

MARYLAND HIGHER EDUCATION COMMISSION

MEETING BOOKLET

Time: 10:00 AM – 1:00 PM
Wednesday, May 28, 2025

Place: 217 E. Redwood St.
15th Floor Conference Room
Baltimore, MD 21202
(live-streamed)

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



MARYLAND HIGHER EDUCATION COMMISSION

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Maryland Higher Education Commission Meeting Agenda

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Wes Moore

Lt. Governor
Aruna Miller

Secretary
Sanjay Rai, Ph.D.

Commission Chair
Cassie Motz

Commission Vice Chair
Chike Aguh

Commissioners
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Praise Alayode, Student
Commissioner

Principal Counsel
Kimberly Smith Ward

TIME: 10:00 a.m.
Wednesday
May 28, 2025

PLACE: In-Person and
Live-Streamed

**Page Action
Item**

Call to Order

Chair's and Secretary's Remarks

Public Comments

Commission Meeting Minutes Approval

- April 23, 2025.....1 *

Review Meeting – Maryland Institute College of Art (MICA) Proposal for a Bachelor of Arts Degree in Interior Design

Department of Academic Affairs – Dr. Emily Dow

- Approval of Proposed Amendments to COMAR
13B.02.01.12 and COMAR 13B.02.02.16 – Definition
of a Credit Hour – Dr. Emily Dow.....6 *
- Update on Letters of Intent – Dr. Emily Dow

Office of Research and Policy Analysis – Dr. Barbara Schmertz

- Maryland Higher Education Commission
Maryland Public Colleges and Universities
Enrollment Projections 2025 to 2034 –
Dr. Yuxin Lin.....10 *

Update on the Maryland State Plan for Higher Education – Vice Chair Chike Aguh and Elena Quiroz-Livanis

Department of Finance & Administration – Geoffrey Newman

Office of Student Financial Assistance – Al Dorsett

- Update on FAFSA Completion
- Scholarship Awarding Update

Adjournment

**The next Commission meeting will be on Thursday, June 26, 2025 @ 10 a.m.*

Maryland Higher Education Commission
Meeting Minutes

April 23, 2025
10:00 a.m.

The Maryland Higher Education Commission (MHEC) met on Wednesday, April 23, 2025 via video teleconference (Google Meet).

Commission members present:

| | |
|-----------------------------------|---------------------------|
| Catherine J. “Cassie” Motz, Chair | Ray Serrano, Ph.D. |
| Chike Aguh, Vice Chair | Rebecca Taber Stachelin |
| Kathleen Bands, Ph.D. | Sheila D. Thompson, Ph.D. |
| Mickey L. Burnim, Ph.D. | Craig A. Williams, Ph.D. |

Commission members absent:

| | |
|-------------------------------|--------------------------------------|
| Charlene Mickens Dukes, Ed.D. | Janet E. Wormack, Ed.D. |
| Barbara Kerr Howe | Praise Alayode, Student Commissioner |

Staff members present:

| | |
|---------------------------|------------------------|
| Sanjay Rai, Ph.D. | Emily A. A. Dow, Ph.D. |
| Bryson Barksdale | Samuel Durai Pandian |
| Anthony Reiner | Kimberly Smith Ward |
| Al Dorsett | Daniel Schuster |
| Victoria Johnson | Deborah Ing |
| Shayla Hunter | Geoffrey Newman |
| Alexandra Nguyen | Elena Quiroz-Livanis |
| Thomas Waters | Alexis Merriman |
| Khia Poteat | Lyndsay Silva, D.P.A. |
| Glenda Abney | Tiffany Majors |
| Alexandra Chaillou, Ph.D. | Brittany Martin |
| Cara Martinez | Derrick Coley |
| Jennifer Fischetti | Kristin Clarkson |
| Rose Robinson | |

Call to Order

The meeting was called to order by **Chair Motz** at approximately 10:00 a.m. A meeting quorum was established with eight (8) out of twelve (12) members present.

Chair’s Remarks

Chair Motz welcomed everyone to today's meeting and noted that the order of a few of the agenda items will be changed, due to the scheduling constraints of different individuals. She also wished a happy Administrative Professionals' Day to MHEC's administrative assistants and thanked them for their contributions to the Commission.

Secretary's Remarks

Secretary Rai thanked everyone for taking the time to attend the Commission meeting today. He remarked that April was Community College Month. Commencements are also around the corner, and the recent struggles of international students continue. Later this week, he will be speaking at an event celebrating International Education Day. He then gave an overview of the meeting agenda, and thanked the Commissioners for their guidance and strong support.

Public Comments

There were no public comments.

Commission Meeting Minutes Approval

Commissioner Burnim made a motion to approve the meeting minutes of April 23, 2025, and **Commissioner Taber Staehelin** seconded the motion. The motion passed unanimously.

Federal Policy Update – Information Item

Chair Motz recognized **Secretary Rai** who asked Mr. Kamal Essaheb, Senior Advisor and Director of Immigrant Affairs, and Ms. Elena Quiroz-Livanis, Deputy Secretary, to provide this update. Mr. Essaheb mentioned three (3) topics. Student visa cancellations are now numbering in the thousands. Reasons for the cancellations are not given clearly to the students. In Maryland, there are dozens of students affected in 3 or 4 institutions. Secondly, the Maryland General Assembly recently passed House Bill 1222, which designates public education institutions as "sensitive locations". The designation affects how the institution handles a visit from an immigration enforcement officer. The Attorney General would be developing guidance for this. Lastly, there is an effort by the Department of Homeland Security to revamp the SAVE system, which is a database run by the federal government that verifies immigration status. The system would also be able to flag when someone was applying for federal financial aid. The Commissioners asked questions about Mr. Essaheb's presentation.

Ms. Quiroz-Livanis presented additional updates, including the creation of different work groups on civil rights and immigration to respond to changes in federal policy. The Governor's Office has organized a weekly call on Fridays to discuss what is currently happening in various state agencies and any need to coordinate a response. Additionally, a bi-weekly call with segmental leadership has been helpful for communication and sharing information. The Governor's recent bill will also help to support federal workers. Other items were shared as well.

Update on the Maryland State Plan for Higher Education – Information Item

Vice Chair Aguh shared an update on the Maryland State Plan for Higher Education. The State Plan will identify three (3) important elements:

- 1) Present and future higher education and research needs.
- 2) Present and future capabilities of different institutions and segments of postsecondary education in the State.
- 3) Long-range & short-range objectives and priorities for higher education, and methods & guidelines for achieving and maintaining them.

In terms of external engagement, there will be targeted discussions with key partners (such as advocacy organizations and institutional leaders) in the spring and summer. Meetings with a steering committee (a cross-sector group) will take place in the summer and fall.

Presentation by J. B. Holston – Information Item

Vice Chair Aguh introduced Mr. J. B. Holston of Elevate Quantum (a regional initiative) to share a presentation. From his experience, he talked about some key lessons learned, such as building enduring coalitions and securing Governor and legislature buy-in. He also highlighted quantum industry lessons learned, including building out a state-of-the-industry picture and identifying a key federal point person and stakeholders. Additionally, Mr. Holston shared lessons learned in terms of university roles and business roles. The Commissioners asked questions about Mr. Holston's presentation.

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

Chair Motz recognized Mr. Derrick Coley, Executive Director of External Relations, to share some highlights from the 2025 legislative session. House Bill 473 / Senate Bill 269 passed, expanding eligibility under the Maryland Community College Promise Scholarship Program. House Bill 704 / Senate Bill 597 also expanded eligibility under the Maryland Graduate and Professional Scholarship Program to include certain students attending the Meritus School of Osteopathic Medicine. There was also legislation passed to assist students who are parents or pregnant. Additionally, there was interest and focus this session on students with disabilities and chronic illnesses.

Department of Finance and Administration – Office of Student Financial Assistance – Approval of Proposed Amendments to COMAR 13B.08.20 – Cybersecurity Public Service Scholarship Program – Action Item

Chair Motz recognized Mr. Geoffrey Newman, Assistant Secretary for Finance and Administration, who asked Mr. Al Dorsett, Executive Director of the Office of Student Financial Assistance, to present this item. During the 2022 legislative session, changes were made to the Cybersecurity Public Service Scholarship Program administered through the Maryland Higher Education Commission by the Office of Student Financial Assistance (Ch. 209/HB 24). The legislative changes expanded eligibility for the scholarship beginning with the 2023-2024 program application period to include part-time students as eligible to apply to the program as well as expanding the years of eligibility for up to 6 years for students enrolled part-time.

Under the current regulations, part-time applicants are excluded and undergraduate students are considered full-time if they enroll in at least 12 credits. Graduate students are considered full-time if they enroll in at least 9 credits. The proposed regulations have been updated to include program eligibility for part-time applicants, update the definition for both full-time and part-time enrollment for both undergraduate and graduate students, and expand the maximum timeframe a part-time student may be eligible for the award.

The proposed amendments have been approved for legality by MHEC's Assistant Attorney General as required by the Maryland Administrative Procedure Act and are now ready for the Commission's review and approval. Upon approval, the 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.

Mr. Dorsett recommended that the Commission: (1) approve for publication in the Maryland Register the proposed regulatory amendments to the Cybersecurity Public Service Scholarship Program; and (2) authorize 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.

Commissioner Burnim made a motion for approval, and **Commissioner Thompson** seconded the motion. The motion passed unanimously.

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

Mr. Dorsett provided some scholarship awarding updates. The FY 2025 budget for the Maryland Community College Promise Scholarship was reduced from \$15 million to \$13.5 million. There were also changes brought about by legislation, which expanded eligibility for part-time students and students enrolled in a non-credit vocational certificate programs. The FY 2026 budget for the Howard P. Rawlings Educational Excellence Awards Program increased to \$138,664,752. GA (Guaranteed Access) awarding will begin no later than May 2025. The Commissioners asked questions about Mr. Dorsett's presentation.

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

Mr. Dorsett presented an update on the current status of FAFSA completion in Maryland, comparing rates of completion between different FAFSA cycles. For the 2024-2025 FAFSA cycle, the rate of completion was 34.3%, compared to the 2025-2026 FAFSA cycle when the rate was 47.1% (as of April 11, 2025). MHEC has been actively working with MSDE (Maryland State Department of Education) to promote FAFSA completion.

Department of Finance and Administration – Update on FY 2025 and FY 2026 Budget Actions – Information Item

Chair Motz recognized Mr. Newman to present this item. During the 2025 legislative session, the Maryland General Assembly took several actions on both the FY 2025 and the FY 2026 budgets. He highlighted some decisions made on both funding levels for the programs, as well as language added to the budget requesting that the Maryland Higher Education Commission report on programs within the budget.

Update on Blueprint for Maryland's Future – Information Item

Chair Motz recognized Dr. Emily Dow, Assistant Secretary for Academic Affairs, to present this item. An initial implementation plan was submitted and approved in 2023. The 2024-2027 Implementation Plan was submitted in August 2024. There is also a Joint MSDE/MHEC Plan specifically on supporting teacher preparation plans, which has been submitted and is currently under review.

Immediate and forthcoming work includes the development of a targeted outreach/communication campaign for specific initiatives, as well as coordinating efforts with new partners (like unions, LEAs, community colleges, and apprenticeship leaders). Continued and new engagement includes standing meetings with groups like Education Deans & Directors and specialized meetings, like with MSDE, MHEC, and GWDB on career pathways.

Adjournment

Commissioner Burnim made a motion to adjourn the meeting, and **Commissioner Thompson** seconded the motion. The motion passed unanimously. The meeting was adjourned at 12:07 p.m.

Approved by the Commission:

Catherine J. "Cassie" Motz, Chair



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Principal Counsel
Kimberly Smith Ward

DATE: May 28, 2025

TO: Maryland Higher Education Commissioners

FROM: Emily A. A. Dow, Ph.D., Assistant Secretary for Academic
Affairs

SUBJECT: Approval of Proposed Amendments to COMAR 13B.02.01.12
and COMAR 13B.02.0216 – Definition of a Credit Hour

We propose the attached revisions to the definition of a credit hour under COMAR 13B.02.01.12 (regulations pertaining to out-of-state institutions) and COMAR 13B.02.02.16 (regulations pertaining to in-state institutions) to align both provisions with the federal definition contained in 34 CFR §600.2. This change would modernize the regulatory framework for credit hour determination across Maryland's postsecondary institutions and ensure consistency with federal policy, accreditation standards, and evolving instructional delivery models.

There are several motivating factors for this revision. First, a unified definition enhances transparency for students, institutions, and external stakeholders. Alignment between state and federal definitions creates consistent application of credit hour determinations. Second, this alignment accommodates diverse learning modalities (e.g., online, hybrid, competency-based, and experiential formats) and is consistent with an outcomes-based approach. This flexibility is critical for expanding access and innovation in postsecondary education. Third, the federal credit hour definition is used for Title IV financial aid eligibility and accreditation. Aligning Maryland's regulation would reduce confusion and regulatory burden for institutions operating under dual frameworks.

The proposed change would replace the current time-based contact hour formula (e.g., 15/30/45 hours for lecture/lab/practica) with language similar to that used in the federal regulations. The new language defines a credit hour as "an amount of student work defined by the institution that reasonably approximates not less than (a) one hour of classroom or direct instruction and a minimum of two hours of out-of-class work per week for approximately 15 weeks, or the equivalent amount of work over a different period; or (b) an equivalent amount of work for academic activities such as

labs, internships, practica, or studio work.”

This revision will also allow institutions to consider delivery methods, academic calendars, disciplines, and degree levels in determining the amount of work associated with a credit hour.

RECOMMENDATION: It is recommended that the Commission:

- (1) Approve for publication in the Maryland Register the enclosed proposed regulatory amendments to the Cybersecurity Public Service Scholarship Program; and
- (2) Authorize 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.

13B.02.01.12**.12 One Semester Hour of Credit.**

~~A. An out-of State institution shall award 1 semester hour of credit for:~~

- ~~(1) A minimum of 15 hours of 50 minutes each of actual class time, exclusive of registration, study days, and holidays, when supervision is assured and learning is documented;~~
- ~~(2) A minimum of 30 hours of 50 minutes each of supervised laboratory or studio time, exclusive of registration, study days, and holidays, when supervision is assured and learning is documented;~~
- ~~(3) A minimum of 45 hours of 50 minutes each of instruction situations such as practica, internships, and cooperative education placements, when supervision is assured and learning is documented; or~~
- ~~(4) Instruction delivered by electronic media based on the equivalent outcomes in student learning of §A(1) of this regulation and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is assured and learning is documented.~~

~~B. One quarter hour credit shall be awarded for instruction equivalent to 2/3 of the contact hours required for 1 semester hour of credit, when supervision is assured and learning is documented.~~

A. A credit hour is an amount of student work defined by an institution that is consistent with commonly accepted practice in postsecondary education and that:

(1) Reasonably approximates not less than:

(a) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or

(b) At least an equivalent amount of work as required in paragraph (1)(a) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and

(2) In determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

13B.02.02.16**.16 Graduation Requirements.**

~~D. Credit Hours:~~

~~(1) An in State institution shall award 1 credit hour for:~~

- ~~(a) A minimum of 15 hours, of 50 minutes each of actual class time, exclusive of registration, study days, and holidays;~~
- ~~(b) A minimum of 30 hours, of 50 minutes each of supervised laboratory or studio time, exclusive of registration, study days, and holidays;~~
- ~~(c) A minimum of 45 hours, of 50 minutes each of instructional situations such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented; or~~

~~(d) Instruction delivered by electronic media based on the equivalent outcomes in student learning in §D(1)(a) of this regulation, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented.~~

~~(2) One quarter hour of credit is awarded for instruction equivalent to 2/3 of the contact hours required for 1 credit hour.~~

D. A credit hour is an amount of student work defined by an institution that is consistent with commonly accepted practice in postsecondary education and that:

(1) Reasonably approximates not less than:

(a) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different period of time; or

(b) At least an equivalent amount of work as required in paragraph (1)(a) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and

(2) In determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.



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MEMORANDUM

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Principal Counsel

Kimberly Smith Ward

DATE: May 20, 2025

TO: Maryland Higher Education Commission

FROM: Barbara Schmertz

STAFF: Yuxin Lin

SUBJECT: Maryland Higher Education Commission Maryland Public Colleges and Universities Enrollment Projections 2025 to 2034

The Maryland Higher Education Commission (MHEC) has prepared 10-year enrollment projections for Maryland public colleges and universities for Fall 2034. The projections include headcount projections for each institution, with separate analyses for full- and part-time undergraduates and, as applicable, full- and part-time graduate/professional students. Full-time equivalent (FTE) and full-time day equivalent (FTDE) projections were calculated by applying a mathematical formula to the headcount figures. Projections have also been developed for state-funding-eligible FTE noncredit continuing education enrollments at community colleges.

These projections are produced to fulfill a regulatory charge.

The Maryland Higher Education Commission produces 10-year enrollment projections for Maryland public colleges and universities (13B.07.04.01)

B. The Commission shall establish annually:

(2) Enrollment projections to be used by the college to prepare capital construction projects.

C. For purposes of determining the statutory limit on State financial participation in the college capital construction projects, the proposed capacity of the college in number of students shall be the approved projected 10-year full-time equivalent enrollment as adopted by the Commission.

The projections model aims to answer the question “How many Marylanders may be enrolled in postsecondary education in ten years?” These projections reflect the *potential* enrollment in Maryland – the number of students Maryland public institutions need to educate ten years from now – disaggregated by segment, institution, and specific subpopulations.

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These projections provide perspective to higher education policy discussions at the state level, including facilities planning, tuition and fees issues, articulation, and funding priorities. The Department of Budget and Management and the General Assembly may use the Commission's forecasts as the State's official enrollment projections.

In the model, the Commission uses separate but similar methodologies for projecting credit enrollments and FTE/FTDE at community colleges and public four-year institutions. A third method is applied to produce the projections of in-state noncredit continuing education FTE enrollments at the community colleges. The projections involve the application of regression models based on a series of assumptions on the factors that may have an impact on enrollment. The final products include FTE and FTDE enrollment figures to assist in planning capital projects on a 10-year time horizon.

For FY 2025, MHEC enrollment projections forecast that the statewide potential credit enrollment will rise to 318,604 by Fall 2034, a 9.7% increase over 10 years. Public four-year institutions will experience a 6.6% increase in undergraduate enrollment and a 13.1% increase in graduate enrollment, and community colleges are estimated to observe a 12.5% increase in the next 10 years.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission accept the 2025-2034 enrollment projections and approve their distribution to the public, the campuses, and interested state agencies.



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Maryland Higher Education Commission 2025 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 (meeting modality TBD) are held on the 4th Wednesday of each month from 10:00 a.m. to 1:00 p.m., with certain exceptions noted below.

Scheduled Meeting Dates for 2025

January 22, 2025

February 26, 2025

March 26, 2025

April 23, 2025

May 28, 2025

June 26, 2025

July 23, 2025

August 27, 2025

September 17, 2025

(3rd Wednesday)

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

October 22, 2025

November 19, 2025

(3rd Wednesday)

December 10, 2025

(2nd Wednesday)

Dates, times, and details are subject to change.

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

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

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