)	32L HE	1.03	0.99	0.96	0.94	0.92
	32L	1.03	0.97	0.93	0.89	0.85
15°C (59°F)	32L HE	1.02	0.98	0.95	0.93	0.91
	32L	1.02	0.96	0.92	0.88	0.84
20°C (68°F)	32L HE	1.01	0.97	0.95	0.92	0.90
	32L	1.01	0.95	0.91	0.87	0.83
25°C (77°F)	32L HE	1.00	0.96	0.94	0.91	0.89
	32L	1.00	0.95	0.90	0.86	0.83
30°C (86°F)	32L HE	0.99	0.95	0.93	0.91	0.89
	32L	0.99	0.94	0.89	0.86	0.82
35°C (95°F)	32L HE	0.98	0.94	0.92	0.90	0.88
	32L	0.98	0.93	0.89	0.85	0.81

¹ Lumen maintenance values at 25°C are calculated per TM-21 based on LM-80 data and in-situ luminaire testing

² In accordance with IESNA TM-21-11, Projected Values represent interpolated value based on time durations that are within six times (6X) the IESNA LM-80-08 total test duration (in hours) for the device under testing (DUT) i.e. the packaged LED chip

³ In accordance with IESNA TM-21-11, Calculated Values represent time durations that exceed six times (6X) the IESNA LM-80-08 total test duration (in hours) for the device under testing (DUT) i.e. the packaged LED chip



Canada: www.cree.com/canada

T (800) 473-1234 F (800) 890-7507

ZR Series

ZR24™ 2' x 4' LED Troffer

Product Description

The ZR24™ LED troffer delivers up to 5000 lumens of superior 90 CRI light quality and is perfect for both new construction and renovation. Powered by Cree TrueWhite® Technology, the slim and lightweight ZR24™ LED troffer boasts an efficacious 90-150 LPW performance along with 0-10V dimming to meet local energy codes. The ZR24™ LED troffer embodies a breakthrough in balancing energy savings, visual comfort and initial cost.

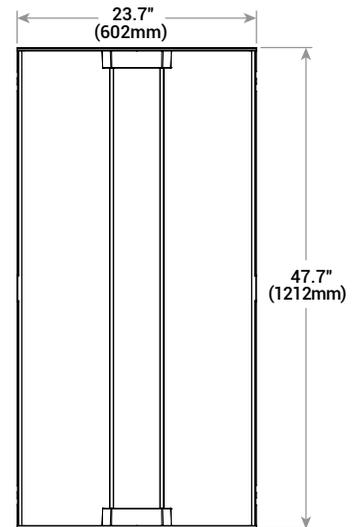
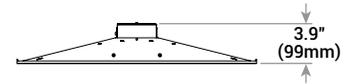
Performance Summary

Utilizes Cree TrueWhite® Technology (90 CRI) or available in 80 CRI
Efficacy: 90-150 LPW
Initial Delivered Lumens: 4,000 or 5,000 lumens
Input Power: 26-45 watts
CRI: 90 CRI (Cree TrueWhite® Technology), 80+ CRI (FD)
CCT: 3500K, 4000K, 5000K
Input Voltage: 120-277 VAC or 347 VAC
Limited Warranty*: 10 years
Controls: 0-10V dimming to 5%
Mounting: Recessed*

*See www.cree.com/lighting/products/warranty for warranty terms

Accessories

Field-Installed	
Drywall Grid Adapter DGA 24WHT	6' Flexible Power Whip PW-18/4-06-9T-SS
Surface Mount Kit SMK ZR24	
- Not for use with EB14	



Ordering Information

Example: ZR24-40L-35K-10V

ZR24				10V	
Product	Initial Delivered Lumens	CCT	Voltage	Control	Options
ZR24	40L 44W, 4000 Lumens - 90 LPW 40L HE 26W, 4000 Lumens - 150 LPW 50L 45W, 5000 Lumens - 111 LPW - Available with FD option only	35K 3500K - Available with 40L and 40L HE only 40K 4000K 50K 5000K - Available with 50L only	Blank 120-277 Volt 34 347 Volt - Available with 40L only	10V 0-10V Dimming to 5%	EB14 Emergency Backup - 1400 lumens - Available on US versions only FD - Must order when 50L is selected - 80 CRI

* Acceptable for use with standard 9/16 T-Bar or larger when installed per installation instructions. Consult factory for non-standard grid applications



Rev. Date: V4 11/09/2015

US: www.cree.com/lighting

T (800) 236-6800 F (262) 504-5415

Canada: www.cree.com/canada



T (800) 473-1234 F (800) 890-7507

ZR24™ 2' x 4' LED Troffer

Product Specifications

CREE TRUEWHITE® TECHNOLOGY

A revolutionary way to generate high-quality white light, Cree TrueWhite® Technology is a patented approach that delivers an exclusive combination of 90+ CRI, beautiful light characteristics, and lifelong color consistency, all while maintaining high luminous efficacy – a true no compromise solution.

CONSTRUCTION & MATERIALS

- Durable cold rolled steel housing provides strength and uniformity
- Ultra-thin 4.9" (124mm) luminaire height and lightweight design effectively target a broad range of plenum spaces and allow for easy installations
- Luminaire is pre-painted for enhanced smooth finish
- Provided t-bar clips and holes for mounting support wires enable recessed or suspended installation
- Luminaire sides and ends are hemmed in for safe, easy handling

OPTICAL SYSTEM

- Unique luminaire design creates perfect balance of both horizontal and vertical illumination
- Optimized smooth lens eliminates pixelation and delivers a low-glare, diffused light distribution

ELECTRICAL SYSTEM

- Cree born components including highly efficacious Cree® LED chips along with an integral high-efficiency Cree® driver
- **Power Factor:** = 0.9 nominal
- **Input Power:** Stays constant over life
- **Input Voltage:** 120-277V or 347V, 50/60Hz
- **Operating Temperature Range:** 0°C - + 35°C (32°F - + 95°F)
- **Total Harmonic Distortion:** <20%

CONTROLS

- Continuous dimming to 5% with 0-10V DC control protocol
- For use with Class 2 dimming systems only. Reference www.creelink.com/exLink.asp?70982140Z58R34I26620963 for recommended dimming controls and wiring diagrams

REGULATORY & VOLUNTARY QUALIFICATIONS

- UL924 (EB option)
- cULus Listed
- Suitable for damp locations
- Designed for indoor use and outdoor covered applications
- DLC qualified when ordered with 40L, 90 LPW type. Please refer to www.designlights.org/QPL for most current information
- RoHS compliant. Consult factory for additional details
- Meets FCC Part 15 standards for conducted and radiated emissions

Application Reference

Open Space						
Spacing	Initial Delivered Lumens	Lumens	Wattage	LPW	w/ft²	Average fc
8 x 8	40L	4,000	44	90	0.66	56
	40L HE		26	150	0.39	56
	50L	5,000	45	111	0.68	69
8 x 10	40L	4,000	44	90	0.55	46
	40L HE		26	150	0.33	46
	50L	5,000	45	111	0.56	57
10 x 10	40L	4,000	44	90	0.44	37
	40L HE		26	150	0.26	37
	50L	5,000	45	111	0.45	46
10 x 12	40L	4,000	44	90	0.35	30
	40L HE		26	150	0.21	30
	50L	5,000	45	111	0.36	37

10' ceiling: 80/50/20 reflectances; 2.5' workplane, open room. LLF: 1.0 Initial. Open Space: 50' x 40' x 10'

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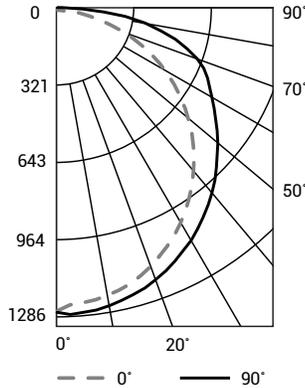
US: www.cree.com/lighting

T (800) 236-6800 F (262) 504-5415

Photometry

ZR24-40L-35K BASED ON CESTL REPORT TEST #: PL02014-0005

Luminaire photometry has been conducted by a NVLAP accredited testing laboratory in accordance with IESNA LM-79-08. IESNA LM-79-08 specifies the entire luminaire as the source resulting in a luminaire efficiency of 100%.



Coefficients Of Utilization – Zonal Cavity Method				
RC %:	80			
RW %:	70	50	30	10
RCR: 0	119	119	119	119
1	107	102	97	93
2	97	88	80	74
3	88	76	68	61
4	80	67	58	51
5	73	60	50	43
6	68	54	44	38
7	63	49	40	33
8	58	44	36	29
9	55	41	32	26
10	51	37	29	24

Effective Floor Cavity Reflectance: 20%

Average Luminance Table (cd/m²)				
Vertical Angle	Horizontal Angle			
	0°	45°	90°	
45°	1,642	1,772	1,899	
55°	1,580	1,788	2014	
65°	1,480	1,885	2,341	
75°	1,276	2,240	2,819	
85°	952	2,498	3,203	

Zonal Lumen Summary			
Zone	Lumens	% Lamp	Luminaire
0-30	990	N/A	24.4%
0-40	1,628	N/A	40.1%
0-60	2,949	N/A	72.6%
0-90	4,064	N/A	100%
0-180	4,064	N/A	100%

Reference lighting.cree.com/products/indoor/troffers/zr-series for detailed photometric data

Recommended ZR Series Lumen Maintenance Factors (LMF) ¹						
Ambient	Initial Delivered Lumens	Initial LMF	25K hr Projected ² LMF	50K hr Projected ² LMF	75K hr Projected ² LMF	100K hr Calculated ³ LMF
0°C (32°F)	40L HE	1.05	1.01	0.98	0.96	0.94
	40L/50L	1.05	0.99	0.95	0.91	0.87
5°C (41°F)	40L HE	1.04	1.00	0.97	0.95	0.93
	40L/50L	1.04	0.98	0.94	0.90	0.86
10°C (50°F)	40L HE	1.03	0.99	0.96	0.94	0.92
	40L/50L	1.03	0.97	0.93	0.89	0.85
15°C (59°F)	40L HE	1.02	0.98	0.95	0.93	0.91
	40L/50L	1.02	0.96	0.92	0.88	0.84
20°C (68°F)	40L HE	1.01	0.97	0.95	0.92	0.90
	40L/50L	1.01	0.95	0.91	0.87	0.83
25°C (77°F)	40L HE	1.00	0.96	0.94	0.91	0.89
	40L/50L	1.00	0.95	0.90	0.86	0.83
30°C (86°F)	40L HE	0.99	0.95	0.93	0.91	0.89
	40L/50L	0.99	0.94	0.89	0.86	0.82
35°C (95°F)	40L HE	0.98	0.94	0.92	0.90	0.88
	40L/50L	0.98	0.93	0.89	0.85	0.81

¹ Lumen maintenance values at 25°C are calculated per TM-21 based on LM-80 data and in-situ luminaire testing

² In accordance with IESNA TM-21-11, Projected Values represent interpolated value based on time durations that are within six times (6X) the IESNA LM-80-08 total test duration (in hours) for the device under testing (DUT) i.e. the packaged LED chip

³ In accordance with IESNA TM-21-11, Calculated Values represent time durations that exceed six times (6X) the IESNA LM-80-08 total test duration (in hours) for the device under testing (DUT) i.e. the packaged LED chip



Canada: www.cree.com/canada

T (800) 473-1234 F (800) 890-7507



Laboratory Ventilation Savings Analysis

for
**MS&T Rolla
Schrenk Hall**

**City Location is Rolla MO
(Using weather data from Rolla/Vichy, Missouri)**

**Submitted by
Mustain- AAP on behalf of Adam Golubski PE- Clark Enersen**

November 19, 2015

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Aircuity Energy Savings and ROI Conceptual Proposal

Attn: MS&T Rolla

Re: MS&T Rolla, Schrenk Hall Optimization Project – Conceptual Proposal

Dear MS&T Rolla:

Aircuity is pleased to provide this Conceptual Proposal for your critical environment. Aircuity’s enabling technology, OptiNet™, will increase lab safety while providing your organization significant carbon and energy reduction to help achieve mission critical objectives.

This Conceptual Proposal is based upon:

- Visual inspection of the site’s Lab control system
- Energy costs of \$.089/kWh & \$ 0.80/Therm
- 47 lab spaces and a total approximate demand controlled area of 42,065 square feet
- Current or Baseline Minimum Air change rate of 6.00 ACH Occupied & 3.00 ACH Unocc periods.
- Confirmed DCV turndown analysis for minimum air change rate of 4.00 ACH Day and 2.00 ACH Night periods.
- “Rule of thumb” installation pricing from our estimating tool
- Estimated utility rebate incentives based on local knowledge and experience
- **The engineering calculations provided by Clark Enersen were used to populate the Aircuity energy savings estimate.**

This conceptual proposal does not include:

- Confirmed Utility rebate incentives
- Firm installation pricing
- Final engineering design and system architecture

The goal of this conceptual proposal is to provide you with a more accurate cost and payback analysis, based on actual confirmation of important parameters that determine final costing and payback. This isn’t investment grade, but should be suitable for financial approval with some variance consideration. Upon securing funding for the project, Aircuity and our representatives will be happy to provide a detailed and final ‘investment grade’ proposal upon request.

Conceptual Proposal Financial Overview

Project Cost:	\$174,900
Capital Savings from Downsizing HVAC if applicable:	
Utility Rebate Incentive if applicable:	
Net Capital Cost:	\$174,900
Projected Annual Energy Savings:	\$44,696
Simple Energy Payback:	3.9 years
CO2 Reduction in Metric tons of CO2:	360
CO2 Reduction in equivalent avg. cars:	70
Reduction from Baseline HVAC Energy:	29%

Note: Aircuity’s Conceptual Analysis has proven to reasonably accurate based on the quality of the assumptions used, and is an approved incentive tool by some utilities, but it should be utilized at this stage as only an approximate indicator of energy savings until a more detailed final analysis is performed.

Thank You!

Thank you for your interest in Aircuity’s Safe, Smart and Efficient Airside Solutions!

Aircuity Lab DCV Cashflow Savings Analysis



November 19, 2015

Customer Name	MS&T Rolla
Project Name	Schrenk Hall
City	Rolla MO (Using weather data from Rolla/Vichy, Missouri)
Submitted by	Rex Mustain of AAP on behalf of Adam Golubski P.E. of Clark Enersen

Project Capital Costs	\$174,900
Diversity Savings & Dpt Sensors	\$0
Utility Incentive/Rebate	\$0
Net Capital Cost (Savings)	\$174,900

Energy Units Saved:
302,586 kWh Electricity saved annually
22,166 Therms Heating saved annually
122 kW peak reduction via Max Bin Method

1st Year Savings	\$44,696
Simple Energy Payback	3.9 years

Cashflow Analysis

Year	Energy Savings	Net Recurring Costs	Annual Savings	Net Capital Costs	Net Annual Savings	Cumulative Savings
2016	\$44,696	\$0	\$44,696	(\$174,900)	(\$130,204)	(\$130,204)
2017	\$44,696	\$0	\$44,696		\$44,696	(\$85,508)
2018	\$44,696	(\$5,411)	\$39,286		\$39,286	(\$46,222)
2019	\$44,696	(\$5,573)	\$39,123		\$39,123	(\$7,099)
2020	\$44,696	(\$5,740)	\$38,956		\$38,956	\$31,857
2021	\$44,696	(\$5,912)	\$38,784		\$38,784	\$70,641
2022	\$44,696	(\$6,090)	\$38,606		\$38,606	\$109,247
2023	\$44,696	(\$6,272)	\$38,424		\$38,424	\$147,671
2024	\$44,696	(\$6,461)	\$38,236		\$38,236	\$185,907
2025	\$44,696	(\$6,654)	\$38,042		\$38,042	\$223,949
Totals	\$446,961	(\$48,113)	\$398,849	(\$174,900)	\$223,949	\$223,949
1st year energy savings represents a 29% reduction from base case.					NPV =	\$95,735
					IRR =	19.5%

10 Year Cumulative Savings



Customer	MS&T Rolla
Project	Schrenk Hall
City	Rolla MO (Using weather data from Rolla/Vichy, Missouri)
Submitted by	Rex Mustain- AAP on behalf of Adam Golubski PE- Clark Enersen

Annual CO2 Emission Rates for Power Generation in Missouri		US National Average
CO ₂ (lb/MWh)	1,773.5	1345.1

Fossil Fuel Used	lb CO ₂ /MMBtu
Heating: Gas	116.39
Reheat: SameAsHeating	116.39
Other Fuel Type:	

Base Design Annual Emissions

Annual Energy Units	Equivalent MMBTUs	Equivalent MBTUs	CO ₂			Carbon			
			Lbs	Short Tons	Metric Tons	Lbs	Short Tons	Metric Tons	
Total kWh	1,125,739	3,842	3,842,147	1,996,506	998	905	544,502	272	247
Total Therms	66,708	6,671	6,670,846	776,420	388	352	211,751	106	96
Total Units		10,513	10,512,993	2,772,925	1,386	1,258	756,252	378	343

Proposed Design Annual Emissions

Annual Energy Units	Equivalent MMBTUs	Equivalent MBTUs	CO ₂			Carbon			
			Lbs	Short Tons	Metric Tons	Lbs	Short Tons	Metric Tons	
Total kWh	823,153	2,809	2,809,420	1,459,867	730	662	398,146	199	181
Total Therms	44,543	4,454	4,454,262	518,432	259	235	141,390	71	64
Total Units		7,264	7,263,682	1,978,298	989	897	539,536	270	245

Annual Lab DCV Emissions Savings

Annual Energy Units Saved	Equivalent MMBTUs	Equivalent MBTUs	CO ₂			Carbon			
			Lbs	Short Tons	Metric Tons	Lbs	Short Tons	Metric Tons	
Total kWh	302,586	1,033	1,032,727	536,639	268	243	146,356	73	66
Total Therms	22,166	2,217	2,216,585	257,988	129	117	70,360	35	32
Total Units		3,249	3,249,311	794,627	397	360	216,716	108	98

Saving 360 metric tons of CO2 emissions is equivalent to:

- ✓ 43,956 gallons of gasoline burned (70 average cars).
- ✓ 98 metric tons of carbon.
- ✓ The annual CO2 emissions from 31 average American households.

Aircuity Energy Cost Savings Summary



November 19, 2015

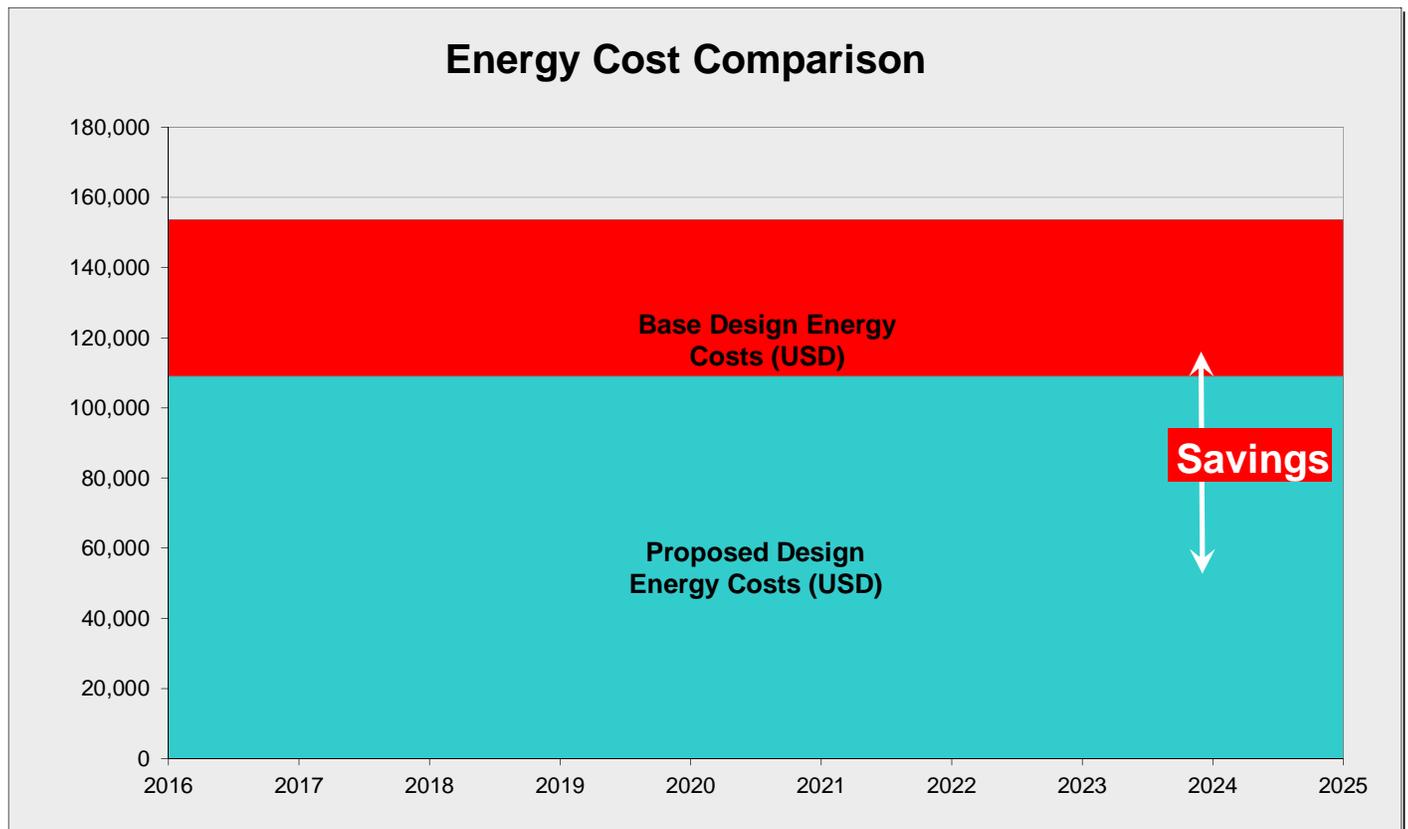
Customer Name	MS&T Rolla
Project Name	Schrenk Hall
City	Rolla MO (Using weather data from Rolla/Vichy, Missouri)
Submitted by	Rex Mustain- AAP on behalf of Adam Golubski PE- Clark Enersen

	Base Design in CFM	Proposed Design in CFM	CFM Flow Savings
Average Day Airflow	50,413.2	39,943.3	10,469.9
Average Night Airflow	29,230.6	23,889.0	5,341.5
Average Airflow	36,795.8	29,622.7	7,173.1

Average Annual \$/CFM	\$ 4.18	\$ 3.68	\$ 6.23
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Energy Inflation Rate	0.0%
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Year	Base Design Energy Costs (USD)	Proposed Design Energy Costs (USD)	Energy Savings (USD)	Cumulative Savings (USD)
2016	153,681	108,985	44,696	44,696
2017	153,681	108,985	44,696	89,392
2018	153,681	108,985	44,696	134,088
2019	153,681	108,985	44,696	178,785
2020	153,681	108,985	44,696	223,481
2021	153,681	108,985	44,696	268,177
2022	153,681	108,985	44,696	312,873
2023	153,681	108,985	44,696	357,569
2024	153,681	108,985	44,696	402,265
2025	153,681	108,985	44,696	446,961
10 Yr Savings	\$ 1,536,814	\$ 1,089,852	\$ 446,961	\$ 446,961



Savings Analysis Base Data & Assumptions



November 19, 2015

Customer Name	MS&T Rolla	For US Weather Stations, Actual Airport Location:
Project Name	Schrenk Hall	Vichy Rolla National Airport
City	Rolla MO	Weather Station: Missouri, Rolla/Vichy
Submitted by	Rex Mustain- AAP on behalf of Adam Golubski PE-	Conceptual Proposal

Building & Financial Assumptions		Baseline & Proposed Design Data		
Number of Zones	47	Thermal Loads by Zone Type		
Avg Zone Area (sq. ft.)	895	Normal Activity, Low Load	Moderate Activity, Medium Load	High Activity, High Load
Total sq. ft (calculated)	42,065	80%	10%	10%
Avg Ceiling Height	10.00	% of Zones		
Total # of Fume Hoods	27	Number of Zones	37	5
Avg FH Max CFM	800	Room Peak W/ft ² (Day)	6.00	10.00
Avg FH Min CFM	160	Avg Peak W/ft ² (Day)	4.00	8.00
Avg Day FH Sash Opening	60% Open	Avg W/ft ² (Day)	3.00	6.00
Avg Nite FH Sash Opening	25% Open	Avg Peak W/ft ² Nite	2.00	4.00
		Avg Watts/ft ² Nite	1.50	3.00
Annual Inflation Rate	3%	Base Day Supply ACH	6.00	6.00
Energy Inflation Rate	0%	Base Night Supply ACH	3.00	3.00
Hurdle Rate	8%	Proposed Normal Day Sup. ACH	4.00	4.00
Incentive/Rebate \$/kWh	\$ -	Proposed Normal Night Sup. ACH	2.00	2.00
Incentive/Rebate \$/Therm	\$ -	High Vent Max/Purge Sup. ACH	12.00	12.00
Incentive/Rebate \$/kW	\$ -			
Find Utility Rebates and Tax Incentives				

Energy Cost & HVAC System Assumptions			
Cooling Method	Electric	Occ Cooling Set Point	74 °F
Heating Method	Gas	Occ Heating/Reheat Set Point	74 °F
ReHeat Method	SameAsHeating	UnOcc Cooling Set Point	74 °F
Electric \$/kWh	\$ 0.0891	UnOcc Heating/Reheat Set Point	74 °F
Chilled Water \$/Ton-Hour	\$ 0.1817 (Not used)	SA Temp	55 °F
Gas/Oil/Other Fuel \$/Therm	\$ 0.8000	COP of Refrigeration System	3.3
Steam \$/1,000 lb.	\$ 12.4000 (Not used)	Heating Efficiency	75%
Evaporative Cooling	None	Heat Recovery System Type	None
(Triggers Wet Bulb Recalc)		Heat Recovery Efficiency	75%
Proposed Room Cooling Method	VAV Air System	Heat Recovery Installed Price	\$ -
Base Design Room Cooling Method	SameAsProposed	Annual Heat Recovery Costs	\$ -
OA Humidification	None	Extra Static from Heat Recovery	0.75 in.
Humidification RH Set Point	45%		

Fan System Assumptions & Data			
Supply Fan Total Static - (No HR)	5.00 in w.c.	Exhaust Fan Control Strategy: Staged Fans w/ Bypass Damper	Number of Exhaust Fans
Supply Fan Efficiency	70%		
Exhaust Fan Total Static - (No HR)	4.50 in w.c.		4
Exhaust Fan Efficiency	60%		

Capital Cost Savings & Diversity Assumptions (Diversity not included)			
Include Diversity Savings	No	Baseline \$/CFM	Diversity %
Design %	99.90%	\$12.59	Cooling System 100%
Baseline CFM/Ton of Cooling	139	\$2.09	Heating System 100%
\$/Ton: Cooling System	\$ 1,750	\$0.29	Reheat System 100%
\$/Watt Cost for Hydronic Room Cooling	\$ 1.00	\$6.00	Exhaust Fan 100%
\$/MBH: Heating System	\$ 40	\$4.50	Supply AHU 100%
Subtract Cost of Dewpoint Sensors	No	\$0.15	AHU VFDs 100%
*Dewpoint Sensor Cost Installed	\$ 1,500	\$0.00	Heat Recovery 100%
		\$0.45	Ductwork 100%
Proposed Installed System Price	\$ 174,900 (from ONE)	\$26.07	Total Base HVAC
Annual Costs for Proposed System	\$ 5,100 (from ONE)		
Years of Annual Services in System Price	2.0 Years		

Occupancy Schedule



November 19, 2015

Customer Name	MS&T Rolla
Project Name	Schrenk Hall
City	Rolla MO (Using weather data from Rolla/Vichy, Missouri)
Submitted by	Rex Mustain- AAP on behalf of Adam Golubski PE- Clark Enersen

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12 to 1 AM	UnOcc						
1 to 2 AM	UnOcc						
2 to 3 AM	UnOcc						
3 to 4 AM	UnOcc						
4 to 5 AM	UnOcc						
5 to 6 AM	UnOcc						
6 to 7 AM	UnOcc						
7 to 8 AM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
8 to 9 AM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
9 to 10 AM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
10 to 11 AM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
11 to Noon	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
12 to 1 PM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
1 to 2 PM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
2 to 3 PM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
3 to 4 PM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
4 to 5 PM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
5 to 6 PM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
6 to 7 PM	UnOcc	Occ	Occ	Occ	Occ	Occ	UnOcc
7 to 8 PM	UnOcc						
8 to 9 PM	UnOcc						
9 to 10 PM	UnOcc						
10 to 11 PM	UnOcc						
11 to Midnight	UnOcc						

	Occ Hours	UnOcc Hours	Off Hours	Occ Hours Percent	UnOcc Hours Percent
0-6	0	42	0	0%	100%
7-12	25	17	0	60%	40%
13-18	30	12	0	71%	29%
19-24	5	37	0	12%	88%
Total	60	108	0	36%	64%

Aircuity CFM Savings Summary



November 19, 2015

Customer Name	MS&T Rolla
Project Name	Schrenk Hall
City	Rolla MO (Using weather data from Rolla/Vichy, Missouri)
Submitted by	Rex Mustain- AAP on behalf of Adam Golubski PE- Clark Enersen

Supply CFM Comparisons

	Base Calculated CFM	Proposed Calculated CFM	CFM Differences	% Differences
Total Fume Hood Maximum CFM	21,600	21,600	0	0%
Total Fume Hood Minimum CFM	4,320	4,320	0	0%
Estimated Total Peak FH CFM	16,200	16,200	0	0%
Estimated Total FH Avg CFM - Day	12,960	12,960	0	0%
Estimated Total FH Avg CFM - Night	5,400	5,400	0	0%
Avg Peak Cooling CFM - Day	41,133	44,063	2,929	7%
Avg Cooling CFM - Day	30,850	30,850	0	0%
Avg Peak Cooling CFM - Night	24,328	25,662	1,334	5%
Avg Cooling CFM - Night	16,219	16,219	0	0%
Day Average ACH CFM	47,800	34,501	(13,300)	-28%
Night Average ACH CFM	26,768	19,983	(6,785)	-25%
Avg Peak CFM - Day	54,268	47,145	(7,122)	-13%
Average CFM - Day	50,413	39,943	(10,470)	-21%
Avg Peak CFM - Night	32,314	29,815	(2,499)	-8%
Average CFM - Night	29,231	23,889	(5,342)	-18%

Average and Peak Supply Flow Breakdown by Room Type

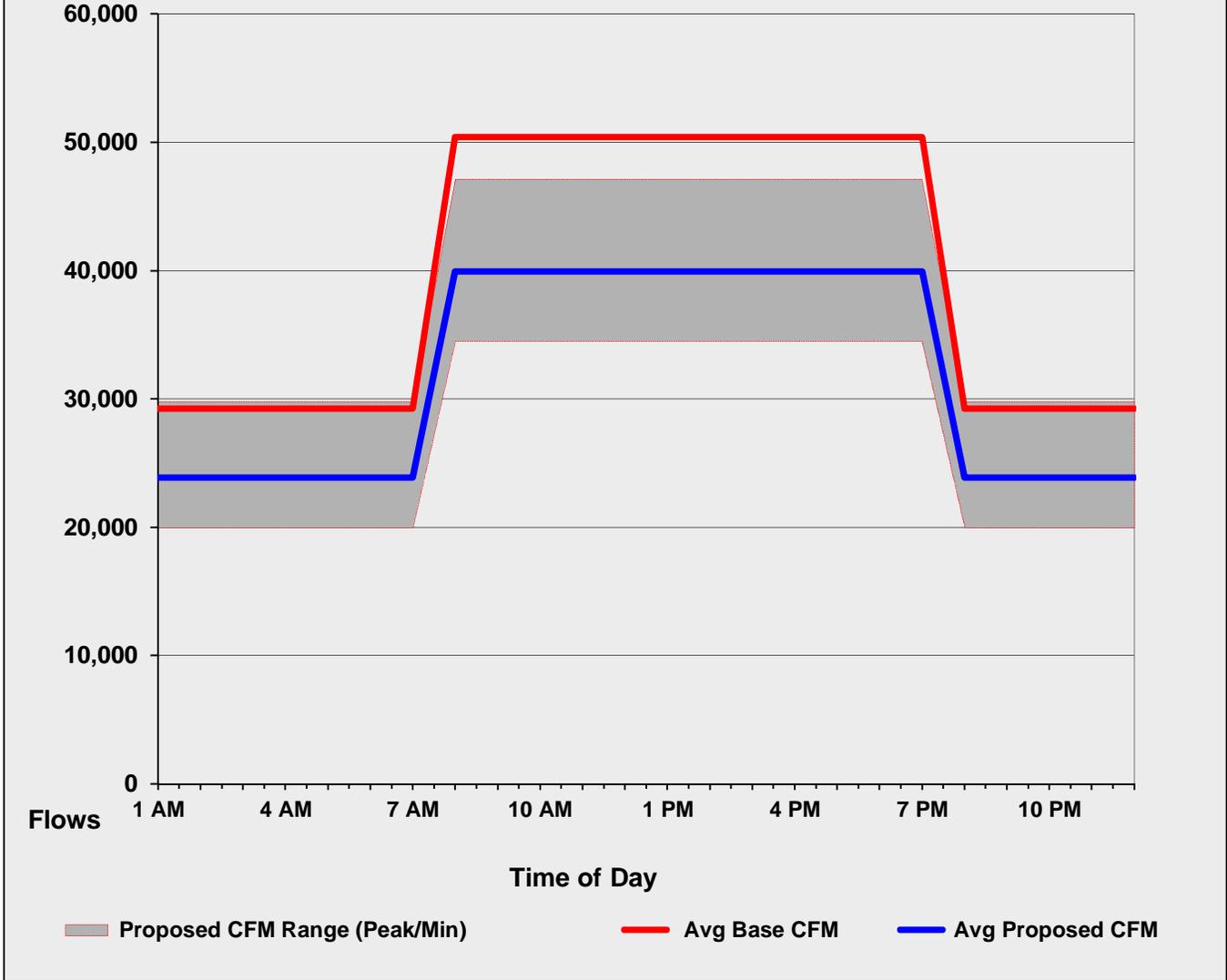
Room Type	Base Peak Occ CFM	Base Peak UnOcc CFM	Proposed Peak Occ CFM	Proposed Peak UnOcc CFM
Low Load, Non-High Hood Density	33,115	16,558	25,834	13,891
Low Load, High Hood Density	-	-	-	-
Medium Load, Non-High Hood Density	6,167	3,083	6,345	3,208
Medium Load, High Hood Density	-	-	-	-
High Load, Non-High Hood Density	9,250	6,938	9,231	6,981
High Load, High Hood Density	-	-	-	-
Other Areas (Non-Lab, CV Lab, etc.)	-	-	-	-
Lab Corridors and Associated Areas	5,735	5,735	5,735	5,735
Total Peak Supply Flows	54,268	32,314	47,145	29,815

Room Type	Base Average Occ CFM	Base Average UnOcc CFM	Proposed Average Occ CFM	Proposed Average UnOcc CFM
Low Load, Non-High Hood Density	33,115	16,558	22,645	11,216
Low Load, High Hood Density	-	-	-	-
Medium Load, Non-High Hood Density	4,625	2,313	4,625	2,313
Medium Load, High Hood Density	-	-	-	-
High Load, Non-High Hood Density	6,938	4,625	6,938	4,625
High Load, High Hood Density	-	-	-	-
Other Areas (Non-Lab, CV Lab, etc.)	-	-	-	-
Lab Corridors and Associated Areas	5,735	5,735	5,735	5,735
Total Average Supply Flows	50,413	29,231	39,943	23,889

Color Key for Controlling or Max Flow:	Fume Hood Driven	Cooling Driven	ACH Driven
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Customer Name	MS&T Rolla
Project Name	Schrenk Hall
City	Rolla MO (Using weather data from Rolla/Vichy, Missouri)
Submitted by	Rex Mustain- AAP on behalf of Adam Golubski PE- Clark Enersen

Average Weekday Supply Airflow Comparison



Aircuity 10-Year Life Cycle Cost Analysis



November 19, 2015

Customer Name	MS&T Rolla
Project Name	Schrenk Hall
City	Rolla MO (Using weather data from Rolla/Vichy, Missouri)
Submitted by	Rex Mustain- AAP on behalf of Adam Golubski PE- Clark Enersen

	Base Design	Aircuity/Proposed	Aircuity Savings
Aircuity First Cost	\$0	\$174,900	(\$174,900)
Diversity Savings	\$0	\$0	\$0
Rebate & Incentives	\$0	\$0	\$0
Adjustments to First Cost	\$0	\$0	\$0
Net First Cost	\$0	\$174,900	(\$174,900)
Year 1 Energy Cost	\$153,681	\$108,985	\$44,696
Year 2 Energy Cost	\$153,681	\$108,985	\$44,696
Year 3 Energy Cost	\$153,681	\$108,985	\$44,696
Year 4 Energy Cost	\$153,681	\$108,985	\$44,696
Year 5 Energy Cost	\$153,681	\$108,985	\$44,696
Year 6 Energy Cost	\$153,681	\$108,985	\$44,696
Year 7 Energy Cost	\$153,681	\$108,985	\$44,696
Year 8 Energy Cost	\$153,681	\$108,985	\$44,696
Year 9 Energy Cost	\$153,681	\$108,985	\$44,696
Year 10 Energy Cost	\$153,681	\$108,985	\$44,696
Total 10 Year Energy Cost	\$1,536,814	\$1,089,852	\$446,961
Year 1 Maintenance Cost		\$0	\$0
Year 2 Maintenance Cost		\$0	\$0
Year 3 Maintenance Cost		\$5,411	(\$5,411)
Year 4 Maintenance Cost		\$5,573	(\$5,573)
Year 5 Maintenance Cost		\$5,740	(\$5,740)
Year 6 Maintenance Cost		\$5,912	(\$5,912)
Year 7 Maintenance Cost		\$6,090	(\$6,090)
Year 8 Maintenance Cost		\$6,272	(\$6,272)
Year 9 Maintenance Cost		\$6,461	(\$6,461)
Year 10 Maintenance Cost		\$6,654	(\$6,654)
10 Year Maintenance Cost	\$0	\$48,113	(\$48,113)
Total 10 Year Operation Cost	\$1,536,814	\$1,137,965	\$398,849
10 Year Cost of Ownership	\$1,536,814	\$1,312,865	\$223,949
Avg. Cost of ownership per year	\$153,681	\$131,287	\$22,395

Aircuity Energy Units and Energy Dollar Savings Detailed Comparison



November 19, 2015

Customer	MS&T Rolla
Project	Schrenk Hall
City	Rolla MO (Using weather data from Rolla/Vichy, Missouri)
Submitted by	Rex Mustain- AAP on behalf of Adam Golubski PE- Clark Enersen

	Base Design				Proposed Design				Savings							
Occ	Annual Occ Energy Units		Annual Occ Energy Costs		Total Annual Costs at Occ Average Flow		Annual Occ Energy Units		Annual Occ Energy Costs		Total Annual Costs at Occ Average Flow		Annual Occ Energy Units Saved		Annual Occ Energy Cost Savings	
	Cooling kWh	264,135	Cooling \$	23,537	\$ 4.22 per CFM		Cooling kWh	202,500	Cooling \$	18,045	\$ 3.69 per CFM		Cooling kWh	61,635	Cooling \$	5,492
	Heating Therms	13,063	Heating \$	10,451			Heating Therms	10,688	Heating \$	8,550			Heating Therms	2,376	Heating \$	1,900
	Reheat Therms	16,153	Reheat \$	12,922			Reheat Therms	7,508	Reheat \$	6,007			Reheat Therms	8,645	Reheat \$	6,916
	Heating kWh	-					Heating kWh	-					Heating kWh	-		
	Reheat kWh	-					Reheat kWh	-					Reheat kWh	-		
	Supply Fan kWh	145,649	Supply Fan \$	12,979	Cooling cost / CFM \$ 1.31		Supply Fan kWh	89,266	Supply Fan \$	7,954	Cooling cost / CFM \$ 1.26		Supply Fan kWh	56,383	Supply Fan \$	5,024
	Exhaust Fan kWh	181,021	Exhaust Fan \$	16,131	Heating cost / CFM \$ 0.58		Exhaust Fan kWh	135,905	Exhaust Fan \$	12,110	Heating cost / CFM \$ 0.60		Exhaust Fan kWh	45,116	Exhaust Fan \$	4,020
	Total kWh	590,804	Total \$	76,020	Reheat cost / CFM extra \$ 1.85		Total kWh	427,670	Total \$	52,666	Reheat cost / CFM extra \$ 1.85		Total kWh	163,134	Total \$	23,353
	Total Therms	29,216			Fan cost / CFM \$ 1.62		Total Therms	18,196			Fan cost / CFM \$ 1.41		Total Therms	11,020		
	Peak kW	515					Peak kW	393					Peak kW	122		
UnOcc	Annual Unocc Energy Units		Annual Unocc Energy Costs		Total Annual Costs at Unocc Average Flow		Annual Unocc Energy Units		Annual Unocc Energy Costs		Total Annual Costs at Unocc Average Flow		Annual Unocc Energy Units Saved		Annual Unocc Energy Cost Savings	
	Cooling kWh	196,882	Cooling \$	17,544	\$ 4.13 per CFM		Cooling kWh	159,565	Cooling \$	14,219	\$ 3.67 per CFM		Cooling kWh	37,317	Cooling \$	3,325
	Heating Therms	18,226	Heating \$	14,581			Heating Therms	14,990	Heating \$	11,992			Heating Therms	3,236	Heating \$	2,589
	Reheat Therms	19,266	Reheat \$	15,413			Reheat Therms	11,357	Reheat \$	9,086			Reheat Therms	7,909	Reheat \$	6,327
	Heating kWh	-					Heating kWh	-					Heating kWh	-		
	Reheat kWh	-					Reheat kWh	-					Reheat kWh	-		
	Supply Fan kWh	95,759	Supply Fan \$	8,533	Cooling cost / CFM \$ 0.93		Supply Fan kWh	73,770	Supply Fan \$	6,574	Cooling cost / CFM \$ 0.93		Supply Fan kWh	21,989	Supply Fan \$	1,959
	Exhaust Fan kWh	242,294	Exhaust Fan \$	21,591	Heating cost / CFM \$ 0.78		Exhaust Fan kWh	162,148	Exhaust Fan \$	14,449	Heating cost / CFM \$ 0.78		Exhaust Fan kWh	80,147	Exhaust Fan \$	7,142
	Total kWh	534,935	Total \$	77,662	Reheat cost / CFM extra \$ 1.84		Total kWh	395,482	Total \$	56,319	Reheat cost / CFM extra \$ 1.84		Total kWh	139,452	Total \$	21,343
	Total Therms	37,492			Fan cost / CFM \$ 1.60		Total Therms	26,347			Fan cost / CFM \$ 1.37		Total Therms	11,145		
	Peak kW	292					Peak kW	231					Peak kW	61		
Total	Annual Total Energy Units		Annual Total Energy Costs		Total Annual Costs at All Average Flows		Annual HVAC Total Energy Units		Annual Total HVAC Energy Costs		Total Annual Costs at All Average Flows		Annual Total Energy Units Saved		Annual Total Energy Cost Savings	
	Cooling kWh	461,017	Cooling \$	41,081	\$ 4.18 per CFM		Cooling kWh	362,065	Cooling \$	32,264	\$ 3.68 per CFM		Cooling kWh	98,952	Cooling \$	8,818
	Heating Therms	31,289	Heating \$	25,032			Heating Therms	25,677	Heating \$	20,542			Heating Therms	5,612	Heating \$	4,490
	Reheat Therms	35,419	Reheat \$	28,335			Reheat Therms	18,865	Reheat \$	15,092			Reheat Therms	16,554	Reheat \$	13,243
	Heating kWh	-					Heating kWh	-					Heating kWh	-		
	Reheat kWh	-					Reheat kWh	-					Reheat kWh	-		
	Supply Fan kWh	241,407	Supply Fan \$	21,512	Cooling cost / CFM \$ 1.12		Supply Fan kWh	163,035	Supply Fan \$	14,528	Cooling cost / CFM \$ 1.09		Supply Fan kWh	78,372	Supply Fan \$	6,984
	Exhaust Fan kWh	423,315	Exhaust Fan \$	37,722	Heating cost / CFM \$ 0.68		Exhaust Fan kWh	298,053	Exhaust Fan \$	26,559	Heating cost / CFM \$ 0.69		Exhaust Fan kWh	125,262	Exhaust Fan \$	11,162
	Glycol Pump kWh	-	Glycol Pump \$	-	Reheat cost / CFM extra \$ 1.85		Glycol Pump kWh	-	Glycol Pump \$	-	Reheat cost / CFM extra \$ 1.85		Glycol Pump kWh	-	Glycol Pump \$	-
	Total kWh	1,125,739	Total \$	153,681	Fan cost / CFM \$ 1.61		Total kWh	823,153	Total \$	108,985	Fan cost / CFM \$ 1.39		Total kWh	302,586	Total \$	44,696
	Total Therms	66,708					Total Therms	44,543					Total Therms	22,166		29%
	Peak kW	515					Peak kW	393					Peak kW	122		

Full CV Flow	Annual Energy Units		Annual Energy Costs		Total Annual Costs at Average Flow	
	Cooling kWh	685,050	Cooling \$	61,045	\$ 3.75 per CFM	
	Heating Therms	45,503	Heating \$	36,402		
	Reheat Therms	22,669	Reheat \$	18,135		
	Heating kWh	-				
	Reheat kWh	-				
	Supply Fan kWh	479,970	Supply Fan \$	42,770	Cooling cost / CFM \$ 1.12	
	Exhaust Fan kWh	506,339	Exhaust Fan \$	45,120	Heating cost / CFM \$ 0.67	
	Glycol Pump kWh	-	Glycol Pump \$	-	Reheat cost / CFM extra \$ 0.55	
	Total kWh	1,671,359	Total \$	203,472	Fan cost / CFM \$ 1.62	
	Total Therms	68,172				

Net Lab & Other Areas Electrical Loads (Plugs, Lights, etc.)		Net Lab Electrical Load Energy Costs	
Day Clg Load kWh	520,661	Day Clg Load \$	46,396
Nite Clg Load kWh	506,385	Nite Clg Load \$	45,124
Total Clg Load kWh	1,027,046	Total Load \$	91,520
Peak Clg Load Kw	222		
NSF Lab & Other Energy		Base	Proposed
HVAC Energy in equiv KBTU		10,512,993	7,263,682
Total energy in equiv. KBTU		14,018,301	10,768,990
Total energy in equiv. BTU/ft2		333,253	256,008
Total energy in equiv. kWh/ft2		97.6	75.0

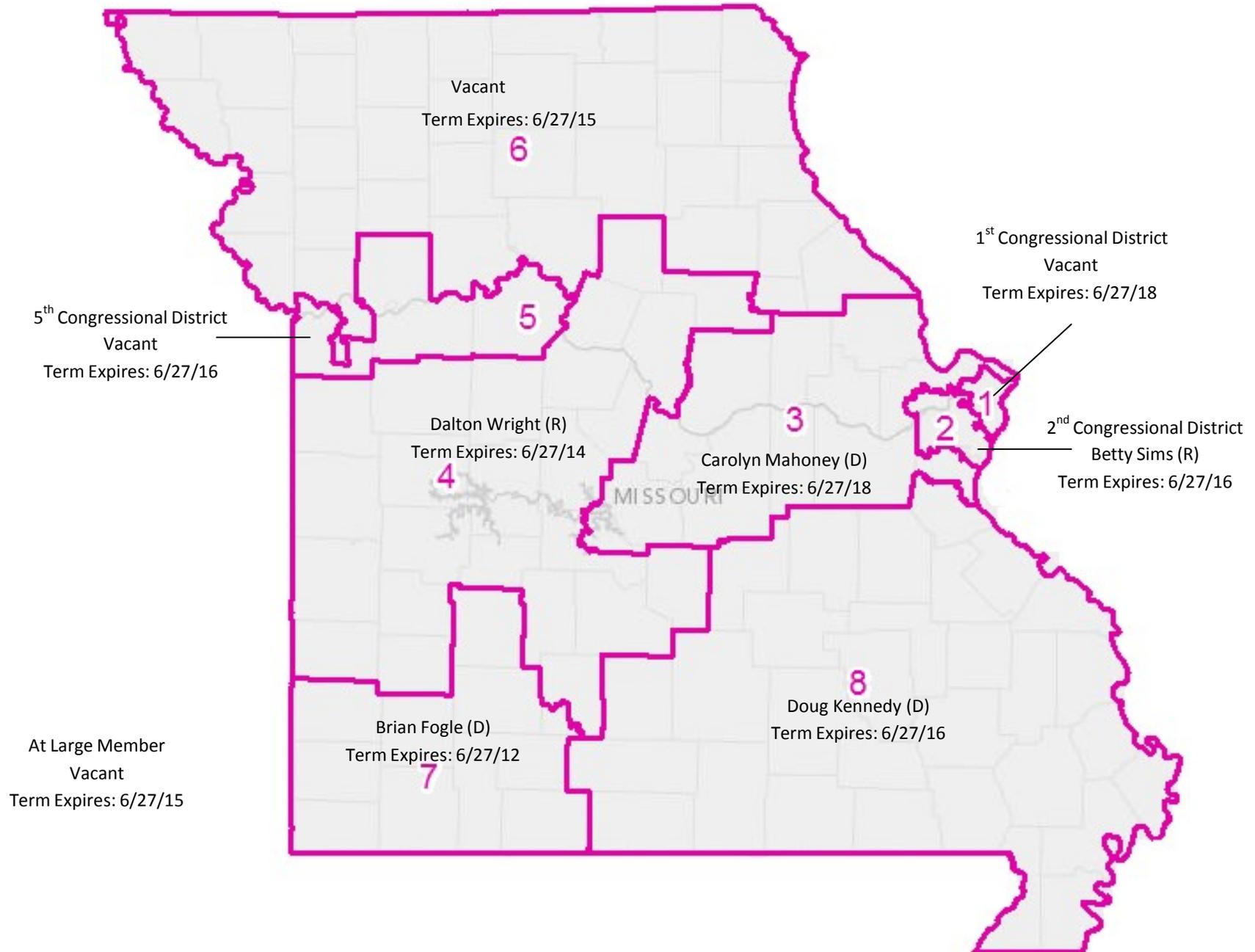
GSF Building Electrical Loads (Plugs, Lights, etc.)		GSF Building Electrical Load Energy Costs	
Day Clg Load kWh	598,760	Day Clg Load \$	53,355
Nite Clg Load kWh	582,343	Nite Clg Load \$	51,893
Total Clg Load kWh	1,181,103	Total Load \$	105,248
Peak Clg Load Kw	255		
Building GSF Energy		Base	Proposed
HVAC Energy in equiv KBTU		12,089,942	8,353,234
Total energy in equiv. KBTU		16,121,046	12,384,338
Total energy in equiv. BTU/ft2		249,107	191,366
Total energy in equiv. kWh/ft2		73.0	56.1

Coordinating Board for Higher Education
Members by Congressional District

Missouri's Congressional Districts

District	Description or boundary	Population
1	St. Louis County (part of) and St. Louis City	748,616
2	Counties of Jefferson (part of), St. Charles (part of), St. Louis County (part of)	748,616
3	Counties of Jefferson (part of), Franklin, Gasconade, Maries, Osage, Cole, Callaway, Montgomery, Warren, Lincoln (part of), St. Charles County (part of), Miller, Camden (part of)	748,615
4	Counties of Audrain (part of), Randolph, Boone, Howard, Moniteau, Cooper, Morgan, Camden (part of), Hickory, Benton, Pettis, Johnson, Henry, St. Clair, Cedar, Dade, Barton, Vernon, Bates, Cass, Dallas, Laclede, Pulaski, Webster (part of)	748,616
5	Counties of Jackson (part of), Ray, Lafayette, Saline, Clay (part of)	748,616
6	Counties of Lincoln (part of), Audrain (part of), Ralls, Marion, Shelby, Lewis, Monroe, Knox, Clark, Scotland, Schuyler, Adair, Macon, Chariton, Linn, Sullivan, Putnam, Mercer, Grundy, Livingston, Carroll, Caldwell, Daviess, Harrison, Worth, Gentry, DeKalb, Clinton, Clay (part of), Jackson (part of), Platte, Buchanan, Andrew, Nodaway, Holt, Atchison	748,616
7	Counties of Jasper, Newton, McDonald, Lawrence, Barry, Stone, Taney, Christian, Greene, Polk, Webster (part of)	748,616
8	Counties of Ozark, Douglas, Wright, Texas, Howell, Oregon, Shannon, Dent, Phelps, Crawford, Washington, Jefferson (part of), Iron, Reynolds, Carter, Ripley, Butler, Wayne, Madison, St. Francois, Ste. Genevieve, Perry, Bollinger, Cape Girardeau, Scott, Stoddard, Mississippi, New Madrid, Pemiscot, Dunklin	748,616

Coordinating Board for Higher Education Members by Congressional District



**STATUTORILY REQUIRED FUNCTIONS OF THE COORDINATING BOARD FOR
HIGHER EDUCATION /MDHE**

(as of November 1, 2013)

Fiscal

- Establish guidelines for appropriation requests by public four-year institutions (§173.005.2(3))
- Approve a community college funding model developed in cooperation with the community colleges (§ 163.191.1)
- Submit an aggregated community college budget request (§ 163.191.1)
- Oversee implementation of the Higher Education Student Funding Act (“Tuition Stabilization”), including the adjudication of waiver requests submitted by institutions proposing to raise tuition at a rate that exceeds the statutory guideline (§ 173.1003.5)
- Recommend to governing boards of state-supported institutions, including public community colleges, formulas to be employed in specifying plans for general operations, development and expansion and requests for appropriations from the general assembly (§ 173.030(3))
- Promulgate rules to include selected off-campus instruction in public colleges and university appropriation recommendations where prior need has been established in areas designated by the Coordinating Board for Higher Education (§ 173.030(4))
- Request appropriations to match U.S. Agency for International Development funds for purposes of facilitating international student exchanges (§ 173.730)

Planning

- Conduct studies of population and enrollment trends affecting institutions of higher education in the state (§ 173.020(1))
- Identify higher education needs in the state in terms of requirements and potential of young people and in terms of labor force requirements (§ 173.020(2))
- Develop arrangements for more effective and more economical specialization among institutions in types of education programs offered and students served and for more effective coordination and mutual support among institutions in the utilization of facilities, faculty and other resources (§ 173.020(3))
- Design a coordinated plan for higher education for the state and its subregions (§ 173.020(4))
- Develop in cooperation with the Department of Elementary and Secondary Education a comprehensive assessment of postsecondary vocational technical education in the state (§ 178.637.2)¹
- The coordinating board shall establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state. (§ 173.005.2(8))
- The coordinating board shall develop a policy to foster reverse transfer for any student who has accumulated enough hours by meeting specific statutory requirements to be awarded an associate degree. (§ 173.005.2(8))
- Establish state and institution-specific performance measures by July 1, 2008 (§ 173.1006.1)
- Conduct institutional mission reviews every five years (§ 173.030(7))
- Review and approve applications from institutions for statewide missions (§ 173.030(8))
- Issue annual report to the governor and general assembly (§ 173.040)

¹ This was a one-time requirement to be completed by August 1996 in connection with the establishment of Linn State Technical College. There is no statutory requirement to keep the assessment updated.

- Report to Joint Committee on Education (§ 173.1006.2)

Academic Programs

- Approve of proposed new degree programs to be offered by the state institutions of higher education (§ 173.005.2(1))
- If any institution of higher education in this state, public or private, willfully fails or refuses to follow any lawful guideline, policy or procedure established or prescribed by the coordinating board, or knowingly deviates from any such guideline, or knowingly acts without coordinating board approval where such approval is required, or willfully fails to comply with any other lawful order of the coordinating board, the coordinating board may, after a public hearing, withhold or direct to be withheld from that institution any funds the disbursement of which is subject to the control of the coordinating board, or may remove the approval of the institution as an approved institution within the meaning of section 173.1102 (§ 173.005.2(11))
- Recommend to governing boards the development, consolidation or elimination of programs, degree offerings, physical facilities or policy changes deemed in the best interests of the institutions or the state (§ 173.030(2))
- Approve out-of-district courses offered by community colleges (§ 163.191.4)
- Establish competencies for entry-level courses associated with an institution’s general education core curriculum (§ 173.005.2(7))
- Determine to what extent courses of instruction in the Constitution of the U.S., and of the state of Missouri, and in American History should be required by colleges and universities. (§ 170.011.1)
- Establish guidelines to facilitate student transfers (§ 173.005.2(7))
- Administer the Studies in Energy Conservation Fund in collaboration with the Department of Natural Resources and, subject to appropriations, establish full professorships of energy efficiency and conservation (§ 640.219.1)
- Promulgate rules to ensure faculty credentials and student evaluations are posted on institutional websites (§ 173.1004)
- Cooperate with the Department of Corrections to develop a plan of instruction for the education of offenders (§ 217.355)
- Permit fees from out-of-state public institutions to be used to cover the costs of administering out-of-state programs, except personnel costs (§ 173.005.2 (12) (b) b.)
- Develop a policy to promote reverse transfer which includes a statewide core transfer library of at least 24 lower-division courses across all institutions. (§ 173.005.2 (8))
- Require all public two-year and four-year higher education institutions to replicate best practices in remediation (§ 173.005.2 (6))

Institutional Relationships

- Promote and encourage the development of cooperative agreements between Missouri public four-year institutions of higher education which do not offer graduate degrees and Missouri public four-year institutions of higher education which do offer graduate degrees for the purpose of offering graduate degree programs on campuses of those public four-year institutions of higher education which do not otherwise offer graduate degrees (§ 173.030(5))
- Encourage cooperative agreements between public four-year institutions that “do not” offer graduate degrees and those that “do” for the sole purpose of exploring program advantages (§173.005.2(2))
- Approve new state-supported senior colleges or residence centers (§ 173.005.2(4))

- Establish admission guidelines consistent with institutional missions (§ 173.005.2(5))
- Establish guidelines to help institutions with decisions relating to residence status of students (§ 173.005.2(7))
- Conduct binding dispute resolutions with regard to disputes among public institutions that involve jurisdictional boundaries, or the use or expenditure of any state resources (§ 173.125)
- Impose fines on institutions that willfully disregard state policy (§ 173.005.2(10))
- Receive biennial reports from all public institutions on the number and language background of all teaching assistants, including a copy of the institution's current policy for selection of graduate teaching assistants (§ 170.012.4)
- Promulgate model conflict of interest policy that is used to govern all public institutions of higher education that did not have a similar measure in place after January 1, 1992 (§ 173.735)
- Enforce provisions of the Missouri Returning Heroes Education Act, which limits the amount of tuition public institutions can charge combat veterans (§ 173.900.4)
- Promulgate rules for the refund of all tuition and incidental fees or the awarding of a grade of "incomplete" for students called into active military service, voluntarily or involuntarily, prior to the completion of the semester (§ 41.948.5)
- Provide an annual report to the Department of Elementary and Secondary Education on the performance of graduates of public high schools in the state during the student's initial year in the public colleges and universities of the state (§ 173.750.1)
- Promulgate instructions and recommendations for implementing eye safety in college and university laboratories (§ 173.009)
- Exercise oversight of Linn State Technical College (§ 178.638)
- Establish standards for the organization of community colleges (§ 178.770)
- Approve establishment of community college subdistricts and redistricting (§ 178.820)
- Supervise the two-year community colleges (§ 178.780) to include:
 - Establishing their role in the state
 - Setting up surveys to be used for local jurisdictions when determining need and potential for a community college
 - Administering the state financial support program
 - Formulating and putting into effect uniform policies as to budgeting, record keeping and student accounting
 - Establishing uniform minimum entrance requirements and uniform curricular offerings
 - Make a continuing study of community college education in the state
 - Being responsible for their accreditation, annually or as often as deemed advisable, and in accordance with established rules

Note: Section 173.005.7 transfers to the Coordinating Board for Higher Education the duties of the State Board of Education relating to community college state aid, supervision and formation specified in Chapters 163 and 178, RSMo.

Financial Aid²

- Administer the Access Missouri Financial Assistance Program (§ 173.1103.1)
- Administer Higher Education Academic Scholarship Program ("Bright Flight") (§ 173.250.3)
- Administer the A+ Scholarship Program (Executive Order 10-16, January 29, 2010)

² Entries in italics historically have not had funds appropriated to them by the General Assembly and so require no ongoing activity by the department.

- Administer the Advanced Placement Incentive Grant (§ 173.1350)
- Administer the Kids' Chance Scholarship Program for children of workers who were seriously injured or killed as result of a workmen's compensation-related event (need based) (§ 173.256.1)
- Administer the Public Safety Officer or Employee Grant Program for certain public employees and their families if the employee is killed or permanently and totally disabled in the line of duty (§ 173.260.2 & .4)
- Administer the Marguerite Ross Barnett Competitiveness Scholarship Program for students who are employed 20 hours or more per week while attending school part time (need based) (§ 173.262.3)
- *Administer the Missouri Teaching Fellows Program for educational loan repayments, to include maintaining a program coordinator position to identify, recruit, and select potential applicants for the program (§ 168.700)*
- Administer the Minority Teaching Scholarship Program (§ 161.415)
- Administer the Minority and Underrepresented Environmental Literacy Program (§ 173.240)
- Administer the Advantage Missouri Trust Fund, which provides loans and a loan forgiveness program for students in approved educational programs who become employed in occupational areas of high demand in the state; responsibilities include annually designating occupational areas of high demand and the degree programs or certifications that lead to employment in those areas (§§ 173.775.2 & 173.781)
- Make provisions for institutions to award tuition and fee waivers to certain students who have been in foster care or other residential care under the Department of Social Services (§ 173.270.1)
- May request information from public or private institutions to determine compliance with the requirement that no student receiving state need-based financial assistance receive financial assistance that exceeds the student's cost of attendance (§ 173.093)
- Administer the Veteran's Survivor Grant (§ 173.234.1)
- Administer the Vietnam Veteran's Survivor Grant (§ 173.236.1)
- Receive annual certification from all postsecondary institutions that they have not knowingly awarded financial aid to a student who is unlawfully present in the U.S. (§ 173.1110.3)

State Guaranty Agency under the Federal Family Education Loan Program³

- Administer Missouri Student Loan Program (§§ 173.100 to .120 & .130 & .150 to .187; also Title IV, Part B of the Higher Education Act of 1965, as amended (20 U.S.C. §§ 1071 to 1087-2), and its implementing regulations in 34 C.F.R. §§ 433A, 485D & 682).

Responsibilities include:

- Establishing standards for determining eligible institutions, eligible lenders and eligible borrowers
- Processing applications
- Loan disbursement
- Enrollment and repayment status management
- Default awareness activities
- Collecting on defaulted borrowers
- School and lender training
- Financial literacy activities

³ As a result of provisions in the recently enacted Healthcare and Education Affordability Reconciliation Act, no new FFELP loans will be issued after June 30, 2010. However, the Guaranty Agency's statutory and regulatory obligations will continue as to loans still outstanding and guaranteed before that date.

- Providing information to students and families on college planning, career preparation, and paying for college
 - Administering claims
 - Compliance
- Provide information on types of financial assistance available to pursue a postsecondary education (§ 167.278)
- Act as a lender of last resort for students or schools that cannot otherwise secure loans (§ 173.110.3)
- Enter into agreements with and receive grants from U.S. government in connection with federal programs of assistance (§173.141)

Proprietary Schools

- License and oversee all for-profit Missouri certificate or degree granting schools (§ 173.604.1)
- License and oversee some not-for-profit Missouri certificate or degree granting schools (§§ 173.604.1 & 173.616.1)
- License and oversee out-of-state higher education institutions offering instruction in Missouri (public out-of-state are exempt but go through program approval similar to in-state publics) (§§ 173.602 & 173.005.2(11)(b))
- License and oversee certain types of student recruitment by non-Missouri institutions (§ 173.602)
- Require annual recertification (§ 173.606.1)
- The Coordinating Board for Higher Education may establish appropriate administrative fees to operate certification program (§ 173.608.2)
- Allows for recertification every two years for institutions that have existed for at least five years combined with other requirements (§ 173.606.2)

Assignments in Statute to Serve on other State Boards

- Missouri Higher Education Loan Authority (both the commissioner and a Coordinating Board for Higher Education member) (§ 173.360)
- Missouri Higher Education Savings Program (MOST) (§ 166.415.1)
- Missouri Workforce Investment Board (§ 620.511.3)
- Holocaust Commission (§ 161.700.3(1))
- Commission on Autism Spectrum Disorders (§ 633.200.3(6))
- Interagency Advisory Committee on Energy Cost Reduction & Savings (§ 8.843)
- Minority Environmental Literacy Advisory Committee (§ 173.240.7)
- Missouri Area Health Education Centers Council (§ 191.980)

Grants for Institutions/Faculty

- Administer the Nurse Education Incentive Program (§ 335.203)
- Apply for, receive and utilize funds which may be available from private nonprofit foundations and from federal sources for research on higher education needs and problems in the state. (§ 173.050 (2))
- Serve as the official state agency to plan for, define and recommend policies concerning the allocation of federal funds where such funds, according to provisions of federal legislation, are to be received and allocated through an official state agency (§ 173.050 (1))