

MARYLAND HIGHER EDUCATION COMMISSION

MEETING BOOKLET

Time: 10:00 AM
Wednesday, July 24, 2024

Place: Virtual Teleconference
(Google Meet)

Maryland Higher Education Commission

Catherine J. “Cassie” Motz, Chair

Chike Aguh, Vice Chair

Kathleen Bands, Ph.D.

Mickey L. Burnim, Ph.D.

Charlene Mickens Dukes, Ed.D.

Barbara Kerr Howe

Ray Serrano, Ph.D.

Rebecca Taber Staehelin

Sheila D. Thompson, Ph.D.

Craig A. Williams, Ph.D.

Janet E. Wormack, Ed.D.

Praise Alayode, Student Commissioner

Sanjay Rai, Ph.D.

Secretary

Wes Moore
Governor

Aruna Miller
Lt. Governor



Wes Moore
Governor

Aruna Miller
Lt. Governor

Cassie Motz
Chair

Sanjay Rai, Ph.D.
Secretary

**Maryland Higher Education Commission
Meeting Agenda**

TIME: 10:00 a.m.
Wednesday
July 24, 2024

PLACE: Virtual (Google Meet)

	Page	Action Item
Call to Order		
Chair’s and Secretary’s Remarks		
Public Comments		
Commission Meeting Minutes Approval	1	*
• April 24, 2024		
Department of Finance and Administration – Mr. Geoffrey Newman		
Office of Student Financial Assistance – Mr. Al Dorsett		
• Proposed Regulations – COMAR 13B.08.21, Maryland Community College Promise Scholarships.....	5	*
• FY 2025 FAFSA and EEA Award Updates		
• Update on MDCAPS Request for Proposal (RFP)		
• Update on FY 2025 Maryland Community College Promise Scholarship		
Department of Academic Affairs – Dr. Emily Dow		
• Proposed Bylaws for the Program Review Process Advisory Council.....	17	*
• Proposed Regulatory Amendments – COMAR 13B.02.03.28, Commission Review of Academic Program Proposal Decisions.....	22	*
• Forthcoming Changes to the Regulatory Standard for Substantial Modification.....	35	
Adjournment		

**The next Commission meeting is on Wednesday, August 28, 2024 @ 10:00 a.m.*

Maryland Higher Education Commission
Meeting Minutes

April 24, 2024
10:00 a.m.

The Maryland Higher Education Commission (MHEC) met on Wednesday, April 24, 2024 in the 7th floor boardroom in the Nancy S. Grasmick State Education Building (200 West Baltimore Street, Baltimore, MD 21201). The meeting was also livestreamed (and recorded), and some Commissioners joined virtually.

Commission members present:

Catherine J. “Cassie” Motz, Chair	Rebecca Taber Staehelin
Chike Aguh, Vice Chair	Sheila D. Thompson, Ph.D.
Mickey L. Burnim, Ph.D.	Craig A. Williams, Ph.D.
Charlene Mickens Dukes, Ed.D.	Janet E. Wormack, Ed.D.
Barbara Kerr Howe	Cierra M. Robinson, Student Commissioner
Ray Serrano, Ph.D.	

Staff members present:

Sanjay Rai, Ph.D.	Emily A. A. Dow, Ph.D.
Anthony Reiner	Soma Kedia
Geoffrey Newman	Kimberly Smith Ward
Derrick Coley	Deborah Ing
Yuxin Lin, Ph.D.	Barbara Schmertz, Ph.D.
Al Dorsett	

Call to Order

The meeting was called to order by **Chair Motz** at approximately 10:15 a.m. A meeting quorum was established with all eleven (11) members present.

Chair’s Remarks

Chair Motz welcomed and thanked everyone for attending today’s meeting. She remarked that the legislative session had ended, and she was thankful for everyone’s efforts and work during this busy time.

Secretary’s Remarks

Secretary Rai welcomed everyone and gave an overview of the meeting agenda. He remarked that MHEC was very busy during the legislative session, attending budget hearings and tracking legislation that will impact the agency.

Public Comments

There were no public comments.

Department of Finance and Administration – Office of Student Financial Assistance – FAFSA Update – Information Item

Chair Motz recognized Mr. Al Dorsett, Director of the Office of Student Financial Assistance, to present this item. Mr. Dorsett shared an update on how his team is handling recent challenges related to the problematic roll-out of the new FAFSA form, including offering informational sessions to various stakeholder groups. He also provided an update on scholarship awarding. The first round of awards will be completed by May 1st, and the team will make awards on a weekly basis. Mr. Dorsett also reported on the status of the Request for Proposal (RFP) for a new MDCAPS (Maryland College Aid Processing System), used by both students and institutions. The current system is antiquated with limited abilities. He shared a timeline for the new system, MDSIS (Maryland Student Information System). However, there have been some concerns, including requests from several vendors to get an extension to submit a proposal. **Commissioner Wormack** volunteered to act as the Commission liaison/contact for this initiative. The Commissioners asked questions about Mr. Dorsett's presentation.

Department of External Relations – 2024 Legislative Session Wrap-Up – Information Item

Chair Motz recognized Mr. Derrick Coley, Executive Director of External Relations, to present this item. Mr. Coley highlighted legislation that passed during the legislative session that impact MHEC. Among others, Mr. Coley mentioned the following:

- HB 607/SB 1141 Community Colleges – Maryland Community College Promise Scholarship – Requirements: This bill expands eligibility to students enrolled in a noncredit vocational certificate program.
- HB 901/SB 967 Higher Education – Part-Time Senatorial and Delegate Scholarships – Alterations: This bill allows an applicant of a part-time Senatorial or Delegate Scholarship with a documented disability to request from the Maryland Higher Education Commission a waiver from the requirement to carry at least 6 credits each semester.
- HB 354/SB 718 Maryland Pathway to Nursing Pilot Program and Advisory Committee – Establishment: This bill requires the Secretary of Higher Education to issue grants to at least 2 pilot sites and establishes the Advisory Committee.
- HB 1526/SB 1188 Fallen Transportation Workers Scholarship Program: This bill establishes a scholarship fund for fallen transportation workers' spouses and children.

The Commissioners asked questions about Mr. Coley's presentation.

Department of Academic Affairs – Update: Post-2025 Completion Goals – Information Item

Chair Motz recognized Dr. Emily Dow, Assistant Secretary for Academic Affairs, to present this item. A public survey was distributed recently to solicit feedback for Maryland’s post-2025 completion goals. Questions centered on 5 specific considerations: 1) equity; 2) meaningful credentials; 3) production vs. population goals; 4) industry-specific goals; and 5) research goals. Our current goal states that by 2025, 55% of Marylanders ages 25-64 will have at least an associate’s degree. We are currently not on track to meet this goal. At this time, 45 responses have been received. Dr. Dow explained each consideration in detail, giving examples of what other states are doing. MHEC will continue to engage with key partners in the process, including Commissioners, certain state agencies, legislators, etc. Next steps include circulation of a second public survey and meeting key partners at existing meetings, among other things. The Commissioners asked questions about Dr. Dow’s presentation.

Department of Academic Affairs – Update: Transfer Implementation Plans – Information Item

Chair Motz recognized Dr. Dow who gave an update on the agency’s transfer initiatives. At an earlier meeting, she mentioned that MHEC will be requesting implementation plans from the institutions. In the campuses’ responses, they shared some of their successes and challenges. MHEC was able to take the information shared by the institutions and identify next steps. They also continue to define the data collection around the denial of credit.

Department of Academic Affairs – Office of Research and Policy Analysis – Reporting Prompts for the 2024 Performance Accountability Report – Information Item

Chair Motz recognized Dr. Barbara Schmertz, Director of the Office of Research and Policy Analysis, to present this item. Each year, the agency issues annual guidelines to public institutions regarding the Performance Accountability Report. Within the guidelines, the agency specifies reporting prompts 1) to ensure institutions are held accountable to maintain performance standards and 2) to gather information from the institutions tied to the agency and Commissioners’ interests. The responses provided to these prompts are limited to one to two pages of the institution’s 10 to 12-page submission.

These are the recommended reporting prompts for the 2024 Performance Accountability Report:

- In reviewing your institutional metrics regarding completion, what specific initiatives is your institution implementing to increase completion rates? Please provide a brief narrative on the impact of those initiatives on completion rates.
- Does your institution have specific goals regarding the success of transfer students? How have those goals been identified and how are they measured?
- In reviewing your institutional metrics regarding equity gaps (in either access or completion), what is the biggest challenge your institution faces as it attempts to eliminate those gaps?
- How does your institution ensure that graduates leave with employable skills?
- Please provide a comprehensive list of current and forthcoming federal grants awarded to your institution. In the list, please include the federal funder, the grant name, the name of the project, the award amount, and the start/end dates of the project. Do not include non-

federal grants in this list (i.e., do not include funding opportunities from foundations or other non-profit organizations).

Commissioner Serrano asked if a prompt could be added to ask institutions what they are doing to address the issue of affordability and reducing loan debt. He made a motion to add such a prompt, and **Vice Chair Aguh** seconded the motion. After some discussion, **Commissioner Serrano** withdrew his motion and **Vice Chair Aguh** withdrew his second of the motion. It was decided that the Financial Assistance Advisory Council, whose members represent the institutions, is the best group to address this issue.

Adjournment

Vice Chair Aguh made a motion to adjourn the meeting, and **Commissioner Burnim** seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 1:03 PM.

Approved by the Commission:

Catherine J. "Cassie" Motz, Chair



Wes Moore
Governor

Aruna Miller
Lt. Governor

Cassie Motz
Chair

Sanjay Rai, Ph.D.
Secretary

MEMORANDUM

DATE: July 24, 2024
TO: Maryland Higher Education Commission
FROM: Al Dorsett, Executive Director, Office of Student Financial Assistance
SUBJECT: Proposed Regulations – COMAR 13B.08.21
Maryland Community College Promise Scholarships

In 2018, the legislature created the Maryland Community College Promise Scholarship Program (Chapter 554 of the Acts of 2018) to provide “last dollar,” need-based financial assistance to students attending community college in the State. Originally, the program was only open to full-time students enrolling within 2 years of graduating high school and required a service obligation to work in the State after graduation. Through legislative amendments passed in 2019, 2020, and 2021, the legislature gradually expanded eligibility by, among other things, eliminating the service obligation requirement, removing the recent high school graduation requirement, and most importantly, opening the program to part-time students. In 2024, the legislature also eliminated the FAFSA filing and GPA requirements for non-credit students (Chapter 355 of the Acts of 2024).

In 2023, the legislature made a significant change by “decentralizing” the program (Chapter 634 of the Acts of 2023, HB 923). Instead of making scholarship awards directly to students, starting in FY25, the Commission’s Office of Student Financial Assistance would be responsible for allocating appropriated funds to the State’s 16 community colleges, who would then make awards to students.

All of these legislative amendments necessitate regulatory amendments. However, because of the extent of the changes to the program over the last 6 years, the enclosed proposed regulations would fully replace the existing regulations, which would be repealed. The new regulations:

- Delineate the division of responsibilities between the Commission and the community colleges in administration of the scholarship;

- Clarify student eligibility requirements, including the types of programs or courses in which students may be enrolled;
- Differentiate between eligibility requirements for students in credit-bearing programs and courses and students in non-credit programs and registered apprenticeships;
- As required by statute, set forth income eligibility verification procedures for community colleges;
- Set forth procedures for the Commission to annually allocate funds to each community college; and
- Include reporting, reconciliation, and audit requirements.

The enclosed proposed regulations were prepared by Soma Kedia, Assistant Attorney General, and thus have been approved for legality by an Assistant Attorney General, as required by the Maryland Administrative Procedure Act.

Upon your approval, proposed regulations and regulatory amendments are submitted to the legislature's Joint Committee on Administrative, Executive, and Legislative Review (AELR), after which they are submitted to the Division of State Documents (DSD) for publication in the Maryland Register. After a public comment period, they may be brought back before the Commission for final adoption.

RECOMMENDATION: It is recommended that the Commission:

(1) Approves for publication in the Maryland Register the proposed repeal of the current regulations and the enclosed proposed new regulations for the Maryland Community College Promise Scholarship Program;

(2) Authorizes its Assistant Attorney General to make non-substantive edits to the proposed regulations to conform to the stylistic and formatting requirements of AELR and DSD; and

(3) Approve use of the attached proposed regulations to serve as official Program guidelines pending the promulgation of the proposed repeal of the current regulations and adoption of the new regulations for the Maryland Community College Promise Scholarship Program.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 08 FINANCIAL AID

Chapter 21 Maryland Community College Promise Scholarships

Authority: Education Article, §§11-105(u) and 18-204(c) and Subtitle 36, Title 18, Annotated Code of Maryland

.01 Purpose.

A. The purpose of the Maryland Community College Promise Scholarship Program is to provide tuition assistance to students enrolling part-time or full-time in a community college who are seeking:

- (1) An associate's degree;
- (2) A lower division certificate;
- (3) A noncredit vocational certificate or completion of a noncredit vocational program;
- (4) Completion of a sequence of credit or noncredit courses leading to licensure or certification; or
- (5) Completion of a Registered Apprenticeship in the State.

B. The purpose of these regulations is to set forth policies and procedures for the administration of the Maryland Community College Promise Scholarship Program under Education Article, Title 18, Subtitle 36, Annotated Code of Maryland.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Annual adjusted gross income" means the total of the combined adjusted gross income, as reported on the federal or State income tax return for the most recent tax year, of:

- (a) The applicant, if the applicant is independent;
- (b) The applicant and the applicant's parents, if the applicant is a dependent; or
- (c) The applicant and the applicant's spouse, if the applicant is married.

(2) "Commission" means the Maryland Higher Education Commission.

(3) "County" means a county of the State or Baltimore City.

(4) Extenuating Circumstances.

(a) “Extenuating circumstances” mean a documented, extraordinary event or condition that prevents a recipient from fulfilling a Scholarship requirement.

(b) “Extenuating circumstances” includes, but is not limited to, the following events or conditions, to the extent that the event or condition prevents the recipient from fulfilling a Scholarship requirement:

(i) Disability;

(ii) Serious illness of the student;

(iii) Pregnancy or adoption;

(iv) Extreme financial hardship of the student or student’s immediate family;

(v) Fulfillment of military service; or

(vi) Serious illness or death of an immediate family member.

(5) “FAFSA” means the Free Application for Federal Student Aid.

(6) “Federal verification” means the process prescribed by the U.S. Department of Education to verify that information provided on the FAFSA is accurate.

(7) “GPA” means cumulative grade point average.

(8) “Institutional Student Information Report” or “ISIR” means an electronic record produced by the Central Processing System of the U.S. Department of Education that provides institutions with processed application and correction information.

(9) “MDCAPS” means the Maryland College Aid Processing System maintained by the Commission.

(10) “Most recent tax year” means the tax year 2 years prior to the beginning of the State fiscal year in which the award will be made.

(11) “Non-loan aid” means any student financial aid scholarships or grants applied to the student’s tuition and fee charges, excluding Title IV federal work-study.

(12) “Registered apprenticeship” means an apprenticeship program meeting the standards of and registered with the Maryland Department of Labor.

(13) “Satisfactory academic progress” means the academic standards established by the community college to determine whether a student may continue to receive student financial aid.

(14) “Tuition” has the meaning stated in Education Article, §18-3601, Annotated Code of Maryland.

.03 Program Administration.

A. The Scholarship Program shall be jointly administered by the Commission and each community college in the State.

B. Responsibilities of Commission. The Commission shall:

(1) Annually allocate funding for the Scholarship Program to each community college in the State in accordance with Education Article, Title 18, Subtitle 36, Annotated Code of Maryland, and this chapter;

(2) Identify students who are potentially eligible for the Scholarship based on information from the FAFSA or MHEC OneApp and provide a list of potentially eligible students to the community colleges through MDCAPS;

(3) Review audit reports to ensure that each community college has verified eligibility and awarded funds as set forth in Education Article, Title 18, Subtitle 36, Annotated Code of Maryland, and this chapter;

(4) Collect payments from community colleges that have made awards in error and transfer the collected funds to the Need-based Student Financial Assistance Fund under Education Article, §18-107, Annotated Code of Maryland;

(5) Annually reconcile allocated funds, collect unused funds from community colleges, and transfer the collected funds to the Need-based Student Financial Assistance Fund under Education Article, §18-107, Annotated Code of Maryland;

(6) Publicize the Scholarship Program throughout Maryland, including, but not limited to, posting information about the Scholarship on the Commission website and providing information to high school counselors; and

(7) Annually report information regarding the Scholarship to the General Assembly as set forth in Education Article, Title 18, Subtitle 36, Annotated Code of Maryland.

C. Responsibilities of Community Colleges. Each community college in the State shall:

(1) Publicize the Scholarship Program in a readily accessible location on the community college's website;

(2) Create, prominently post, and provide to initial and renewal applicants a clear and easily understandable step by step application process, including all required forms and documentation;

(3) Verify eligibility of initial applicants as set forth in Education Article, §18-3603(b)—(c) and this chapter;

(4) Select and award eligible initial applicants using the priority criteria in Education Article, §18-3604(b);

(5) Maintain a wait list of eligible initial applicants that are not offered an award;

(6) Verify eligibility of renewal applicants under the criteria in Education Article, §18-3604(c) and award eligible renewal applicants;

(7) Timely notify initial and renewal applicants of their award status in writing;

(8) Calculate award amounts as set forth in Education Article, §18-3604(a)—(b) and disburse awards to student accounts from the community college's allocated funds;

(9) Work with the Commission to annually reconcile the allocated funds;

(10) Return to the Commission any unused funds and any funds for awards that were erroneously awarded;

(11) Maintain student records received or created for this Scholarship for a period of at least 5 years after the student's final award date;

(12) Make all financial books, records, and documents pertaining to the Scholarship Program available for inspection by the Commission, or an authorized representative of the Commission, at any time;

(13) Annually obtain and submit to the Commission an independent audit of the community college's administration of this Program in accordance with this chapter; and

(14) Provide reports and information to the Commission as set forth in this chapter and at the request of the Commission.

.04 Student Eligibility for Initial Applications.

A. To be eligible for the Scholarship, an applicant shall be enrolled in or plan to enroll at the community college serving the county in which the applicant lives or a community college in the State that has an on-campus residential facility for students.

B. Applicants Enrolling in Credit-Bearing Courses or Programs. An applicant enrolling in credit-bearing courses is eligible for a Scholarship if the applicant:

(1) Is eligible for in-State tuition, as determined by the community college in accordance with Education Article, Title 15, Annotated Code of Maryland;

(2) Has graduated from a high school or successfully completed a GED in the State;

(3) Has not previously earned an associate's or bachelor's degree;

(4) Is enrolled in or plans to enroll in a community college in:

(a) An associate's degree program;

(b) A lower division certificate program; or

(c) A sequence of credit-bearing courses that leads to licensure or certification in a particular occupation;

(5) If the applicant graduated from high school in the State less than 5 years before the date of application and is not currently enrolled in a community college in the State, or if the applicant will graduate from a high school in the State prior to enrolling in the community college, earned an unweighted high school GPA of at least 2.3 on a 4.0 scale or its equivalent;

(6) If the applicant has already enrolled in a community college in the State, earned a GPA of at least 2.5 on a 4.0 scale;

(7) If enrolled or enrolling in an associate's degree program or a lower division certification program, enrolls in at least 6 credits per semester at the community college while receiving the Scholarship;

- (8) If required by the institution, timely submits an institutional application form and supporting documentation;
- (9) If eligible to submit a FAFSA, timely submits a FAFSA and any other applications for State or federal non-load aid for which the applicant may qualify;
- (10) If ineligible to submit a FAFSA, timely submits the MHEC OneApp;
- (11) For the most recent tax year, had an annual adjusted gross income of not more than:
 - (a) \$100,000 if the applicant is single or resides in a single-parent household; or
 - (b) \$150,000 if the applicant is married or resides in a two-parent household; and
- (12) Has not been awarded other non-loan aid that, in total, covers the applicant's full cost of attendance at the community college.

C. Applicants Enrolling in Noncredit Courses or Participating in Registered Apprenticeships. An applicant enrolling in noncredit courses or courses required to complete a Registered Apprenticeship in the State is eligible for a Scholarship if the applicant:

- (1) Is eligible for in-State tuition, as determined by the community college in accordance with Education Article, Title 15, Annotated Code of Maryland;
- (2) If required by the program in which the student plans to enroll, has graduated from a high school or successfully completed a GED in the State;
- (3) Has not previously earned an associate's or bachelor's degree;
- (4) Plans to enroll in a community college in:
 - (a) A noncredit vocational certificate program;
 - (b) A sequence of noncredit courses that leads to licensure or certification in a particular occupation; or
 - (c) Credit or non-credit courses required for the completion of a Registered Apprenticeship in the State.
- (5) If required by the community college, submits an institutional application form and supporting documentation;
- (6) If enrolling in a noncredit program for which a federal Pell Grant may be used and is eligible to submit a FAFSA, timely submits a FAFSA;
- (7) For the most recent tax year, had an annual adjusted gross income of not more than:
 - (a) \$100,000 if the applicant is single or resides in a single-parent household; or
 - (b) \$150,000 if the applicant is married or resides in a two-parent household; and
- (8) Has not been awarded other non-loan aid that, in total, covers the applicant's full cost of attendance at the community college.

.05 Student Eligibility for Renewal Applications.

A. Subject to the State budget and a community college's annual allocation for the Scholarship Program, an applicant shall be eligible to renew a Scholarship for a subsequent year if the applicant:

(1) If required by the community college, completes any institutional application form and supporting documentation;

(2) Timely submits a FAFSA or MHEC OneApp, as applicable, and any other applications for State and federal non-loan aid, if the applicant was required to submit them with their initial application;

(3) Continues to meet the income requirements for the Scholarship Program under Education Article, §18-3603, Annotated Code of Maryland, and this chapter;

(4) If applicable under Regulation .04 of this chapter, continues to enroll and complete at least 6 credits per semester;

(5) If enrolled in credit-bearing courses, maintains a cumulative grade point average of at least 2.5 on a 4.0 scale or its equivalent for the award period, unless, upon submission of satisfactory evidence, the community college finds that extenuating circumstances, as defined in this chapter, exist;

(6) Makes satisfactory progress, as determined by the community college, toward the student's eligible program of study under Regulation .04 of this chapter; and

(7) Continues to be eligible for in-State tuition.

B. A recipient may receive a Scholarship only for the shorter of:

(1) A total of 3 years, unless the community college, upon submission of satisfactory evidence, finds that extenuating circumstances, as defined in this chapter, exist that justify an interruption of study and prevent the recipient from continuous enrollment; or

(2) The date that the individual is awarded an associate degree.

.06 Verification of Eligibility.

A. A community college shall verify the eligibility of each applicant for a Scholarship in accordance with Education Article, §§18-3603 and 18-3603.1 and Regulations .04 and .05 of this chapter.

B. Income eligibility of applications shall be verified as described in this regulation.

C. Applicants Eligible for Federal Aid.

(1) A community college shall verify the income eligibility of an applicant federally selected for verification under the standards set by the U.S. Department of Education.

(2) The Commission will identify all Scholarship recipients who are federally selected for verification under the V1 and V5 verification groups and transmit the information to the community colleges on a roster through MDCAPS.

(3) The federal verification performed by the community for a student who has filed a federal tax return shall include verification of:

- (a) Adjusted gross income;
- (b) Federal income tax paid;
- (c) Untaxed portions of IRA distributions;
- (d) Untaxed portions of pensions;
- (e) IRA deductions and payments;
- (f) Tax-exempt interest income;
- (g) Education credits;
- (h) Number of household members;
- (i) Number of household members enrolled in an institution of higher education; and
- (j) Transaction number of the Institutional Student Information Report used.

(4) The federal verification performed by the community college for a student who has not filed a federal income tax return, but who has filed a FAFSA, shall include verification of:

- (a) Income earned from work;
- (b) Number of household members; and
- (c) Number of household members enrolled in an institution of higher education.

(5) The community colleges shall promptly update recipient records in MDCAPS using information verified under this section.

D. Applicants Ineligible for Federal Aid.

(1) A community college shall select and verify the adjusted gross income levels and demonstrated of a representative sample of applicants who:

- (a) Are ineligible to receive federal aid;
- (b) Submitted the MHEC OneApp; and
- (c) Filed a State or federal tax return for the appropriate year.

(2) For an applicant selected by the community college for verification under §D(1) of this regulation, the community college shall verify the following:

- (a) Adjusted gross income;
- (b) Income tax paid;
- (c) Untaxed portions of IRA distributions;

- (d) IRA deductions and payments;
- (e) Tax-exempt interest income;
- (f) Education credits;
- (g) Number of household members; and
- (h) Number of household members enrolled in an institution of higher education.

.07 Institutional Allocation.

A. At the beginning of each State fiscal year, and no later than August 15, the Commission shall notify each community college of the total dollar amount of funds allocated to the institution for initial and renewal awards.

B. The Commission shall annually allocate the funds appropriated for the Scholarship Program in the State budget based on a community college's *pro rata* share of the total number of students who attended community colleges in the State who were eligible for the federal Pell Grant during the State fiscal year two years prior to the fiscal year in which the funds are being allocated.

C. Except as set forth in §E of this regulation, on a date established by the Commission, each community college shall be initially disbursed half of the amount of the annual allocation.

D. Except as set forth in §E of this regulation, the amount of total funds remaining after the initial disbursement shall be disbursed as follows.

(1) A community college that has awarded at least 66 percent of their initial disbursement by December 31 shall receive the remaining half of the amount calculated under §B of this regulation in a second disbursement on a date established by the Commission.

(2) A community college that has awarded 95 percent of their initial disbursement prior to December 31 shall notify the Commission and the Commission may, at its discretion, provide the second disbursement to the community college at an earlier date.

(3) If a community college has awarded less than 66 percent of their initial disbursement by December 31, the community college shall consult with the Commission. If the community college determines, after consultation with the Commission, that the community college is unlikely to need the entirety of the remaining 50 percent of the amount calculated under §B of this regulation, the community college may authorize the Commission to retain all or part of the remaining 50 percent of their annual allocation for reallocation to community colleges that have awarded a higher percent of their initial disbursement.

(4) The Commission shall calculate the reallocation of the funds retained under §D(3) of this regulation to community colleges based on a community college's *pro rata* share of the amount of funds from the initial disbursement awarded to students by each community college by December 31.

(5) The Commission shall notify the community colleges of the amount of any reallocated funds they will receive no later than January 21.

E. If all 16 community colleges in the State enter into an agreement with the Commission to receive disbursements from their total allocation via an alternate method set forth in the agreement, the Commission shall substitute the disbursement procedures in §§C and D of this regulation with those in the agreement.

.08 Reconciliation, Audit, and Return of Funds.

A. The Commission and the community colleges shall annually reconcile the allocated funds in a form and manner prescribed by the Commission.

B. All Scholarship Program funds that were not awarded by a community college by the end of the State fiscal year shall be returned to the Commission by a date established by the Commission.

C. A community college shall annually provide to the Commission by June 1 an independent audit of their administration of the Scholarship Program during the prior State fiscal year.

D. The audit:

(1) Shall be conducted in accordance with the standards of the American Institute of Certified Public Accountants and in compliance with generally accepted auditing standards;

(2) Shall determine whether and to what extent the institution has complied with the statutory and regulatory requirements of the Scholarship Program;

(3) Shall assess:

(a) Accuracy of award eligibility determination performed by the institution for both initial and renewal awards;

(b) Compliance with federal regulations and guidelines relating to income verification;

(c) Adequacy of reporting by the institution to the Commission in the ISIR; and

(d) Accuracy of award amount calculations and disbursements to student accounts; and

(4) Shall include a management letter from the auditor to the institution containing a list of all material weaknesses in the institution's system of internal controls and the institution's response to each item set forth in the management letter.

E An institution's independent auditor may include results of multiple State financial assistance program audits in one report.

F. If the Commission finds, through the audit or another method, that the community college made an award to an ineligible student or the award amount was calculated incorrectly, the community college shall remit the amount of that award to the Commission, and may not require repayment of the amount from the student or from any third party on behalf of the student.

G. If a community college does not timely return or remit funds as required by this regulation or fails to comply with an auditor's recommendations prior to the next audit, the Commission may:

(1) Delay a subsequent year's disbursement until the unreturned or unremitted funds have been paid to the Commission; or

(2) Suspend participation by the institution in the Scholarship Program until the funds have been remitted or the institution has come into compliance, as applicable.

.09 Reporting.

A. Each community college shall annually submit the following information to the Commission by the date identified.

B. No later than December 15, a community college shall submit a completed Promise Certification and Repayment Roster form provided by the Commission that identifies all awardees who received awards for the fall semester.

C. No later than June 15, a community college shall submit a completed Promise Certification and Repayment Roster form provided by the Commission that identifies all awardees who received awards for the spring semester.

D. By October 15, a community college shall submit a final, end-of-year report that identifies all awardees who received awards during the prior State fiscal year.



Wes Moore
Governor

Aruna Miller
Lt. Governor

Cassie Motz
Chair

Sanjay Rai, Ph.D.
Secretary

MEMORANDUM

DATE: July 24, 2024
TO: Maryland Higher Education Commission
FROM: Emily A. A. Dow, Ph.D., Assistant Secretary for Academic Affairs
SUBJECT: Proposed Bylaws for the Program Review Process Advisory Council

HB1244 (Chapter 963 of the Acts of 2024) establishes the Program Review Process Advisory Council (“the Council” or “PRPAC”). Enclosed with this memo are proposed bylaws for the PRPAC. The bylaws provide the following information:

- Purpose and objectives
- Composition of the council, including the nomination and appointment process
- Officers
- Meeting requirements
- Workgroups
- Council Administration

Per the proposed bylaws, “the Council shall meet periodically for the purpose of creating or reviewing processes and procedures necessary to the Commission’s academic program review functions, as referred by the Commission or the Secretary for their consideration and advice. The Council shall solicit input from a variety of individuals who work with academic program proposals, including, but not limited to, faculty, department heads, deans, academic program directors, and governing boards, and from individuals who are employed at schools who are not currently on the rotating membership roster.”

The PRPAC will be comprised of 21 members, including a diverse group of rotating presidents and provosts from Maryland’s colleges and universities. Rotating members will serve for 4 years. Segmental leaders will have standing appointments.

The proposed bylaws were prepared by Soma Kedia, Assistant Attorney General.

RECOMMENDATION: It is recommended that the Commission adopt the attached Bylaws for the Program Review Process Advisory Council.

**BYLAWS OF THE
PROGRAM REVIEW PROCESS ADVISORY COUNCIL
OF THE
MARYLAND HIGHER EDUCATION COMMISSION**

These bylaws of the PROGRAM REVIEW PROCESS ADVISORY COUNCIL (“Council”), an Advisory Council to the Maryland Higher Education Commission, created by Chapter 963 of the 2024 Laws of Maryland, are adopted this _____ day of _____, 2024.

Establishment and Purpose

1. **Statutory Authority.** The Program Review Process Advisory Council (“Council”) is established and governed by Education Article, § 11-106, Annotated Code of Maryland.

2. **Purpose.** Pursuant to § 11-106(a), the Council shall meet periodically for the purpose of creating or reviewing processes and procedures necessary to the Commission’s academic program review functions, as referred by the Commission or the Secretary for their consideration and advice. The Council shall solicit input from a variety of individuals who work with academic program proposals, including, but not limited to, faculty, department heads, deans, academic program directors, and governing boards, and from individuals who are employed at schools who are not currently on the rotating membership roster.

3. **Objectives.** The Council shall strive to promote program review processes that:
- i. Are equitable and in the best interests of the State and current and prospective students at institutions of higher education in the State;
 - ii. Foster educational excellence at all of the State’s institutions of higher education;
 - iii. Consider the resources, needs, and missions of all of the State’s institutions;
 - iv. Take into account input from as many individuals and institutions as possible;
 - v. Are in alignment with the state’s obligations under state and federal civil rights laws; and
 - vi. Are practical, efficient, and transparent.

Members

4. **Number and Appointment.** The Council consists of the Secretary of Higher Education or designee, *ex officio*, and 21 members from colleges, universities, and segments, as follows:

- a. Permanent Members:
 - i. The Chancellor of the University System of Maryland or designee;
 - ii. The President of the Maryland Association of Community Colleges or designee;

- iii. The President of the Maryland Independent College and University Association or designee;
- iv. The President of Morgan State University or designee;
- v. The President of St. Mary's College of Maryland or designee;
- b. Rotating members:
 - i. From the senior public higher education institutions, 2 presidents and 2 provosts from 4 different schools;
 - ii. From the community colleges, 2 presidents and 2 provosts, from 4 different schools;
 - iii. From the private nonprofit institutions of higher education, 2 presidents and 2 provosts from 4 different schools that are full members of the Maryland Independent College and University Association;
 - iv. 4 individuals who may be faculty, department heads, deans, academic program directors or coordinators, governing boards, or institutional attorneys, from 4 schools that are not represented by a president or provost appointed under this section.

5. **Nominations and Appointments.** Rotating members shall be appointed by the Secretary upon receipt of a nomination. Individuals may nominate themselves. Nominations shall be made in writing, by email, and shall include a brief statement of interest and a resume or CV. The Secretary shall make every effort to appoint a diverse membership from schools of differing geographic location, size, student population, degree levels offered, and individual demographics. If not enough people are nominated to achieve a diverse membership from different schools, the Secretary may reach out to individuals for recommendations or to ask them to nominate themselves.

6. **Terms.** Except for initial appointments, rotating members shall serve for 4 year terms. For initial appointments, the Secretary shall designate half of the rotating membership to serve a 2 year term so that subsequent terms appointments are staggered and only half of the rotating membership will turn over at one time. Representatives from all Maryland colleges and universities shall have the opportunity to serve terms before the Secretary appoints any individual from an institution that has already had representation on the Council.

7. **Vacancies.** A vacancy shall be deemed to occur whenever a member on the rotating membership roster: (a) is absent from two consecutive meetings of the Council or more than half of the Council's meetings during any consecutive 12-month period; (b) is no longer affiliated with the segment or institution the member was appointed to represent; or (c) can no longer meet the responsibilities of membership, as determined by the Chair. Upon the existence of a vacancy or notification of a pending vacancy, the Staff Liaison shall notify the Secretary, who will nominate an individual to fill the vacancy within 45 days after the vacancy is deemed to occur. A member appointed to fill a vacancy shall only serve for the remainder of that term,

8. **Member Responsibilities.** Members will be responsible for soliciting a wide range of input from their segment or institution on the matters referred to the council by the Commission or Secretary. Members shall send any materials to others at their institution or

within their segment for feedback and presenting that feedback at a meeting. Council members shall present as many opinions from their institutions or segments as possible.

9. **Compensation.** A member shall not receive any compensation for their service on the Council. However, members are entitled to reimbursement for reasonable expenses under the Standard State Travel Regulations as provided in the State budget, or under the applicable travel regulations of a university if the university reimburses the member.

Officers

10. **Chair.** The Secretary of Higher Education, or designee, shall act as chairperson for the Council. The chairperson shall prepare each meeting agenda, preside at meetings of the Council, and respond to Maryland Public Information Act requests, and shall have any other duties otherwise prescribed by law or these bylaws.

Meetings

11. **Location.** All meetings shall be held virtually, by videoconference.

12. **Frequency and Time.** The Council shall meet on an as needed basis. The Chair shall convene meetings as necessary.

13. **Open Meetings.** The Council is a public body subject to the Maryland Open Meetings Act. As required by the Maryland Open Meetings Act, the date, time, and location of meetings of the Council, as well as meeting agendas, shall be publicly posted on the website of the Maryland Higher Education Commission at least 4 business days prior to the start of the meeting. All meetings shall be open to the public, unless a closed meeting is necessary and permitted by law.

14. **Meeting Attendance.** A member who is unable to attend a meeting of the Council may designate a representative to attend in their stead, so long as the member notifies the chair no less than two business days prior to the start of the meeting.

15. **Quorum.** The presence of a majority of the members then serving on the Council shall constitute a quorum to conduct business.

16. **Public Comment.** Members of the public may provide oral public comment if they register with the Staff Liaison by email at least 3 business days prior to the start of the meeting. Written comment may be emailed to the Staff Liaison at least 3 business days prior to the start of the meeting and will be shared with the public at the meeting and made available with the video recording or written minutes of the meeting.

17. **Voting and Action.** A proposed action of the Council shall be made by written or oral motion. Any formal action by the Council may only be taken if approved by a majority of the members then serving on the Council.

18. **Minutes.** All virtual meetings shall be recorded. Pursuant to General Provisions Article, § 3-306(b), Annotated Code of Maryland, the video recording of a virtual meeting shall serve as the minutes of that meeting. If no video recording is made, written minutes shall be prepared by the Staff Liaison and presented to the Council members at the next meeting for approval.

Workgroups

19. **Formation.** The Council may form workgroups as needed to carry out the business of the Council upon oral motion by any member at an open meeting of the Council and approval pursuant to these bylaws.

20. **Membership.** Any workgroup shall consist of at least 3 members. The Chair shall request volunteers from among the members of the Council to serve on the workgroup. The Chair may appoint members to the workgroup as necessary.

21. **Leadership.** The Council member who introduced the motion to create the workgroup shall be the workgroup Leader. The Leader shall be responsible for scheduling meetings, preparing the meeting agenda, reporting the activities of workgroup to the full Council at a Council meeting, and providing the agenda, materials, and minutes or recording to the Staff Liaison to post on the Council's webpage.

Council Administration

22. **Staff Liaison.** The Maryland Higher Education Commission shall provide a Staff Liaison for the Council. In consultation with the Chair, the Staff Liaison shall maintain the Council webpage; maintain the member roster, including coordination of appointments and vacancies; maintain workgroup rosters; and ensure compliance with Open Meetings Act requirements, including dissemination and posting of meeting information and agendas, drafting written minutes when video recording is not available, and posting meeting minutes and materials.

23. **Amendments.** The Council may propose to the Commission amendments to these bylaws if introduced by written resolution and approved by a majority of the members then serving on the Council. Bylaws amendments will not be effective unless approved by the Commission.



Wes Moore
Governor

Aruna Miller
Lt. Governor

Cassie Motz
Chair

Sanjay Rai, Ph.D.
Secretary

MEMORANDUM

DATE: July 24, 2024
TO: Maryland Higher Education Commission
FROM: Emily A. A. Dow, Ph.D., Assistant Secretary for Academic Affairs
SUBJECT: Proposed Regulatory Amendments – COMAR 13B.02.03.28
Commission Review of Academic Program Proposal Decisions

Under current regulations, the Commission delegates to the Secretary of Higher Education decisions regarding academic program proposals submitted under § 11-206 and § 11-206.1 of the Education Article, Annotated Code of Maryland. However, those decisions are subject to Commission review upon request by the president of an institution of higher education. Once requested, the Commission holds a Review Meeting to hear from the institutions regarding proposal and decision.

HB1244 (Chapter 963 of the Acts of 2024) adds certain requirements to the Review Meeting Process. Under this legislation, Review Meetings must:

- Be conducted in open session, including discussions and any formal action taken by the Commission;
- Allow each institution to have at least 10 minutes to present to the Commission, without interruption; and
- Require that any Commission decision resulting from the Review Meeting be approved by a majority of the members then serving on the Commission.

Enclosed for your review and approval are proposed regulatory amendments that reflect these requirements.

Additionally, the enclosed proposed amendments make significant changes to the Review Meeting Process. These changes include:

- Making alterations to the timeline of the Review Meeting process to allow easier scheduling, get materials to Commissioners earlier, and give the institutions equal time to submit written materials;

- Simplifying the meeting presentations by changing the role of the Secretary from presenting to providing necessary information, providing for all involved institutions to have equal speaking time (15 minutes each), and removing “rebuttal” presentations;
- Requiring that the President of the institution present the institution’s position to the Commission, with assistance from the Provost if desired;
- Requiring that presentations focus on the key points of the institution’s position as set forth in the written materials submitted and refer to the relevant COMAR provisions in making their arguments; and
- Adding decision-making procedures for the Commissioners to ensure clarity and transparency.

These changes are intended to immediately simplify the Review Meeting process while considering more substantial changes to the academic program review process, which will likely include additional changes to Commission review and Review Meetings.

Because of the extent of the changes, a “clean copy” of the proposed regulations, without changes tracked, has been included after the proposed regulatory amendments for your reading convenience.

The enclosed proposed amendments were prepared by Soma Kedia, Assistant Attorney General, and thus have been approved for legality by an Assistant Attorney General, as required by the Maryland Administrative Procedure Act.

Upon your approval, proposed regulations and regulatory amendments are submitted to the legislature’s Joint Committee on Administrative, Executive, and Legislative Review (AELR), after which they are submitted to the Division of State Documents (DSD) for publication in the Maryland Register. After a public comment period, they may be brought back before the Commission for final adoption.

RECOMMENDATION: It is recommended that the Commission:

- (1) Approves for publication in the Maryland Register the enclosed proposed regulatory amendments for Commission Review of Academic Program Proposal Decisions; and
- (2) Authorizes its Assistant Attorney General to make non-substantive edits to the proposed regulations to conform to the stylistic and formatting requirements of AELR and DSD.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 02 ACADEMIC REGULATIONS

Chapter 03 Academic Programs — Degree-Granting Institutions

Authority: Education Article, Titles 11 and 16, Annotated Code of Maryland

.28 Review by The Commission.

A. Request for Review.

(1) Subject to the requirements of §B of this regulation, the Commission shall review a decision of the Secretary on a program proposal at the request of the president of an institution as provided in this section.

(2) If the Secretary disapproves or does not recommend a program, the president of the proposing institution may ask the Commission to review the Secretary's decision.

(3) If the Secretary approves or recommends a program, the president of an institution that objected during the Secretary's review within the time frames established by this chapter may ask the Commission to review the Secretary's decision.

B. Prerequisites to Review.

(1) The Commission shall accept a request for review of a decision of the Secretary on a program proposal, if the requirements of this section are met.

(2) Within 10 days of the issuance of the Secretary's decision, a president seeking the Commission's review of that decision shall send a letter notification to the Secretary ~~and the Commission chairperson notifying the Commission~~ of its request for a review, and the Secretary shall immediately transmit the notification to the Commission chairperson.

~~(3) Within 30 days of the issuance of the Secretary's decision, a president seeking review shall submit to the Secretary and the Commission chairperson its full rationale in support of its position, including any relevant supporting data.~~

(43) Unless the Commission finds that an exigent circumstance prevented a president from meeting the requirements of this section, the Commission may not accept a request for review of a decision of the Secretary on a program proposal if the requirements of this section are not met.

C. ~~Secretary and Staff Responsibility~~ Notification to Involved Institutions.

(1) Within ~~20-3~~ business days of receipt of ~~notice of the a~~ request for review from a proposing institution, the Secretary ~~or Commission staff shall submit to the Commission chairperson its rationale in support of the decision, including any relevant supporting data~~ shall notify any objecting institutions.

~~(2) A copy of the materials provided to the Commission shall be made available to any president seeking review. Within 3 business days of receipt of a request for review from an objecting institution, the Secretary shall notify the proposing institution and any objecting institutions.~~

D. Scheduling of Review Meeting.

(1) The Commission chairperson shall schedule a meeting to review the decision of the Secretary ~~within 60 days of the issuance of the Secretary's decision~~ no less than 6 weeks after the Secretary's receipt of the request for review.

~~(2) If the Commission chairperson determines that there is sufficient time for the Commission to review the materials submitted under §§B and C of this regulation prior to the next regularly scheduled meeting, the review shall occur at that meeting.~~

~~(3) If the next regularly scheduled Commission meeting is scheduled more than 60 days after the issuance of the Secretary's decision or if the Commission chairperson determines that there is insufficient time for the Commission to review the materials prior to the next regularly scheduled Commission meeting, the Commission chairperson shall convene a special meeting at an appropriate time within the 60-day time period.~~

~~(42) The Commission chairperson may not schedule the meeting to review the decision more than 10 weeks after receipt of the request for review without With the consent of the Secretary and the presidents seeking review of the proposing and objecting institutions, the Commission chairperson may schedule the review meeting outside of the 60-day time period.~~

~~(3) If the Commission Chairperson is unable to schedule the meeting to review the decision of the Secretary at a regularly scheduled Commission meeting within the time period specified in this section, the Commission chairperson shall convene a special meeting at an appropriate date and time within the time period.~~

~~(4) The meeting may be held in person or virtually, at the discretion of the Commission chairperson.~~

E. Submission of Materials to Commission.

~~(1) Within 10 business days of the receipt of a request for review, the Secretary shall compile and transmit to the Commissioners, the president of the proposing institution, and the presidents of any objecting institutions the following materials:~~

~~(a) The proposal;~~

~~(b) Any objections to the proposal;~~

~~(c) Any response(s) to any objections to the proposal;~~

~~(d) The Secretary's decision letter;~~

~~(e) Any materials the Secretary received during the course of negotiation with the involved institutions;~~

(f) Any other materials which the Secretary reviewed in order to make a determination regarding the proposal;

(g) A memorandum describing all attempts by the Secretary to promote collaboration or arbitrate between the relevant institutions, including any negotiation meetings with one or more of the involved institutions; and

(h) Any other materials the Secretary deems relevant to the request for review.

(2) No less than 3 weeks prior to the scheduled meeting, the president of the proposing institution and the presidents of any objecting institutions shall submit to the Commission, in care of the Secretary, with copies to all involved institutions, a memorandum containing a detailed rationale for the institution's position based on the relevant COMAR provisions in this chapter. The memorandum may reference any of the materials transmitted by the Secretary under subsection (1) of this section and may not include any additional materials.

(3) The chancellor of the University System of Maryland, the president of the Maryland Independent College and University Association, or the president of the Maryland Association for Community colleges may provide written comment regarding the review by submitting it to the Commission, in care of the Secretary, with copies to all involved institutions, no less than 3 weeks prior to the scheduled meeting.

(4) All materials received by the Secretary under this Section shall immediately be forwarded to the Commissioners.

E. Conduct of the Review Meeting.

(1) The Commission chairperson, vice-chair, or ~~the chairpersons'~~ designee shall preside over the meeting, which shall be held in open session.

(2) Each president shall have 15 minutes, without interruption, to present to the Commissioners. The president may delegate a portion of the presentation to the chief academic officer. No other individuals may speak on behalf of an institution without prior permission of the Commission chairperson. Permission must be requested no later than 2 weeks prior to the scheduled review meeting by sending a request to the Commission chairperson, in care of the Secretary. The Commission chair shall approve or deny the request within 3 business days of receipt.

(23) Not later than ~~3 working days~~ 1 week before the review ~~Commission~~ meeting, the Secretary and any president of the proposing institutions and the presidents of any objecting institutions ~~president who wishes to make a presentation in support of or in opposition to the Secretary's decision~~ shall inform the Commission chairperson, in care of the Secretary, of the name and title of each individual who will be speaking with or for them, as well as any additional staff or individuals who will be present to answer questions from the Commissioners.

(34) The presentations shall include information, data, facts, and materials that clarify material contained in the original proposal or objection, and relate to the basis on which the program was approved or disapproved, or recommended or not recommended focus on the key

points of the institution's rationale for their position, based on the relevant COMAR provisions, and clarification or rebuttal of any of the materials submitted by the Secretary, an institution, or a segment leader.

(5) The Commission chairperson, vice-chair, or Commissioner presiding over the meeting shall determine the appropriate order of the presentations and notify the Secretary no later than 3 business days before the review meeting. The Secretary shall immediately transmit the presentation order to the presidents of the involved institutions.

(6) If a quorum cannot be established prior to the review meeting starting, the review meeting shall be postponed to the next regular meeting of the Commission. (4) The Secretary or president may provide the Commission with a written summary of the presentation and relevant documents.

(5) Upon recognition of the Commission chairperson, vice-chair, or Commissioner presiding over the meeting, after each presentation, Any-Commission members may ask questions of the Secretary or Commission staff, or any representative of an institution that has already presented during the presentations. All institutional representatives must be recognized by the chairperson, vice-chair, or Commissioner presiding over the meeting prior to speaking.

(6) If the number or length of the questions unreasonably consumes the time allotted in §§F and G of this regulation for any presentation, the Commission chairperson may grant a request for additional time if the chairperson deems it appropriate or necessary.

F. Conduct of the Meeting When a Proposing Institution Has Sought Review.

(1) When a President of a proposing institution has requested the review of the Secretary's disapproval or non-recommendation of a program, the presentations shall follow the order and the time limits set forth in this section.

(2) The Secretary shall make the first presentation and explain the Secretary's decision, including relevant supporting data. The Secretary may make the presentation alone or in combination with one or more others as determined by the Secretary.

(3) The president of the proposing institution shall explain the institution's objections to the decision, including relevant supporting data. The president may make the presentation alone or in combination with one or more others as determined by the president.

(4) The Secretary and designees as determined by the Secretary may respond to the institution's presentation.

(5) The president and designees as determined by the president may respond to the Secretary's presentations.

(6) The Secretary shall have a total of 30 minutes for the Secretary's presentation, and may divide the time between the initial and responsive presentations as the Secretary deems appropriate.

~~(7) The president shall have a total of 30 minutes for the proposing institution's presentation, and may divide the time between the initial and responsive presentations as the president deems appropriate.~~

~~(8) The president of a proposing institution may select a chief executive officer of a segment as one of the presenter's during the president's 30 minute presentation.~~

~~(9) Presentation by Objecting Institution.~~

~~(a) Subject to the requirements of §E(2) of this regulation, a president of an institution that objected to the proposed program prior to the Secretary's decision within the time frames established by this chapter may make a presentation to the Commission.~~

~~(b) The presentation shall be limited to 10 minutes, and shall be made after the proposing institution's second presentation.~~

~~(c) The presentation shall be made by one or more individuals designated by the president, and may include the president and a chief executive officer of a segment.~~

~~(d) If more than one objecting institution is eligible to make a presentation, the Commission chairperson shall determine the order of the presentations and whether it would be helpful to the Commission to allow more than 10 minutes for all of the presentations.~~

~~G. Conduct of Meeting When an Objecting Institution Has Sought Review.~~

~~(1) When a president of an objecting institution has requested the review of the Secretary's approval or recommendation of a program, the presentations shall follow the order and the time limits set forth in this section.~~

~~(2) The Secretary shall make the first presentation and explain the Secretary's decision, including relevant supporting data. The Secretary may make the presentation alone or in combination with one or more others as determined by the Secretary.~~

~~(3) The president of the objecting institution shall explain the institution's objections to the decision, including relevant supporting data. The president may make the presentation alone or in combination with one or more others as determined by the president.~~

~~(4) The Secretary and designees as determined by the Secretary may respond to the institution's presentation.~~

~~(5) The president and designees as determined by the president may respond to the Secretary's presentations.~~

~~(6) The Secretary shall have a total of 30 minutes for the Secretary's presentation, and may divide the time between the initial and responsive presentations as the Secretary deems appropriate.~~

~~(7) The president shall have a total of 30 minutes for the presentation, and may divide the time between the initial and responsive presentations as the president deems appropriate.~~

~~(8) The president of an objecting institution may select a chief executive officer of a segment as one of the presenters during the president's 30 minute presentation.~~

~~(9) When there is more than one objecting institution, the Commission chairperson shall decide the order of the presentations and whether it would be helpful to the Commission to allow more than 30 minutes for all of the presentations.~~

~~(10) Presentation by Proposing Institution:~~

~~(a) Subject to the requirements of §E(2) of this regulation, the president of the proposing institution may make a presentation to the Commission.~~

~~(b) The presentation shall be limited to 10 minutes, and shall be made after each objecting institution's second presentation.~~

~~(c) The presentation shall be made by one or more individuals designated by the president, and may include the president and a chief executive officer of a segment.~~

~~H. Conduct of Meeting When Both the Proposing and an Objecting Institution Have Sought Review:~~

~~(1) If the Secretary disapproves or does not recommend a program and both the proposing and an objecting institution seek review, and objecting institution that has complied with the provisions of §§B and E(2) of this regulation may follow the procedures for the proposing institution set forth in §F of this regulation.~~

~~(2) The objecting institution's presentations shall follow the proposing institution's first and second presentations as set forth in §F(3) and (5) of this regulation.~~

~~(3) If more than one objecting institution has sought review, the Commission chairperson shall determine the order of the presentations.~~

~~H. Commission's Decision.~~

~~(1) The Commission shall follow the procedures in this section in making its decision. The Commission shall render a decision that is consistent with the requirements of this Chapter and any other applicable state or federal law.~~

~~(2) Upon completion of the presentations, the Commission may adjourn to executive session as allowed by law to discuss the presentations and any relevant documentation submitted by the presenters shall discuss the presentations and materials. All discussions and deliberations shall occur in open session.~~

~~(3) After all Commissioners have been heard, the chairperson, vice-chair, or Commissioner presiding over the meeting shall, in open session, introduce a motion to:~~

~~(a) Approve or recommend for implementation the proposed program, as submitted;~~

~~(b) Approve or recommend for implementation the proposed program, with conditions;~~

~~or~~

~~(c) Deny or not recommend for implementation the proposed program.~~

~~(3) The Commission shall render a decision that is consistent with the requirements of this Chapter.~~

(4) In order to pass, any motion must be approved by a majority of the members then serving on the Commission.

(5) After the motion has been seconded, a roll call vote on the motion shall be held in open session.

(6) If the motion does not pass, any Commissioner may introduce a different motion and, if the motion is seconded, the chairperson, vice-chair, or Commissioner presiding over the meeting shall hold a roll call vote on that motion in open session.

(7) If no motion is introduced that is approved by a majority of the members then serving on the Commission, the decision of the Secretary shall stand.

(48) ~~After consideration, but n~~Not later than ~~10-5~~ 5 ~~working business~~ days after the review meeting, the ~~Commission Secretary~~ shall send a ~~final written decision to the president with a copy~~ letter to all presenting institutions, ~~segments, and the Secretary documenting the outcome of the review meeting, including any conditions that may have been approved by the Commission.~~

(59) The decision of the Commission, or, if the Commission was not able to come to a decision, the decision of the Secretary, is final, and is not subject to reconsideration by the Commission or review by any administrative or judicial body.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 02 ACADEMIC REGULATIONS

Chapter 03 Academic Programs — Degree-Granting Institutions

Authority: Education Article, Titles 11 and 16, Annotated Code of Maryland

.28 Review by The Commission.

A. Request for Review.

(1) Subject to the requirements of §B of this regulation, the Commission shall review a decision of the Secretary on a program proposal at the request of the president of an institution as provided in this section.

(2) If the Secretary disapproves or does not recommend a program, the president of the proposing institution may ask the Commission to review the Secretary's decision.

(3) If the Secretary approves or recommends a program, the president of an institution that objected during the Secretary's review within the time frames established by this chapter may ask the Commission to review the Secretary's decision.

B. Prerequisites to Review.

(1) The Commission shall accept a request for review of a decision of the Secretary on a program proposal, if the requirements of this section are met.

(2) Within 10 days of the issuance of the Secretary's decision, a president seeking the Commission's review of that decision shall send notification to the Secretary of its request for a review, and the Secretary shall immediately transmit the notification to the Commission chairperson.

(3) Unless the Commission finds that an exigent circumstance prevented a president from meeting the requirements of this section, the Commission may not accept a request for review of a decision of the Secretary on a program proposal if the requirements of this section are not met.

C. Notification to Involved Institutions.

(1) Within 3 business days of receipt of a request for review from a proposing institution, the Secretary shall notify any objecting institutions.

(2) Within 3 business days of receipt of a request for review from an objecting institution, the Secretary shall notify the proposing institution and any objecting institutions.

D. Scheduling of Review Meeting.

(1) The Commission chairperson shall schedule a meeting to review the decision of the Secretary no less than 6 weeks after the Secretary's receipt of the request for review.

(2) The Commission chairperson may not schedule the meeting to review the decision more than 10 weeks after receipt of the request for review without the consent of the presidents of the proposing and objecting institutions.

(3) If the Commission Chairperson is unable to schedule the meeting to review the decision of the Secretary at a regularly scheduled Commission meeting within the time period specified in this section, the Commission chairperson shall convene a special meeting at an appropriate date and time within the time period.

(4) The meeting may be held in person or virtually, at the discretion of the Commission chairperson.

E. Submission of Materials to Commission.

(1) Within 10 business days of the receipt of a request for review, the Secretary shall compile and transmit to the Commissioners, the president of the proposing institution, and the presidents of any objecting institutions the following materials:

(a) The proposal;

(b) Any objections to the proposal;

(c) Any response(s) to any objections to the proposal;

(d) The Secretary's decision letter;

(e) Any materials the Secretary received during the course of negotiation with the involved institutions;

(f) Any other materials which the Secretary reviewed in order to make a determination regarding the proposal;

(g) A memorandum describing all attempts by the Secretary to promote collaboration or arbitrate between the relevant institutions, including any negotiation meetings with one or more of the involved institutions; and

(h) Any other materials the Secretary deems relevant to the request for review.

(2) No less than 3 weeks prior to the scheduled meeting, the president of the proposing institution and the presidents of any objecting institutions shall submit to the Commission, in care of the Secretary, with copies to all involved institutions, a memorandum containing a detailed rationale for the institution's position based on the relevant COMAR provisions in this chapter. The memorandum may reference any of the materials transmitted by the Secretary under subsection (1) of this section and may not include any additional materials.

(3) The chancellor of the University System of Maryland, the president of the Maryland Independent College and University Association, or the president of the Maryland Association for Community colleges may provide written comment regarding the review by submitting it to the Commission, in care of the Secretary, with copies to all involved institutions, no less than 3 weeks prior to the scheduled meeting.

(4) All materials received by the Secretary under this Section shall immediately be forwarded to the Commissioners.

E. Conduct of the Review Meeting.

(1) The Commission chairperson, vice-chair, or designee shall preside over the meeting, which shall be held in open session.

(2) Each president shall have 15 minutes, without interruption, to present to the Commissioners. The president may delegate a portion of the presentation to the chief academic officer. No other individuals may speak on behalf of an institution without prior permission of the Commission chairperson. Permission must be requested no later than 2 weeks prior to the scheduled review meeting by sending a request to the Commission chairperson, in care of the Secretary. The Commission chair shall approve or deny the request within 3 business days of receipt.

(3) Not later than 1 week before the review meeting, the president of the proposing institutions and the presidents of any objecting institutions shall inform the Commission chairperson, in care of the Secretary, of the name and title of each individual who will be speaking with or for them, as well as any additional staff or individuals who will be present to answer questions from the Commissioners.

(4) The presentations shall focus on the key points of the institution's rationale for their position, based on the relevant COMAR provisions, and clarification or rebuttal of any of the materials submitted by the Secretary, an institution, or a segment leader.

(5) The Commission chairperson, vice-chair, or Commissioner presiding over the meeting shall determine the appropriate order of the presentations and notify the Secretary no later than 3 business days before the review meeting. The Secretary shall immediately transmit the presentation order to the presidents of the involved institutions.

(6) If a quorum cannot be established prior to the review meeting starting, the review meeting shall be postponed to the next regular meeting of the Commission. (7) Upon recognition of the Commission chairperson, vice-chair, or Commissioner presiding over the meeting, after each presentation, Commission members may ask questions of the Secretary or Commission staff, or any representative of an institution that has already presented. All institutional representatives must be recognized by the chairperson, vice-chair, or Commissioner presiding over the meeting prior to speaking.

F. Commission's Decision.

(1) The Commission shall render a decision that is consistent with the requirements of this Chapter and any other applicable state or federal law.

(2) Upon completion of the presentations, the Commission shall discuss the presentations and materials. All discussions and deliberations shall occur in open session.

(3) After all Commissioners have been heard, the chairperson, vice-chair, or Commissioner presiding over the meeting shall, in open session, introduce a motion to:

**Proposed Regulatory Amendments
Review Meeting Process
(Changes Accepted)**

(a) Approve or recommend for implementation the proposed program, as submitted;

(b) Approve or recommend for implementation the proposed program, with conditions;

or

(c) Deny or not recommend for implementation the proposed program.

(4) In order to pass, any motion must be approved by a majority of the members then serving on the Commission.

(5) After the motion has been seconded, a roll call vote on the motion shall be held in open session.

(6) If the motion does not pass, any Commissioner may introduce a different motion and, if the motion is seconded, the chairperson, vice-chair, or Commissioner presiding over the meeting shall hold a roll call vote on that motion in open session.

(7) If no motion is introduced that is approved by a majority of the members then serving on the Commission, the decision of the Secretary shall stand.

(8) Not later than 5 business days after the review meeting, the Secretary shall send a letter to all presenting institutions documenting the outcome of the review meeting, including any conditions that may have been approved by the Commission.

(9) The decision of the Commission, or, if the Commission was not able to come to a decision, the decision of the Secretary, is final, and is not subject to reconsideration by the Commission or review by any administrative or judicial body.



Wes Moore
Governor

Aruna Miller
Lt. Governor

Cassie Motz
Chair

Sanjay Rai, Ph.D.
Secretary

MEMORANDUM

DATE: July 24, 2024
TO: Maryland Higher Education Commission
FROM: Emily A. A. Dow, Ph.D., Assistant Secretary for Academic Affairs
SUBJECT: Forthcoming changes to the regulatory standard for substantial modification

Under § 11–206 of the Education Article, Annotated Code of Maryland, and COMAR 13B.02.03, the Commission reviews proposals for substantial modifications to existing academic programs. The review includes an evaluation of whether the substantial modification would make the existing program duplicative of a program at another institution. Currently, the standard for a modification to an existing program to be considered “substantial” is in COMAR 13B.02.03.03E, and includes:

- a. A change to more than 33 percent of an existing program’s course work;
- b. Offering an existing program as an off-campus program;
- c. Establishing a new area of concentration within an existing program (for example, an institution offers a program in psychology and wishes to add a new area of concentration in employee assistance training, or an institution offers a program in mental health and wishes to offer a new area of concentration in addiction counseling); or
- d. Establishing a new program title within an approved program (for example, an institution offers a program in human resources and wishes to offer a program in human resources management).¹

HB1244 (Chapter 963 of the Acts of 2024) requires the Commission, in collaboration with institutions of higher education in the State, to “evaluate whether the existing standard that triggers the academic program review process for a substantial modification to an existing program established under...COMAR 13B.02.03.03E is the appropriate standard.” If the Commission determines that a new standard for establishing a substantial modification to an existing program is appropriate, the Commission must adopt regulations establishing the new standard no later than January 1, 2025.

¹ COMAR 13B.02.03.03: <https://dsd.maryland.gov/regulations/Pages/13B.02.03.03.aspx>

In March 2024, MHEC convened a workgroup of representatives from all segments of higher education² to discuss potential changes to the existing definition of substantial modification. To date, the group has met 4 times³ and we expect to have 2-3 more meetings.

Enclosed with this memo are draft changes to existing regulations. The changes presented in the draft reflect recent workgroup discussions and recommended changes, such as:

- Increasing the threshold from 33% to 50%;
- Eliminating the requirement to submit the same information required in a new program proposal as a proposal for a substantial change; and,
- Removing text that was outdated or confusing.

The workgroup will meet on July 31, 2024, to further discuss these changes, and we expect to present a final draft of these changes to the Commission in August. In the interim, written comments from the public may be sent to Dr. Emily Dow, Assistant Secretary for Academic Affairs, at emily.dow@maryland.gov until August 14, 2024.

RECOMMENDATION: This item is for informational and discussion purposes. It is recommended that the Commission review the draft and provide feedback that can be shared with the workgroup, so the draft can be finalized for the Commission's approval.

² Maryland Association of Community Colleges, Maryland Independent College and University Association, Morgan State University, St. Mary's College of Maryland, and the University System of Maryland

³ March 27; April 17; May 8; May 29, 2024

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 02 ACADEMIC REGULATIONS

Chapter 03 Academic Programs — Degree-Granting Institutions

Authority: Education Article, Titles 11 and 16, Annotated Code of Maryland

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) “Area of concentration” means a sequential arrangement of courses within a program that:

(a) At the associate’s level is at least 12 semester credit hours, and not greater than 30 semester credit hours;

(b) At the bachelor’s level is at least 24 semester credit hours;

(c) At the master’s level is at least 12 semester credit hours above the bachelor’s degree; and

(d) At the doctoral level is at least 18 semester credit hours above the master’s degree.

(2)—(15) (text omitted)

(16) Off-Campus Program.

(a) “Off-campus program” means, for institutions other than community colleges:

(i) A program in which more than 1/3 of the required course work leading to a bachelor’s degree or a certificate beyond the bachelor’s level is offered by an institution at a location other than the principal location of the institution during any 12-month period; or

(ii) Course work offered at a location other than the principal location of an institution that is advertised as leading to a degree or a certificate beyond the bachelor’s level at that location, regardless of the portion of a program offered at that location.

(b) “Off-campus program” means, for community colleges, course work offered outside the community college service area.

(17)—(21) (text omitted)

(22) “Program” means a structured and coherent course of study with clearly defined learning objectives and intended student learning outcomes, requiring the completion of a specified number of credit hours from among a prescribed group of courses, leading to the award of a certificate or degree.

(23) (text omitted)

(24) “Program proposal” means a ~~submission-proposal~~ for a new program or ~~a proposal for a~~ substantial modification ~~of an existing program submitted~~ for review in the form and manner required by the Secretary.

(25) “Regional higher education center” ~~or “RHEC”~~ has the meaning stated in Education Article, §10-101, Annotated Code of Maryland.

(26)—(28) (text omitted)

~~(29) “Substantial modification” means a major change in an existing program or area of concentration.~~

~~(3029)~~ (text omitted)

.03 Statutory Authority of the Commission Regarding Academic Program Review, Approval, and Recommendation.

A. The Commission shall review program proposals for public institutions, independent institutions, and private for-profit institutions of higher education.

B. For public institutions, the Commission shall review and approve or disapprove program proposals for:

- (1) New programs; and
- (2) Substantial modifications.

C. For independent institutions and private for-profit institutions, the Commission shall review and recommend or not recommend implementation of program proposals for:

- (1) New programs; and
- (2) Substantial modifications.

D. An institution shall submit a program proposal for a new program to establish:

(1) A program leading to a formal award in a subject area in which the award is not presently authorized;

(2) A program in a subject area in which a formal award is offered at a different degree level (for example, an institution awards a Bachelor of Science (B.S.) in chemistry and wishes to award a Master of Science (M.S.) in chemistry, or an institution wishes to offer an associate degree in addiction counseling, but currently offers only a lower-division certificate in addiction counseling);

(3) A new undergraduate major by combining course work offered in two or more existing programs (for example, an institution wishes to offer a program in biochemistry by permitting students to combine course work offered in its current programs in biology and in chemistry); or

DRAFT
Changes to Substantial Modification Standard

(4) A formal award of a different type in a subject matter area in which another formal award at the same level is already offered (for example, an institution awards the Master of Science in Management (M.S.) and wishes to offer a Master of Business Administration (M.B.A.), or an institution awards an Associate of Applied Science (A.A.S.) and wishes to offer an Associate of Arts (A.A.) or Associate of Science (A.S.)).

E. An institution shall submit a program proposal for a substantial modification to:

- (1) Change more than ~~33-50~~ percent of an existing program's course work;
- (2) Offer an existing program as an off-campus program or at a regional higher education center; or
- (3) Establish a new area of concentration within an existing program. ~~(for example, an institution offers a program in psychology and wishes to add a new area of concentration in employee assistance training, or an institution offers a program in mental health and wishes to offer a new area of concentration in addiction counseling); or~~

~~(4) Establish a new program title within an approved program (for example, an institution offers a program in human resources and wishes to offer a program in human resources management).~~

F. Program Review Process.

(1) If the Commission fails to act on a program proposal within 60 days after the submission of the program proposal to the Commission, the program is officially approved without any further action of the Commission.

(2) If the Commission disapproves or does not recommend a proposal, the Commission shall provide to the institution's governing board a detailed written explanation of the reasons for the disapproval or non-recommendation under this Chapter.

(3) After revising a proposal to address the Commission's reasons for disapproval or non-recommendation, the governing body may resubmit the revised proposal to the Commission in accordance with the schedule in Regulation .27 of this chapter, thereby triggering a new 60-day time frame for Commission action.

G. Implementation of Programs.

(1) A public institution may not implement a new program or a substantial modification to an existing program without the prior approval of the Commission.

(2) Implementation of Program by Independent Institution.

(a) If an independent institution has implemented a new program or a substantial modification to an existing program contrary to the non-recommendation of the Commission that was based on a finding of unreasonable or unnecessary duplication, the Commission may recommend that the General Assembly reduce the institution's appropriation by the amount of aid associated with the full-time equivalent enrollment in that program.

Commented [SK1]: These changes are not related to substantial modification, but rather to the implementation of other portions of HB1244 (revision of review meeting process).

Commented [SK2]: This change is not related to substantial modification, but rather to the implementation of other portions of HB1244 (differentiation between unreasonable and unnecessary duplication).

DRAFT
Changes to Substantial Modification Standard

(b) The provision in §G(2)(a) of this regulation does not preclude the independent institution from implementing the new program or substantial modification.

(c) If the General Assembly reduces program funding, the affected independent institution may apply annually to the Commission for reconsideration of the program review decision.

(3) A private for-profit institution may implement a program notwithstanding the non-recommendation of the Commission.

(4) If an independent institution or a private for-profit institution implements a program despite a recommendation from the Commission that the program not be implemented, the institution shall notify both prospective students of the program and enrolled students in the program that the program has not been recommended for implementation by the Commission.

H.—I. (text omitted)

.06 Criteria for ~~Program Review~~ of a Proposal for a New Program.

A program proposal for a new program shall address the following areas:

A. Centrality to mission and planning priorities, relationship to the program emphasis as outlined in the mission statements, and an institutional priority for program development;

B. Critical and compelling regional or Statewide need as identified in the State Plan;

C. Quantifiable and reliable evidence and documentation of market supply and demand in the region and service area;

D. Reasonableness of program duplication, if any;

E. Relevance to the implementation or maintenance of high-demand programs at HBIs;

F. Relevance to the support of the uniqueness and institutional identities and missions of HBIs;

G. Adequacy of curriculum design, program modality, and delivery to related learning outcomes, consistent with Regulation .10 of this chapter;

H. For public institutions, adequacy of articulation and transfer planning, consistent with Regulation .19 of this chapter;

I. Adequacy of faculty resources, consistent with Regulation .11 of this chapter;

J. Adequacy of library resources, consistent with Regulation .12 of this chapter;

K. Adequacy of physical facilities, infrastructure, and instructional equipment, consistent with Regulation .13 of this chapter;

L. Adequacy of financial resources with documentation, consistent with Regulation .14 of this chapter;

DRAFT
Changes to Substantial Modification Standard

M. Adequacy of provisions for evaluation of program, consistent with Regulation .15 of this chapter;

N. Consistency with the Commission's minority student achievement goals;

O. Relationship to low productivity programs identified by the Commission; and

P. Adequacy of distance education programs under Regulation .22 of this chapter.

.20 Off-Campus Programs.

~~A. Waiver of On-Campus Requirement. A proposal for a substantial modification shall be submitted to offer an existing on-campus program at an off-campus location, including a regional higher education center.~~

~~B. Except as set forth in §C of this regulation, an institution may not submit a program proposal for a new program to be offered as an off-campus program.~~

~~C. An institution may submit a program proposal for a new program to be offered at a regional higher education center.~~

~~(1) An off-campus program may be approved only if there is already an existing on-campus program unless a waiver of the on-campus requirement is approved by the Secretary pursuant to this section.~~

~~(2) The Secretary shall grant a waiver if the Secretary finds that the program:~~

~~(a) Meets the requirements of a new program under Education Article, §11-206, Annotated Code of Maryland, and the requirements of this chapter; and~~

~~(b) Will be offered at a regional higher education center.~~

~~(3) A program that receives a waiver under this section may not be approved at any location other than a regional higher education center unless it also is offered on-campus at the institution's principal location.~~

~~B. A program proposal for an off-campus program shall be submitted by the institution to the Commission and contain the following information regarding need and demand for extending the program and the impact the program may have on similar programs that may exist in the region:~~

~~(1) The title of the program and the degree or certificate to be awarded;~~

~~(2) The resource requirements for the program and the source of funds to support the program for the first 2 years of program implementation;~~

~~(3) The need and demand for the program in terms of:~~

~~(a) Specific local, State, and national needs for graduates;~~

~~(b) Job opportunities that are available to those who complete the program; and~~

Commented [SK3]: The information in Sections B through F will be moved to the Administrative Procedures Manual and modified as necessary. Substantial Modification proposals will likely require different elements depending on whether a curricular change is being made or an existing program is being offered off-campus.

DRAFT
Changes to Substantial Modification Standard

~~(c) Evidence of market demand through supporting data, including results of surveys that have recently been conducted;~~

~~(4) A description of the following, if a similar program is offered within the same geographical region of the State:~~

~~(a) Similarities or differences in the degree to be awarded;~~

~~(b) Area of specialization; and~~

~~(c) Specific academic content of the program;~~

~~(5) A description of the method of instructional delivery, including distance education, on-site faculty, and the mix of full-time and part-time instructors; and~~

~~(6) A brief description of the academic oversight, quality control, and student services to be provided.~~

~~C. An institution offering an off-campus program shall provide for adequate and appropriate library resources within reasonable distance of the instructional site or through institution-sponsored electronic collections and databases.~~

~~D. Faculty:~~

~~(1) Students shall be taught by qualified faculty with appropriate experience.~~

~~(2) At least 1/3 of the classes offered in an off-campus program shall be taught by full-time faculty of the parent institution.~~

~~E. An off-campus program shall:~~

~~(1) Be complete and coherent;~~

~~(2) Provide for either real-time interaction or delayed interaction between faculty and students and among students;~~

~~(3) Provide appropriate oversight of the program offered by qualified faculty from the parent institution; and~~

~~(4) Provide enrolled students with reasonable and adequate access to the range of academic and support services appropriate to support their learning, including academic advising, counseling, library and other learning resources, and financial aid.~~

~~F. An institution has responsibility for:~~

~~(1) Evaluating the program's educational effectiveness, student learning outcomes, student retention, and student and faculty satisfaction; and~~

~~(2) Providing to faculty with professional development activities, appropriate training, and other support.~~



Wes Moore
Governor

Aruna Miller
Lt. Governor

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Chair

Sanjay Rai, Ph.D.
Secretary

Maryland Higher Education Commission 2024 Meeting Dates

The Maryland Higher Education Commission (MHEC) is Maryland's higher education coordinating board responsible for the management of statewide financial aid programs and the establishment of statewide policies for public and private colleges and career schools to support students' postsecondary pursuits.

Commission meetings are held on the 4th Wednesday of each month from 10:00 a.m. to 1:00 p.m., with certain exceptions, as noted below. Meetings in 2024 will be in-person in the 7th Floor Boardroom at the Nancy S. Grasmick State Education Building, 200 West Baltimore Street, Baltimore, MD 21201. Meetings will also be livestreamed.

Scheduled Meeting Dates for 2024

January 24, 2024

February 28, 2024

March 20, 2024
(3rd Wednesday)

April 24, 2024

May 22, 2024

June 26, 2024

July 24, 2024

August 28, 2024

September 18, 2024
(3rd Wednesday)

10:00 a.m. to 4:00 p.m.

October 23, 2024

November 20, 2024
(3rd Wednesday)

December 11, 2024
(2nd Wednesday)

Dates, times, and locations are subject to change.

Please check this website for livestream links and the most up-to-date information:

<http://www.mhec.maryland.gov/About/Pages/Meetings.aspx>

MARYLAND HIGHER EDUCATION COMMISSION

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