Maryland Higher Education Commission

Meeting Book

December 10, 2025



Wes Moore Aruna Miller Governor Lt. Governor

Commission Member Roster

Name Title

Sanjay Rai, Ph.D. Secretary of Higher Education

Catherine J. "Cassie" Motz Chair

Chike Aguh Vice Chair

Kathleen Bands, Ph.D. Commissioner

Mickey L. Burnim, Ph.D. Commissioner

Charlene Mickens Dukes, Ed.D. Commissioner

Barbara Kerr Howe Commissioner

Narcisa A. Polonio, Ed.D. Commissioner

Rebecca Taber Staehelin Commissioner

Sheila D. Thompson, Ph.D. Commissioner

Craig A. Williams, Ph.D. Commissioner

Janet E. Wormack, Ed.D. Commissioner

Sarah Otwey Student Commissioner

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Maryland Higher Education Commission

Meeting Agenda: Wednesday, December 10, 2025

Time: 10:00 AM

Location: Virtual via Google Meet

Key: * = Voting Item

I. Welcome & Call to Order

A. Chair's and Secretary's Remarks

II. Review & Approval of Previous Minutes

A. *Review of minutes from the meeting on November 19, 2025

III. Business

- A. Update on the Maryland State Plan for Higher Education (Vice Chair Aguh and Deputy Secretary Quiroz-Livanis)
- B. Financial Aid Update (Director Dorsett)
 - 1. *Final Adoption of Regulatory Amendments Amendments to 13B.08.20 Cybersecurity Public Service Scholarship Program
- C. *Final Adoption of Out of State Institutions Operating in Maryland (Assistant Secretary for Academic Affairs Dow)

IV. Public Comment

A. None

V. Announcements

VI. Adjournment

Maryland Higher Education Commission Meeting Minutes

Wednesday, November 19, 2025

The Maryland Higher Education Commission (MHEC) met virtually via Google Meet on Wednesday, November 19, 2025, at 10:00 a.m.

Commission Members Present:

Commission Members Absent:		
Craig A. Williams, Ph.D.	Sarah Otwey, Student Commissioner	
Charlene Mickens Dukes, Ed.D.	Barbara Kerr Howe	
Kathleen Bands, Ph.D.	Mickey L. Burnim, Ph.D.	
Catherine J. "Cassie" Motz, Chair	Chike Aguh, Vice Chair	

Narcisa A. Polonio, Ed.D.	Sheila D. Thompson, Ph.D.
Janet E. Wormack, Ed.D.	Rebecca Taber Staehelin

I. Welcome & Call to Order

Chair Motz called the meeting to order and noted a quorum was present.

- Chair Motz thanked the agency staff and fellow commissioners for the success of the Maryland Higher Education Summit held on November 13-14, 2025. Commissioners Aguh, Burnim, Dukes, Thompson, Otwey, and Chair Motz attended.
- Chair Motz acknowledged the MHEC senior staff's major role in the Complete College America national conference hosted in Baltimore. Secretary Rai and Deputy Secretary Quiroz-Livanis spoke at the event.
- Chair Motz noted that the federal government announced a reorganization of the Department of Education, and MHEC is monitoring developments to ensure no detriment to Maryland students' financial aid and services.
- Secretary Rai expressed gratitude to the higher education community and echoed the chair's comments regarding the federal Department of Education restructuring. He mentioned a public statement had been issued regarding the restructuring.
- Secretary Rai thanked all who attended the 2025 Maryland Higher Education Summit, noting Lieutenant Governor Miller opened the event. He gave a special appreciation to

- the MHEC team, specifically Dr. Emily Dow and Alex Nguyen, for their leadership in organizing the summit.
- Secretary Rai thanked the commissioners for their guidance, support, and stewardship.

II. Review & Approval of Previous Minutes

- Review of minutes from the meeting on October 22, 2025
 - A motion was made to approve the minutes.
 - o Motion by Commissioner Burnim, seconded by Commissioner Aguh.
 - The motion to approve the October 22nd, 2025, minutes passed unanimously.

III. Business

A. Final Adoption of Regulatory Amendments – Amendments to COMAR 13B.08.22.02 – Teaching Fellows for Maryland Scholarship Program

- Mr. Dorsett presented the proposed regulations for final adoption. These amendments relate to the definition of full-time and part-time registration for the Teaching Fellows for Maryland Scholarship.
 - The commission approved these amendments for initial publication on January 22, 2025.
 - The amendments would base the definition of full-time and part-time enrollment for graduate students on the institution's internal policy.
 - The definition of part-time enrollment for undergraduate students would be expanded to include students enrolled in less than six credits.
 - These changes are intended to increase the number of students able to utilize available scholarship funds.
 - The proposed amendments were published in the Maryland Register on May 16, 2025, and the public comment period closed on June 15, 2025, with no comments received.
 - The amendments became eligible for final adoption on June 30, 2025.
 - The recommendation is that the commission approves the regulatory proposal for final adoption.
- Commissioner Williams inquired about the delay between eligibility for final adoption in June and the vote in November. Mr. Dorsett and Principal Council Ward explained that the delay was a process issue due to turnover with the assistant attorney general, which led to missed communications regarding the regulations' readiness.
- A motion was made to approve the recommendation for final adoption.
 - o Motion by Commissioner Burnim, seconded by Commissioner Aguh.
 - The recommendation carried unanimously.

IV. Public Comment

• Ms. Nguyen confirmed there were no public comments.

V. Announcements

• The next Commission meeting is scheduled for Wednesday, December 10, 2025, at 10:00 a.m.

VI. Adjournment

- Chair Motz thanked the commissioners and agency staff and wished everyone a wonderful Thanksgiving.
- The meeting adjourned.

Approved by the Commission:

Catherine J. "Cassie" Motz, Chair



Governor

Wes Moore

Lt. Governor

Aruna Miller

Secretary

Sanjay Rai, Ph.D.

Commission Chair

Catherine J. "Cassie" Motz

Commission Vice Chair

Chike Aguh

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Craig A. Williams, Ph.D.

Janet E. Wormack, Ed.D.

Sarah Otwey, Student Commissioner

Principal Counsel

Kimberly Smith Ward

MEMORANDUM

DATE: December 10, 2025

TO: Maryland Higher Education Commissioners

FROM: Kimberly Smith Ward, Assistant Attorney General

SUBJECT: Final Adoption of Regulatory Amendments –

Amendments to COMAR 13B.08.20 – Cybersecurity Public Service Scholarship

Program

In order for proposed regulations to have legal effect, after initial publication in the Maryland Register and a public comment period, a State entity must formally adopt the regulations and publish notice of the adoption in the Maryland Register. The following proposed regulations are ready for final adoption.

Amendments to Cybersecurity Public Service Scholarship Program (COMAR 13B.08.20.02—.11, and .13)

On April 23, 2025, the Commission approved for publication amendments to the Cybersecurity Public Service Scholarship Program to update 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 regulatory amendments were published in the Maryland Register on June 28, 2025 (enclosed). The public comment period for the amendments ended on July 28, 2025, and no public comments were received. The regulatory amendments became eligible for final adoption on August 11, 2025.

The new regulations will become effective 10 days after notice of the final

adoption is published in the Maryland Register.

RECOMMENDATION: It is recommended that the Commission approves for final adoption the enclosed regulatory proposal to amend the following:

- (1) Include program eligibility for part-time applicants;
- (2) Update the definition for both full-time and part-time enrollment for both undergraduate and graduate students; and
- (3) Expand the maximum timeframe a part-time student may be eligible for the award

within the Cybersecurity Public Service Scholarship Program.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 08 FINANCIAL AID

13B.08.20 Cybersecurity Public Service Scholarship Program

Authority: Education Article, §§11-105 and Title 18, Subtitle 35, Annotated Code of Maryland

Notice of Proposed Action

The Maryland Higher Education Commission proposes to amend Regulations .02-..11, and .13 under COMAR 13B.08.20 Cybersecurity Public Service Scholarship Program

Statement of Purpose

The purpose of this action is to:

- (1) Include program eligibility for part-time applicants;
- (2) Update the definition for both full-time and part-time enrollment for both undergraduate and graduate students; and
- (3) Expand the maximum timeframe a part-time student may be eligible for the award.

Estimate of Economic Impact

The proposed action has no economic impact.

Economic Impact on Small Businesses

The proposed action has minimal or no economic impact on small businesses.

Impact on Individuals with Disabilities

The proposed action has no impact on individuals with disabilities.

Opportunity for Public Comment

Comments may be sent to Al Dorsett, Executive Director, Office of Student Financial Assistance, Maryland Higher Education Commission, 217 E. Redwood Street, Suite 2100, Baltimore, MD 21202, or call 410-767-3300, or email to al.dorsett@maryland.gov. Comments will be accepted through July 28, 2025. A public hearing has not been scheduled

.02 Definitions.

- A. (text unchanged)
- B. Terms Defined.
- (1)—(3) (text unchanged) (4) "Education expenses" mean:
 - (a) Tuition and mandatory fees;
- [(b) Mandatory fees; and]
- [(c)] (b) (text unchanged)
- (a) A community college in the State;
- (5) "Eligible institution" means: [a public or private nonprofit institution of higher education that operates in the State under Education Article, §§11-201 and 11-201.1, Annotated Code of Maryland.]
- (b) A public senior higher education institution in the State; or
- (c) A private nonprofit institution of higher education in the State that:
- (i) Is approved to operate by the Commission under Education Article §11-202, Annotated Code of Maryland; or
- (ii) May operate without a Certificate of Approval from the Commission under §11-202.1 (a), Annotated Code of Maryland.
- (6) (text unchanged)
- (7) "Full-time" means [enrollment at an eligible institution in]:
- (a) [At] Enrollment at an eligible institution at least 12 credits per semester in a certificate or undergraduate degree program; at the time of certification of the Scholarship; or
- (b) [At least 9 credits per semester] Classification by an eligible institution as a full-time student in a graduate certificate, graduate degree, or doctoral degree program at the time of certification of the Scholarship.
- (8) "Local Educational Agency" has the meaning stated in 20 U.S.C. §1401 (19).
- [(8)] (9) (text unchanged)
- (10) "Part-time" means:
- (a) Enrollment at an eligible institution in at least 6 credits, but fewer than 12 credits, per semester in an undergraduate certificate or degree program at the time of certification of the Scholarship; or
- (b) Classification by an eligible institution as a part-time student in a graduate certificate or degree program at the time of certification of the Scholarship.
- [(9)] (11)—[(10)] (12) (text unchanged)

.03 Student Eligibility.

- A. (text unchanged)
- B. An applicant is eligible for a scholarship if the applicant:
- (1) Is enrolled full-time or part-time at an eligible institution in a cybersecurity program;
- (2) [Is within 2 years of graduation from the cybersecurity program] Has earned a minimum of 25 percent of the credits required to complete the cybersecurity program;
- (3)—(6) (text unchanged)

.04 Application Process.

- A. -B. (text unchanged)
- C. An applicant shall submit the following required documentation:
- (2) Proof from the eligible institution that the applicant is enrolled is enrolled full-time and is within [2] 3 years from graduation in a cybersecurity program, or is enrolled part-time and is within 6 years from graduation in a cybersecurity program; and
- (3) Certification from the institution that the applicant has not received or applied for a Federal [CyberCorps] CyberCorps Scholarship for Service.
- [D. For the 2018-2019 award year only, applicants shall apply and submit all required documentation to the Office by February 1, 2019.

.05 Scholarship Renewal.

- A. Subject to Regulation .06 of this chapter, [an applicant shall be eligible to renew] a scholarship shall be renewed for a subsequent year if the applicant]: continues to meet the requirements of Regulation .03 of this chapter.
- [(1) Timely submits an application under Regulation .04 of this chapter; and
- (2) Continues to meet the requirements of Regulation .03 of this chapter.]

- B. A recipient enrolled full-time may receive a scholarship for a maximum of [2] 3 years.
- C. A recipient enrolled part-time may receive a scholarship for a maximum of 6 years.

.06 Amount of Scholarship.

- A. An annual scholarship for a full-time student shall be in the amount prescribed by the Director [,which may not exceed the recipient's education expenses], and shall be appropriately prorated by the Director for the part-time status of the recipient.
- B. [Priority of Scholarship Awards. Priority for scholarships shall be given to prior year recipients who remain eligible under this chapter] The amount of an annual scholarship may not exceed the recipient's education expenses.

.07 Selection and Notification of Recipients.

- A. Renewal Awards. Priority of scholarships shall be given to prior year recipients who remain eligible under Regulation .05 of this chapter.
- [A.] B. [Eligible] If funds remain after awards are made to students under §A of this regulation, eligible applicants shall be ranked on the basis of cumulative grade point average
- [B.] C. Grades for credits earned for an applicant attending a public or private nonprofit institution [2] 3 years prior to graduation shall be used to calculate the cumulative grade point average.
- [C.] D.— [F.] G. (text unchanged)

.08 Verification and Payment.

- A. Verification. The Office shall verify that the applicant:
- (1) (text unchanged)
- (2) Is:
- (a) Enrolled full-time and is within [2] 3 years from graduating in a cybersecurity program[;], or
- (b) Enrolled part-time and is within 6 years from graduating in a cybersecurity program; and
- (3) (text unchanged)
- B. Payment. Eligible institutions shall certify on billing rosters provided by the Office that the recipient is:
- (1)—(2) (text unchanged)
- (3) Enrolled full-time or part-time in a cybersecurity program;
- (4)—(5) (text unchanged)

.09 Scholarship Conditions and Service Requirement.

- A. -B. (text unchanged)
- C. As a precondition of receiving a scholarship, a recipient shall provide a promissory note and shall enter into a written agreement with the Commission, in the form and manner prescribed by the Office, requiring the recipient to:
- (1) Earn credit as a full-time or part-time student:
- (2)—(3) (text unchanged)
- D. Service Obligation. [For each year that the recipient receives a scholarship, the recipient shall:
- (1) Maintain full-time employment in the State for at least 1 year in a unit of State government in the cybersecurity field; or
- (2) Teach full-time in the State for at least 1 year in a public high school in an education program that is directly relevant to cybersecurity.]
- (1) For each semester that the recipient receives a scholarship, the recipient shall, for the time period specified in this section:
- (a) Maintain full-time employment in the State in the cybersecurity field for a:
 - (i) Local educational agency;
 - (ii) Public high school:
 - (iii) Community college; or
- (iv) A unit of State, county, city or municipal government; or
- (b) Teach full-time in the State in an education program that is directly relevant to cybersecurity in a:
 - (i) Public high school; o
 - (ii) Community college.
- (2) A full-time student shall perform the service obligation for 6 months for each semester the student received the scholarship.
- (3) A part-time student shall perform the service obligation for 3 months for each semester the student received the scholarship.
- (4) Regardless of whether a recipient was enrolled as a full-time student or part-time student, the work obligation for the recipient shall not exceed 3 years for full-time employment.

.10 [Conversion of Scholarship to Loan] Failure to Meet Conditions of Scholarship.

A. -E. (text unchanged)

.11 Deferment of the Service Obligation and Repayment.

- A. (text unchanged)
- B. A recipient may request that the service obligation be deferred during the time the recipient is:
- (1) Enrolled full-time [(12 or more credits per semester) or part-time (6-11 credits per semester)] in an undergraduate or graduate course of study that would further their career in cybersecurity, at any [post-secondary] institution of higher education in the State;
- (2)—(4) (text unchanged)
- (5) Assigned military duty outside of the State, not to exceed [3] 4 years[, without filing an appeal]; or
- (6) Married to a spouse assigned military duty outside of the State, not to exceed [3] 4 years, without filing an appeal]
- C.—E. (text unchanged)
- [F. The Office shall, on a case-by-case basis, review appeals from individuals assigned military duty outside the State, and from spouses of individuals assigned military duty outside the State, that exceed the 3-year deferral limit. Appeals shall be in writing and include a copy of the military orders, and the Director shall determine if an appeal is granted.]

.13 Determinations of the Office.

Decisions of the Office under this chapter regarding [whether to grant an] award eligibility, recipient selection, and deferment or waiver of the service obligation [or whether to grant an appeal] are final and not subject to additional review.

SANJAY RAI Secretary of Higher Education



Governor

Wes Moore

Lt. Governor

Aruna Miller

Secretary

Sanjay Rai, Ph.D.

Commission Chair

Catherine J. "Cassie" Motz

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Janet E. Wormack, Ed.D.

Sarah Otwey, Student Commissioner

Principal Counsel

Kimberly Smith Ward

MEMORANDUM

DATE: December 10, 2025

TO: Maryland Higher Education Commissioners

FROM: Kimberly Smith Ward, Assistant Attorney General

SUBJECT: Final Adoption of Regulatory Amendments –

Approval of Proposed Amendment to COMAR 13B.02.01.07 – Out-of-State Institutions of Higher Education Operating in Maryland

In order for proposed regulations to have legal effect, after initial publication in the Maryland Register and a public comment period, a State entity must formally adopt the regulations and publish notice of the adoption in the Maryland Register. The following proposed regulations are ready for final adoption.

<u>Approval of Proposed Amendment to COMAR 13B.02.01.07 – Out-of-State Institutions of Higher Education Operating in Maryland</u>

On January 22, 2025, the Commission approved for publication to allow an out-of-State institution to provide a justification for why a proposed program should be offered at its Maryland campus when that or a similar program is not offered at its main or primary campus. Under the proposed change, the Secretary could approve the academic program offering if the Secretary finds the justification to be sufficient.

The proposed regulatory amendments were published in the Maryland Register on May 16, 2025 (enclosed). The public comment period for the amendments ended on June 16, 2025, and no public comments were received. The regulatory amendments became eligible for final adoption on July 1, 2025.

The new regulations will become effective 10 days after notice of the final adoption is published in the Maryland Register.

MARYLAND HIGHER EDUCATION COMMISSION

RECOMMENDATION: It is recommended that the Commission approves for final adoption the enclosed regulatory proposal to allow an out-of-State institution to provide a justification for why a proposed program should be offered at its Maryland campus when that or a similar program is not offered at its main or primary campus and to allow the Secretary to approve the academic program offering if the Secretary finds the justification to be sufficient.

Notice of Proposed Action

[25-055-P1

The State Board of Education proposes to repeal existing Regulation .05 and adopt new Regulation .05 under COMAR 13A.12.05 Administrators and Supervisors. This action was considered by the State Board of Education at its meeting on February 25, 2025.

Statement of Purpose

The purpose of this action is to repeal and replace the licensure requirements for principals, assistant principals, and supervisors of instruction. The new regulations expand the pathways to licensure and modify the specific courses required for those who earn a licensure outside of an administrator preparation program.

Estimate of Economic Impact

The proposed action has no economic impact.

Economic Impact on Small Businesses

The proposed action has minimal or no economic impact on small businesses.

Impact on Individuals with Disabilities

The proposed action has no impact on individuals with disabilities.

Opportunity for Public Comment Comments may be sent to Kelly Meadows, Assistant State Superintendent, Maryland State Department of Education, Division of Educator Effectiveness, 200 West Baltimore Street, Baltimore, MD 21201, or call 410-767-0386, or email to kelly meadows@maryland.gov. Comments will be accepted through June 16, 2025. A public hearing has not been scheduled.

Open Meeting

Final action on the proposal will be considered by the State Board of Education during a public meeting to be held on July 29, 2025 at 9:00 am, at 200 West Baltimore Street, Baltimore, MD 21201.

.05 Supervisors of Instruction, Assistant Principals, and Principals.

- A. Application of Regulation
 - (1) This regulation applies to obtaining licensure as an Administrator.
- (2) If a principal transfers to become a principal in a special education school, the principal shall hold a Supervisor of Special Education license as set forth in Regulation .10 of this chapter.
- B. Administrator Requirements.
- (1) This license qualifies an individual to be assigned as a supervisor of instruction, assistant principal, or principal.
- (2) The applicant shall have.
 - (a) A master's degree, or higher, from an accredited institution of higher education;
 - (b) Twenty-seven months of effective teaching performance or effective performance as a specialist as defined in COMAR 13A.12.04;
 - (c) Three semester hours or State-approved CPD credits in special education coursework; and
- (3) The applicant shall meet one of the following pathways:
 - (a) A Department-approved program which leads to licensure as a supervisor of instruction, assistant principal, or principal;
 - (b) An approved out-of-State program that leads to licensure as a supervisor of instruction, assistant principal, or principal and includes a supervised clinical practicum;
 - (c) Eighteen semester hours of graduate coursework taken at an institution of higher education, to include coursework in the following categories
 - (i) Curriculum, instruction, and assessment;
 - (ii) Supervision, evaluation, and supporting instructional improvement;
 - (iii) Legal issues and ethical decision-making;
 - (iv) Program/school administration;
 - (v) Culturally responsive leadership and/or equity in leadership; and
 - (vi) Supervised clinical practicum that is a minimum of 240 clock hours; or
- (d) Holds a valid professional state license in administration from another state or country and has verification of 5 years of effective performance as an administrator in a PK-12 school setting.

(4) Applicants who qualify based on §3(b) or (c) of this regulation must present a qualifying score as established by the State Superintendent of Schools on a school leader licensure assessment approved by the State Board of Education.

> CAREY M. WRIGHT, ED.D. State Superintendent of Schools

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 02 ACADEMIC REGULATIONS

13B.02.01 Requirements for Authorization of Out-of-State Degree-Granting Institutions to Operate in Maryland

Authority: Education Article, §§10-212, 11-105, 11-201—11-207, and 16-108, Annotated Code of Maryland

Notice of Proposed Action

The Maryland Higher Education Commission proposes to amend Regulation .07 under COMAR 13B.02.01 Requirements for Authorization of Out-of-State Degree-Granting Institutions to Operate in Maryland. This action was considered at an open meeting of the Commission on January 22, 2025

Statement of Purpose

The purpose of this action is to allow an out-of-State institution to provide a justification for why a proposed program should be offered at its Maryland campus when that or a similar program is not offered at its main or primary campus.

Estimate of Economic Impact

The proposed action has no economic impact.

Economic Impact on Small Businesses

The proposed action has minimal or no economic impact on small businesses.

Impact on Individuals with Disabilities

The proposed action has no impact on individuals with disabilities.

Opportunity for Public Comment

Comments may be sent to Emily A. A. Dow, Ph.D., Assistant Secretary for Academic Affairs, Maryland Higher Education Commission, 217. E. Redwood St., Suite 2100 Baltimore, MD 21202, or call 410-767-3049, or email to emily.dow@maryland.gov. Comments will be accepted through June 16, 2025. A public hearing has not been scheduled

.07 Institutional Initial Approval Process.

- A.—E. (text unchanged)
- F. Secretary's Grant of Approval to Operate in Maryland.
 - (1) The Secretary shall grant the certificate of approval to the out-of-State institution to operate in Maryland on such conditions as may be considered appropriate, if the Secretary is satisfied that:
 - (a)—(b) (text unchanged) (c) The programs to be offered in Maryland are similar to programs offered at its main or primary campus, unless the Secretary finds that the institution has provided sufficient justification otherwise.
- (2) (text unchanged) G.-I. (text unchanged)

SANJAY RAI, Ph.D. Secretary of Higher Education

Subtitle 08 FINANCIAL AID

13B.08.22 Teaching Fellows for Maryland Scholarship Program

Maryland Higher Education Commission

2025 Meeting Dates

The Maryland Higher Education Commission (MHEC) is Maryland's higher education coordinating board responsible for managing statewide financial aid programs and establishing 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 noted below.

Scheduled Meeting Dates for 2025

- January 22
- February 26
- March 26
- April 23
- May 28
- June 26
- July 23
- August 27
- September 17
 - o (3rd Wednesday)
 - 10:00 a.m. to 4:00 p.m.
 - o Hybrid
- October 22
- November 19
 - o (3rd Wednesday)
- December 10
 - o 2nd Wednesday

Dates, times, and meeting modality are subject to change. Please check the website for the most up-to-date information:

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