

MARYLAND HIGHER EDUCATION COMMISSION

MEETING BOOKLET

Time: 1:00 PM
Wednesday, February 24, 2021

Place: Video Teleconference
(GoToMeeting)

Maryland Higher Education Commission

Andrew R. Smarick, Chair

Donna M. Mitchell, Vice Chair

Senchal D. Barrolle, Esq.

Vivian S. Boyd, Ph.D.

Lewis R. Brown, Ed.D.

James E. Coleman

Vera R. Jackson, Ph.D.

Charles McDaniels, Jr.

Sydney Miller, Student Commissioner

James B. Sellinger, Sr.

Mary Pat Seurkamp, Ph.D.

John W. Yaeger, Ed.D.

James D. Fielder, Jr., Ph.D.
Secretary

Lawrence J. Hogan, Jr.
Governor

Boyd K. Rutherford
Lt. Governor



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Andrew R. Smarick
Chair

James D. Fielder, Jr., Ph. D.
Secretary

Maryland Higher Education Commission Meeting Agenda

TIME: 1:00 p.m.
Wednesday
February 24, 2021

PLACE: Video Teleconference
(GoToMeeting)

	Page	Action Item
Call to Order		
Chair’s and Secretary’s Remarks		
Commission Minutes Approval1	1	*
• December 16, 2020 Closed Session Minutes		
• January 27, 2021		
Commissioner Committee Updates		
Department of Finance and Administration – Mr. Geoffrey Newman		
Office of Student Financial Assistance – Ms. Donna Thomas		
Approval of Proposed Amendments to COMAR Scholarship Regulations – Delegate Howard P. Rawlings Educational Excellence Awards Program.....8	8	*
Department of External Relations – Mr. Lee Towers		
Legislative Update – Mr. Lee Towers		
Department of Academic Affairs – Dr. Emily Dow		
Report on Institutions of Higher Education Program Review: Secretary Actions for Quarter 4 (October 1, 2020 to December 31, 2020) – Ms. Trish Gordon McCown.....20	20	
Report on Private Career Schools: Secretary Actions for Quarter 4 (October 1, 2020 to December 30, 2020) – Ms. Trish Gordon McCown.....36	36	
Approval of Proposed COMAR Amendments – Maryland Instructor Certification Review Board Regulations – Ms. Alexia Van Orden.....42	42	*
2021-2025 Maryland State Plan for Higher Education Update – Dr. Emily Dow		
Adjournment		

**The next Commission meeting is on Wednesday, March 24, 2021 @ 1:00 PM.*

For inclusion in the open session minutes of the Commission's December 16, 2020 meeting

Closed Session Minutes:

On December 16, 2020, during a regular meeting at 1:00 p.m. held online via GoToMeeting, the Maryland Higher Education Commission voted to move into closed session. The closed session was held online via GoToMeeting, through a non-public link separate from that used for the open session portion of the meeting. The purpose of the closed session was to review the Secretary's decision to recommend for implementation a program proposal under COMAR 13B.02.03.28. The proposed program was a Master of Physician Assistant Studies by Notre Dame of Maryland University. The Commission members who voted in favor of meeting in closed session were: Vivian Boyd, Lewis Brown, James Coleman, Vera Jackson, Charles McDaniels, Donna Mitchell, Mary Pat Seurkamp, Andy Smarick, and John Yaeger. Commissioners not in attendance were: Senchal Barrolle and James Sellinger. Student Commissioner Sydney Miller abstained. The statutory authorities for closing the session were §§ 3-305 and 3-103 of the General Provisions Article of the Annotated Code of Maryland. Specifically, the session was closed under § 3-103(a) to carry out the administrative function of reviewing a program proposal pursuant to Title 11 of the Education Article, Annotated Code of Maryland; and under § 3-305(b)(7) to obtain the legal advice of counsel regarding program review. The topic of discussion at the closed session was the review of the Secretary's decision to recommend for implementation Notre Dame of Maryland University's Master of Physician Assistant Studies program proposal under COMAR 13B.02.03.28. The persons present were: Commissioners Vivian Boyd, Lewis Brown, James Coleman, Vera Jackson, Charles McDaniels, Donna Mitchell, Mary Pat Seurkamp, Andy Smarick, and John Yaeger; and Assistant Attorney General Jennifer Katz. The action taken during closed session was to uphold the Secretary's decision to recommend the program for implementation.

Maryland Higher Education Commission
Meeting Minutes

January 27, 2021
1:00 p.m.

The Maryland Higher Education Commission (MHEC) met on Wednesday, January 27, 2021 via video teleconference (GoToMeeting).

Commission members present:

Andrew R. Smarick, Chair	Vera R. Jackson, Ph.D.
Donna M. Mitchell, Vice Chair	Charles McDaniels, Jr.
Senchal D. Barrolle, Esq.	Sydney Miller, Student Commissioner
Vivian S. Boyd, Ph.D.	James B. Sellinger, Sr.
Lewis R. Brown, Ed.D.	Mary Pat Seurkamp, Ph.D.
James E. Coleman	John W. Yaeger, Ed.D.

Staff members present:

James D. Fielder, Ph.D.	Emily A. A. Dow, Ph.D.
Geoffrey Newman	Jennifer Katz
Soma Kedia	Trish Gordon McCown
Daniel Schuster	Tavon Vinson
Karen King-Sheridan	Jacqueline Cade
Bryson Barksdale	

Call to Order

The meeting was called to order by **Chair Smarick** at approximately 1:00 p.m. A meeting quorum was established with all twelve (12) members present.

Chair's Remarks

Chair Smarick thanked everyone for attending today's meeting. He shared that, living in these tumultuous times, he felt grateful to work alongside everyone, and was glad to have the opportunity to serve.

Secretary's Remarks

Secretary Fielder thanked the Commissioners for their commitment to public service. He reported that the legislative session had already started, and there were several bills that MHEC was tracking. Senate Bill 1 Historically Black Colleges and Universities – Funding would impact MHEC by requiring the creation of a new unit with 10 positions. There were other bills that were currently being considered in the legislature, which would amend some of our scholarship programs, if passed.

Commission Minutes Approval

Commissioner Boyd motioned to approve the December 16, 2020 meeting minutes and **Commissioner Seurkamp** seconded the motion. The motion was approved unanimously.

Commissioner Committee Updates

Education Policy Committee: Dr. Emily Dow, Assistant Secretary for Academic Affairs, reported that the Committee will meet on February 1. As it is a public meeting, an agenda will be posted to MHEC's website. There are a couple of items that must go before the Committee.

There were no other Commissioner Committee updates.

Department of Finance and Administration – Office of Finance Policy – FY 2023 Community College Construction Grant Program: State and Local Cost-Sharing Formula – Information Item

Chair Smarick recognized Mr. Geoffrey Newman, Assistant Secretary for Finance and Administration, who asked Mr. Daniel Schuster, Finance Policy Analyst, to report on this item. Mr. Schuster informed the Commissioners that the Community College Construction Grant Program provides State assistance for the construction and improvement of facilities at community colleges. This grant funds the construction of major new facilities, renovation of existing facilities, and improvements to campus infrastructure. (Baltimore City Community College does not participate, as it is considered an agency of the State. Therefore, the State pays for 100% of its capital projects.)

Mr. Schuster further reported that the costs of the program are shared by the State and the locality. The share that the State pays differs every year based on a formula calculated by the Maryland State Department of Education that takes into account county wealth and student enrollment (in elementary and secondary schools). Based on the cost-sharing formula, the State contributes between 50% and 70% of the eligible costs of a project for single-county-operated community colleges and 75% of the eligible costs of a project for regional community colleges.

Clarifying questions were asked about the program. **Commissioner Jackson** also inquired if the local commitment that is made at the beginning of the project ever “falls through” and if adjustments are made in such a situation. Mr. Schuster answered that such an occurrence is not common, as the request is not even made until the financial commitment is certain. Mr. Newman added that adjustments in funding are occasionally made if the community college's plan is incomplete.

Department of Academic Affairs – Final Policy Change – Rescinding Restriction on Medical Assistant and Nursing Assistant Programs at Private Career Schools – Information Item

Chair Smarick recognized Dr. Dow who asked Ms. Trish Gordon McCown (MHEC’s Director of Academic Affairs) to present this item. Ms. McCown reported that, effective February 1, 2021, the Maryland Higher Education Commission will rescind the program restrictions for Medical Assistant/Assisting and Certified Nursing Assistant (northwestern Maryland region). This decision was made in response to our recent call for public comments and feedback regarding the current restrictions for specific programs offered at private career schools in October 2020.

The initial determination for restrictions on these programs was made in 2015 using data and reports regarding Maryland’s workforce supply and demand. At the time, these reports demonstrated there was limited or no job market demand for graduates of these programs and that there was a volume of academic programs for these fields that outnumbered the potential employment opportunities. However, in light of several recent school closures that offered these programs and the current COVID health pandemic requiring the immediate need for skilled healthcare workers, we determined these programmatic restrictions could no longer be substantiated.

MHEC has collaborated with multiple state agencies, including the Maryland Department of Health/Board of Nursing (MBON) and Maryland Department of Labor to determine the current market demand for healthcare workers. A letter opposing rescinding the current program alerts for both programs was also received. This response came from the Maryland Community College Association of Continuing Education & Training (MCCACET). This collective body of community college continuing education representatives along with their Allied Health Advisory Group asserted all of the 16 community colleges provide training in the Certified Nursing Assistant credential. In addition, the colleges provide both credit and non-credit options for medical assisting.

After careful consideration of the current healthcare pandemic, statewide market demand projections, education and training resources, MHEC has determined it is necessary to remove the statewide program alerts for occupational training that leads to Medical Assistant/Medical Assisting and Certified Nursing Assistant/Geriatric Nursing Assistants. MHEC will continue to consider market demand and existing programs when reviewing applications for new institutions and academic proposals for new programs.

Several clarifying questions were asked regarding the policy change.

Department of Academic Affairs – Classification of Nonpublic Institutions of Higher Education, Initial Reporting Year (CY 2019) – Information Item

Chair Smarick recognized Dr. Dow who presented a memorandum on the classification of nonpublic institutions of higher education. The Maryland General Assembly passed House Bill 461 during the 2019 legislative session which changed the definition of “private nonprofit institution of higher education” within the Education Article of the Annotated Code of Maryland. The new definition excludes any institutions that engage in “reportable incidents” (financial transactions involving board members, officers, or their family members) unless the Maryland

Higher Education Commission finds that the transaction does not constitute “private inurement” (primarily benefits private interests instead of the institution’s educational interests).

Regulations to carry out this review were adopted in January 2020, and staff conducted the first review related to this requirement this past summer and fall. To date, documentation from 50 institutions has been received and was reviewed, though 5 institutions remain under review. All 45 institutions which have been completely reviewed were classified as nonprofit, and 63 reportable incidents were found among 20 institutions. The most common reportable incidents found during this reporting period include:

- Employment of family members as faculty or staff
- Tuition remission for family members
- Housing or relocation loans to senior administrators
- Contracts or leases involving companies in which a trustee or their family member has an ownership interest

MHEC works with the Consumer Protection Division (CPD) of the Office of the Attorney General to make a final determination (if a reportable incident constitutes private inurement or not). Based on their review, staff have identified best practices for institutions. The staff are also considering a number of changes to the process, reporting form, and regulations. The entire process proved to be time-consuming and burdensome for both staff and institutions. Changes may include expanding the reporting period to two or more years. Staff may also recommend that the reporting period align with an institution’s fiscal year and not the calendar year. Additional and more specific questions regarding reportable incidents will likely be added to the form, which should greatly reduce the amount of time necessary for follow-up communications. Finally, certain types of reportable incidents, such as standard tuition remission offered to all employees’ family members, may be excluded from reporting. Considering these needed changes, staff has recommended to the Secretary that the next reporting cycle be postponed until these changes are made and regulatory amendments are drafted and finalized. Institutions have been notified of this postponement.

Several clarifying questions were asked about the review process. **Commissioner Boyd** inquired about the institution listed in the memorandum that had 23 reportable incidents. Dr. Dow replied that the institution was still under review. **Chair Smarick** remarked that the process appeared to be very time-consuming and burdensome. He offered the support of the Commission for any type of changes (legislative, if needed) to the process that would make it easier for the staff to carry out.

2021-2025 State Plan Update

Chair Smarick recognized Dr. Dow who gave an update on the 2021-2025 State Plan. Dr. Dow reported that there will be 5 sections:

- 1) Introduction
- 2) Progress report on existing goals
- 3) Looking forward during a pandemic

- 4) Equity framework/lens
- 5) Goals, priorities, and action items

Within Section 5, there are 3 goals (access, success and innovation). Each goal will have priorities, and each priority has action items. There will be innovative aspects within both “access” and “success”.

Access – Ensure equitable access to affordable and quality postsecondary education for all Maryland residents.

- 1) Study the affordability of postsecondary education in Maryland.
- 2) Examine and improve financial literacy programs for students and families to encourage financial planning and pay for postsecondary education.
- 3) Evaluate and improve systems that inform and evaluate a student’s academic readiness for postsecondary education.
- 4) Analyze other systems that either benefit or prohibit specific student populations from accessing affordable and quality postsecondary education.

Commissioner Yaeger remarked that, in terms of affordability, the State must be willing to make a significant investment.

Success – Promote and implement practices and policies that will ensure student success.

- 5) Maintain a commitment to high quality postsecondary education in Maryland.
- 6) Improve systems that prevent timely completion of an academic program.
- 7) Enhance the ways postsecondary education is a space for ongoing lifelong learning.

Innovation – Foster innovation in all aspects of Maryland higher education to improve access and student success.

- 8) Promote a culture of risk taking.

Dr. Dow will provide a full draft of new priorities at the February Commission meeting and seek approval at that time to circulate for public comment.

Commissioner McDaniels asked about the connection between the State Plan and individual institutions’ mission statements. **Secretary Fielder** answered that individual institutions are responsible for crafting their own mission statements. Dr. Dow added that MHEC reviews the mission statements of public institutions every 4 years. Furthermore, institutions’ annual budget requests must be in line with the State Plan.

Secretary’s Closing Remarks

Secretary Fielder shared about MHEC’s diversity, equity & inclusion efforts. A small group, comprised of staff members and Commissioners, met several times to lay the groundwork for future initiatives. As a result of their discussions, special speaker Mr. Milton Hunt was invited to

present to MHEC employees. The first training session was on the topic of employee engagement, and the second was related to unconscious bias. There will be a third talk on the topics of diversity, equity & inclusion at MHEC. He encouraged Commissioners to provide input and participate in future discussions and training sessions.

Adjournment

Commissioner Coleman made a motion to adjourn and **Commissioner McDaniels** seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 2:25 p.m.



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Andrew R. Smarick
Chair

James D. Fielder, Jr., Ph. D.
Secretary

MEMORANDUM

DATE: February 24, 2021

TO: Maryland Higher Education Commissioners

FROM: Donna Thomas, Director, Office of Student Financial Assistance

SUBJECT: Approval of Proposed Amendments to COMAR Scholarship Regulations – Delegate Howard P. Rawlings Educational Excellence Awards Program

The purpose of this memorandum is to request approval to publish proposed amendments to the Howard P. Rawlings Educational Excellence Awards Program COMAR regulations 13B.08.10.

The proposed regulations reflect the following amendments:

- *Removal of term “alternate application”;*
- *Defining “Maryland State Financial Aid Application” and inserting the acronym of MSFAA appropriately throughout the regulations;*
- *Adding institutional requirements for institutions that elect to verify eligibility for Guaranteed Access Grant recipients;*
- *Clarify the selection of recipients process;*
- *Clarify the verification of eligibility requirements that are to be performed by MHEC and a post-secondary institutions to align with statutory requirements;*
- *Adding new appeal criteria for Guaranteed Access Grant applicants that miss the March 1 FAFSA/MSFAA deadline; and*
- *Clarify the institutional audit requirements for any post-secondary institution that elects to complete the verification process for Guaranteed Access Grant recipient.*

RECOMMENDATION: It is recommended that the Commission approve for publication in the Maryland Register the enclosed proposed amendments for the Howard P. Rawlings Educational Excellence Awards Program, and authorize MHEC’s attorneys to approve non-substantive revisions as necessary to conform the proposed regulations to the stylistic and formatting requirements of AELR and of the Division of State Documents.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION
Subtitle 08 FINANCIAL AID

**Chapter 10 Delegate Howard P. Rawlings Educational Excellence Awards
Program**

*Authority: Education Article, §§11-105(u), 18-204(c), and 18-301—18-309, Annotated Code of
Maryland*

.02 Definitions.

A. As used in this chapter, the following terms have the meaning indicated.

B. Terms Defined.

(1) (text unchanged)

~~(2) “Alternative application” means an application form prescribed by the Office to determine student need, which shall be used by individuals who are ineligible to complete the FAFSA.~~

~~(3)~~ - ~~(+10)~~ (text unchanged)

(11) “Maryland State Financial Aid Application (MSFAA)” means the financial aid application form prescribed by the Office for individuals who are eligible for in-State tuition and ineligible to complete the FAFSA.

(12) – (15) (text unchanged)

.03 Eligibility.

A. To be eligible for financial assistance under the Educational Excellence Award program, an applicant shall:

(1) (text unchanged)

(2) Annually file file the FAFSA; or ~~the alternative application prescribed by the Office, MSFAA~~ by March 1;

(3) (text unchanged)

(4) Demonstrate financial need based upon the formula set forth in Regulation .06 of this chapter; ~~and~~

(5) Agree to provide, by the deadline established by OSFA, any supplemental information or documentation requested by OSFA or an institution for the purpose of administering or verifying eligibility for the EEA; and;

(6) if If requested, sign an authorization for the release of information to OSFA or an institution for the purpose of administering or verifying eligibility for the EEA.

B. (text unchanged)

C. To be eligible for a Guaranteed Access Grant, an applicant shall:

(1) (text unchanged)

(2) Except as provided in §D of this regulation, have an annual total family income as reported on the FAFSA or ~~the alternative application MSFAA~~ that is at or below 130 percent of the federal poverty level or, if program funding allows, that is at or below 150 percent of the federal poverty level, for 2 years prior to the academic year for which the student is being reviewed;

(3) – (8) (text unchanged)

(9) Whether applying for the first time or as a renewal recipient, submit all supplemental documentation requested by OSFA or the institution (other than the FAFSA or MSFAA, which ~~is-are~~ due on March 1) no later than ~~April 1 prior to the award year~~ the deadline established by OSFA; and

(10) (text unchanged)

D. – F. (text unchanged)

.06 Financial Need Calculation and Award Formulas.

A. (text unchanged)

B. Determination of EEA Award Amounts.

(1) Amounts of EEA program awards shall be calculated using data from the FAFSA or ~~the alternative application MSFAA~~.

(2) (text unchanged)

C. Errors on a FAFSA or ~~alternative application MSFAA~~ that are corrected by a student after the deadline may be considered by OSFA. Changes in award amounts as a result of a correction shall be handled as follows:

(1) – (2) (text unchanged)

.08 Selection of Recipients.

A. ~~An applicant for the GA Grant who files the FAFSA or alternative application MSFAA filed after March 1 for the GA Grant shall not be considered~~ for an award.

B. ~~OSFA shall notify an applicant if supplemental documentation is needed to process the application.~~

A renewal applicant for the GA Grant shall meet all the requirements set forth in Regulation .10 of this chapter to be considered for an initial award.

C. ~~GA award- Grant applicants who have completed the FAFSA or MSFAA by March 1 who submit all supplemental documentation required by OSFA, including, as applicable, high school transcripts, high school certification forms, proof of successfully passing GED examination, and other verification documents, by April 1 shall be funded prior to all other Educational Excellence Awards applicants shall be selected for the award in the following priority:~~

(1) Renewal applicants who submit all supplemental information or documentation requested by OSFA or an institution by April 1;

(2) Initial applicants who submit all supplemental information requested by OSFA or an institution by April 1;

(3) Renewal and initial applicants and initial applicants who submit all supplemental information requested by OSFA or an institution after April 1 but no later than May 15.

D. (text unchanged)

.10 Award Renewal and Continuation.

A. An Educational Assistance Grant may be renewed if the recipient:

(1) Files a FAFSA or ~~alternative application~~ MSFAA by March 1;

(2) – (6) (text unchanged)

B. A Guaranteed Access Grant may be renewed if the recipient:

(1) Files a FAFSA or ~~alternative application~~ MSFAA by March 1 and, if requested by OSFA or the institution, submits all required verification documentation ~~to OSFA~~ by ~~April 1~~ the deadline established by OSFA;

(2) Has an annual total family income as reported on the FAFSA or ~~alternative application~~ MSFAA which is at or below 150 percent of the federal poverty level;

(3) – (6) (text unchanged)

C. (text unchanged)

.11 Award Cancellation or Adjustment.

A. An award shall be canceled if:

(1) – (2) (text unchanged)

(3) A recipient of a GA Grant fails to submit all ~~required verification documents~~ requested supplemental information or documentation to OSFA or an institution by ~~April 1~~ the deadline established by OSFA;

(4) – (5) (text unchanged)

B. (text unchanged)

.12 Payment of Awards.

A. – C. (text unchanged)

D. In order for funds to be disbursed to the institution, the institution at which the student is enrolled shall maintain the student's FAFSA information on file. OSFA will maintain the applications for students ~~eligible for in-State tuition but ineligible for federal aid~~ who complete the MSFAA.

E. (text unchanged)

.13 Verification of Eligibility.

A. In-House Verification by OSFA.

(1) OSFA annually shall verify a percentage of all new Educational Excellence Award applications to determine if they contain accurate information.

(2) OSFA shall verify Educational Excellence Award applications for recipients identified by OSFA, or by institutions, based upon:

(a) Whether the information contained in the application has discrepancies from the information contained in the FAFSA or ~~alternative application~~ MSFAA; or

(b) Whether the applicant misreported dependency status, State residency status, or status related to eligibility for in-State tuition.

(3) OSFA may randomly select applications for verification.

(4) An applicant who filed a MSFAA and is selected for verification may only be verified by OSFA.

~~(45)~~ Selected recipients are required to provide documentation of financial data and to verify dependency and State residency or eligibility for in-State tuition.

~~(56)~~ OSFA annually shall verify the eligibility status of at least 25 percent of GA Grant award recipients.

(7) Initial GA Grant applicants shall submit a high school transcript or documentation of GED scores.

~~(68)~~ ~~New-Initial~~ and renewal GA Grant recipients shall provide documentation of financial data to verify eligibility as requested by OSFA.

~~(79)~~ OSFA shall notify a student who has been selected for verification in writing, and shall advise the student that the student is required to provide the following documents within the time specified in the notification:

(a) A Maryland Office of Student Financial Assistance Dependent or Independent Verification Form to verify:

(i) ~~Child support~~ Number of individuals in the household who will attend or are enrolled in college;

(ii) Household size;

~~(iii)~~ Other untaxed income; ~~and~~

~~(iii) State residency or eligibility for in-State tuition for non-tax filers;~~

(b) As applicable, The -the Maryland State tax return, federal IRS Tax -tax Transcript transcript, federal tax return, or IRS data retrieved through the FAFSA, and W-2 forms, 1099, or Schedule C of the student, student's parents, and student's spouse, to verify:

(i) Adjusted gross income;

(ii) Income and federal taxes paid;

(iii) Untaxed portions of IRA distributions;

(iv) Untaxed portions of pensions;

(v) Tax exempt interest income;

(vi) Education credits; and

(vii) State residency or eligibility for in-State tuition; and

(c) If deemed necessary by OSFA, a Non Tax Filer Statement for the student, student's parents, or student's spouse.

~~(810)~~ Awards shall not be issued for students who fail to provide the requested information by the deadline pursuant to this regulation established by OSFA.

~~(911)~~ Students who provide the requested documentation shall be verified in accordance with the procedures established by OSFA. Awards for students with errors shall be recalculated and adjusted or canceled in accordance with this chapter.

~~(1012)~~ OSFA annually shall perform an independent review for a select percentage of GA Grant recipients that were verified in-house. This process shall occur between July 1 and December 1. If a discrepancy is found during the review process, OSFA reserves the right to make necessary adjustments to a student's award and shall notify the student in writing.

B. Institutional Verification.

(1) The institutions annually shall verify application information for a percentage of all new Educational Excellence Award recipients to determine if students are submitting accurate financial data.

(2) OSFA shall select a minimum of 25 percent of all students who have received an EA Grant and were flagged for federal verification. Lists of the selected students shall be submitted to the institutions the students are attending.

(3) After students are selected for EA Grant verification under §B(2) of this regulation, each applicable institution shall use the U.S. Department of Education's Title IV financial aid rules and regulations to verify the:

(a) Taxable and non-taxable income of the student and, if a dependent student, the student's parents;

(b) Household size;

(c) Number of individuals in the household that will attend or are enrolled in college;

(d) Enrollment status (undergraduate or graduate);

(e) Housing status;

(f) Dependency status;

(g) Expected Family Contribution; and

(h) Transaction number of Institutional Student Information Report used.

(4) Institutions shall provide updated and verified data to OSFA by the date established by OSFA annually.

(5) Information verified by the institutions shall be used to update OSFA records.

(6) Awards for students with corrections and errors shall be recalculated and adjusted or canceled as specified in this chapter.

(7) A public institution of higher education in the State or a private nonprofit institution of higher education that is eligible for State aid under Education Article, §17-103, Annotated Code of Maryland, may, in accordance with §§B(8) – B(18) of this regulation, verify the eligibility of GA Grant applicants who:

(a) Filed a FAFSA; and

(b) Is an admitted student at or has applied for admission to the institution for the next academic year.

(8) An institution that may verify the eligibility of GA grant applicants under §B(7) of this regulation must elect to do so by notifying OSFA each year by the deadline established by OSFA.

(9) Portability of Institutional Verification.

(a) An applicant who has been verified by an institution that elects to verify GA Grant eligibility is not obligated to attend the institution performing the verification.

(b) A verification obtained by an applicant under this regulation may be used at any institution at which a GA Grant may be used under Education Article, §18-305, Annotated Code of Maryland.

(c) The amount of the GA Grant awarded to an applicant may be adjusted in accordance with the cost of attendance at the institution at which the applicant uses the award.

(10) An institution that elects to verify GA Grant eligibility shall:

(a) Verify that an applicant qualifies for a GA grant under this chapter;

(b) Evaluate the applicant's income eligibility criteria, as established by the Office, using the V1 standard Title IV financial aid verification process;

(c) For all applicants verified, regardless of their enrollment status at the institution, maintain all verification records for a period of 5 years after the end date of the award year associated with the applicant's last award; and

(d) As part of and in accordance with the regulations for the institution's annual EEA Program audit submitted under COMAR 13B.08.19, provide the Commission with an audit of the institution's verification process, to assess:

(i) Accuracy of award eligibility determination performed by the institution;

(ii) Compliance with the requirements of the V1 standard Title IV financial aid verification process, with the exception set forth in this regulation;

(iii) Accuracy of reporting by the institution to the Office in the Institutional Student Information Record; and

(iv) Compliance with §§B(7) – B(16) of this regulation; and

(e) Meet any other requirements established by the Office.

(11) Annually between October 1 and March 1 prior to the award year, OSFA will provide a list to participating institutions that identifies applicants that must submit supplemental documentation in the following categories:

(a) Initial applicants who must verify that their high school GPA or GED scores meet the threshold in Regulation .03 of this chapter;

(b) Initial applicants who must verify that their high school GPA or GED scores meet the threshold in Regulation .03 of this chapter and have been selected for verification of income eligibility; and

(c) Renewal applicants who have been selected for verification of income eligibility.

(12) An institution shall verify, as applicable:

(a) For all applicants, FAFSA completion date;

(b) For applicants who have obtained their GED, GED scores;

(c) For applicants in high school:

(i) That the applicant is in their senior year; and

(ii) The applicant's unweighted cumulative high school GPA at the end of their first semester of senior year; and

(e) For applicants selected for income verification:

(i) Number of people in applicant's household; and

(ii) All criteria required by the federal VI standard financial aid verification.

(13) An institution shall establish a communication process to notify, in writing, applicants who are required to submit supplemental information or documentation for verification.

(14) An institution may use their own institutional forms to collect supplemental information or documentation required for verification.

(15) After verification and as applicable, an institution shall report to OSFA, by the deadline established by OSFA:

(a) An applicant's unweighted GPA or GED scores; and

(b) The Institutional Student Information Record the institution used to complete an applicant's federal VI verification.

(16) An institution's failure to timely report an applicant's information as required under §B(15) of this regulation may cause the applicant to become ineligible for the GA Grant.

(17) In the event that an applicant is verified by more than one institution, the information most recently reported under §B(15) of this regulation, at the time awards are made, shall be used by OSFA to select applicants.

(18) In the event that an applicant is verified by both an institution and OSFA, the information obtained by OSFA shall be used by OSFA to select applicants.

.14 Late Awards.

A. OSFA shall consider students for late GA and EA Grants if funds become available after initial awards have been made.

B. (text unchanged)

C. Selection of Recipients.

(1) If funds are available to make late awards, OSFA shall fund GA and EA Grant ~~recipients~~ applicants as specified in §B of this regulation, and shall notify recipients and institutions.

(2) If funds become available after commencement of the fall semester and are sufficient to issue late awards, OSFA shall require the institution to verify the eligibility of ~~students~~ applicants before making awards.

.15 Appeals of Eligibility Decisions.

A. – D. (text unchanged)

E. Appeals of GA Grant Eligibility. A GA applicant or recipient may appeal an eligibility determination, in addition to the other grounds set forth in this regulation, on the grounds that the applicant or recipient:

(1) Did not complete high school or did not attain an unweighted grade point average of at least 2.5 on a 4.0 scale or its equivalent at the end of the first semester of the senior year in high school due to evidence of extenuating circumstances satisfactory to the Office;

(2) Did not begin college within 1 year of high school graduation or GED attainment due to evidence satisfactory to the Office of extenuating circumstances; ~~or~~

(3) Is a renewal student who no longer is eligible for the GA Grant program because the applicant's annual family income rises above the 150 percent poverty level; ~~or~~

(4) Did not complete the FAFSA or MSFAA by the March 1 deadline and due to evidence satisfactory to the Office of extenuating circumstances.

F. (text unchanged)

G. Appeal Procedures.

(1) An individual shall file an appeal under this regulation by submitting to OSFA a completed appeal form prescribed by OSFA.

(2) In addition to the appeal form, the individual shall submit to OSFA the following documentation:

(a) – (f) (text unchanged)

(g) If the appeal is from a student who did not file the FAFSA or MSFAA by March 1 due to extenuating circumstances, a letter from the student explaining the extenuating circumstances that caused the student to miss the deadline.

~~(gh)~~ – ~~(hi)~~ (text unchanged)

(3) – (4) (text unchanged)

H. (text unchanged)

Title 13B MARYLAND HIGHER EDUCATION COMMISSION
Subtitle 08 FINANCIAL AID

Chapter 19 Institutional Audit Requirements for Educational Excellence Awards

Authority: Education Article, §§11-105(u), 18-204(c), and 18-307, Annotated Code of Maryland

.04 Audit Requirements.

A. The audit required by Regulation .03 of this chapter shall be conducted in accordance with the standards of the American Institute of Certified Public Accountants, and in compliance with generally accepted auditing standards.

B. The audit shall determine whether and to what extent the institution has complied with the statutory and regulatory requirements of the EEA Program during the fiscal year.

C. In determining EEA Program compliance under §B of this regulation, the audit shall assess the following factors as they relate to the EEA Program:

(1) Compliance with federal regulations of institutional policies and procedures regarding satisfactory academic progress (SAP), housing, and Title IV financial aid verification requirements;

(2) Compliance with State residency requirements;

(3) Compliance with the institution's enrollment and credit completion requirements;

(4) Accuracy of award eligibility determination performed by the institution;

(5) Adequacy of reporting by the institution to the Office in the Institutional Student Information Record;

(6) Estimation of State awards disbursed by the institution; ~~and~~

(7) Verification of completed and signed Maryland College Aid Processing System (MDCAPS) Individual User Agreements; ~~and~~

(8) For institutions that elect to verify GA applicant eligibility under Education Article, §18-303.3, Annotated Code of Maryland, and COMAR 13B.08.10.13B(8), compliance with:

(a) The requirements of the VI standard Title IV financial aid verification process; and

(b) COMAR 13B.08.10.13B(7) – (18).

D. The audit report shall provide:

(1) Detail of discrepancies and the nature of noncompliant student records identified during review;

(2) Recommendations provided to the institution to resolve findings; and

(3) The total amount of award payments that were made improperly by the institution.

E. The auditor shall issue a management letter to the institution, which shall contain a listing of all material weaknesses in the institution's system of internal controls.

F. By June 1 of each year, a copy of the audit, the management letter, and the institution's response to each item in the management letter shall be filed with the Commission.

G. The Commission may request additional information from the auditor or from the institution.

H. Noncompliance with the auditor's recommendations shall be noted in future management letters and may result in payment remittance required of the institution as determined by the Commission.

.06 Payment Remittance.

A. Except as set forth in §B of this regulation, ~~The~~ the Commission shall require an institution to return to the Commission any overpayments of EEA Program funds that were not awarded and paid consistent with statute and regulation.

B. For institutions that elect to verify GA applicant eligibility under Education Article, §18-303.3, Annotated Code of Maryland, and COMAR 13B.08.10.13B, overpayments of EEA Program funds arising from a verification made under this election shall be paid by the institution that made the verification, regardless of what school the student attends.

~~BC.~~ Except as provided in ~~§C-D~~ of this regulation, the institution may elect to remit payment to the Commission in one of the following ways:

- (1) A check payable to the Maryland Higher Education Commission;
- (2) Electronic Funds Transfer (EFT); or
- (3) Deduction from the initial payment from the Commission to the institution in the subsequent award year.

~~CD.~~ If the return of funds relates to the Campus Based EEA Program, then the institution shall return the funds to the Commission by check.

~~DE.~~ The Commission may discontinue an institution's eligibility to participate in the EEA Program if the institution fails to return funds pursuant to §A of this regulation within the time frame specified by the Commission.



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Andrew R. Smarick
Chair

James D. Fielder, Jr., Ph. D.
Secretary

MEMORANDUM

DATE: February 24, 2021

TO: Commissioners, Maryland Higher Education Commission

FROM: Trish Gordon McCown, Director of Academic Affairs
STAFF: Karen King-Sheridan, Associate Director, Collegiate Affairs
Jacqueline Cade, Education Policy Analyst, Collegiate Affairs

SUBJECT: Report on Institutions of Higher Education Program Review: Secretary Actions for Quarter 4 (October 1, 2020 to December 31, 2020)

During the current reporting period, the Secretary of Higher Education acted on a total of **179** academic program proposals requiring review under Code of Maryland Regulations (COMAR) 13B.02.01 and 13B.02.03, and they are outlined immediately below.

Actions by In-State Institutions (ISI)	Number of Actions	Segment
Programs Objected to	1	at independent colleges and universities
	0	at public four-year colleges and universities
	0	at public community colleges
New Degree Programs	5	at independent colleges and universities
	7	at public four-year colleges and universities
	1	at public community colleges
New Certificate Programs	4	at independent colleges and universities
	7	at public four-year colleges and universities
	4	at public community colleges
New Areas of Concentration	0	at independent colleges and universities
	2	at public four-year colleges and universities
	1	at public community colleges
Substantial Modifications to Existing Program	0	at independent colleges and universities
	1	at public four-year colleges and universities
	5	at public community colleges
Non-substantial Modifications to Existing Program	25	at independent colleges and universities
	50	at public four-year colleges and universities
	49	at public community colleges

Withdrawn Proposals	1	at independent colleges and universities
	0	at public four-year colleges and universities
	1	at public community colleges
Institutional Program Partnerships	9	at independent colleges and universities
	4	at public four-year colleges and universities
	0	at public community colleges
Proposals Not Approved or Recommended	0	at independent colleges and universities
	0	at public four-year colleges and universities
	0	at public community colleges
Quarter 4 Total Actions by ISI <i>objections not included in this total</i>	44	at independent colleges and universities
	71	at public four-year colleges and universities
	61	at public community colleges

Actions by Out-of-State Institutions (OOS)	Number of Actions	Segment
Programs Objected to	1	at out-of-state institutions
New Programs	0	
Renewal Programs	3	
Conditionally Authorized Programs	0	
New Areas of Concentration	0	
Suspended	0	
Discontinued	0	
Proposals Withdrawn	0	
Proposals Not Approved/Recommended	0	
Quarter 4 Total Actions by OOS <i>objections not included in this total</i>	3	

Quarter 4 Total Actions by ISI and OOS <i>objections not included in this total</i>	179
---	-----

I. PROGRAM OBJECTIONS - 1

Code of Maryland Regulations (COMAR) 13B.02.03.27B requires the Commission to circulate program proposals for thirty days for comment or objections from in-state institutions.

The Secretary or an institution may file an objection to implementation of a proposed program if the objection is based on:

- a. Inconsistency of the proposed program with the institution’s approved mission;
- b. Not meeting a regional or Statewide need consistent with the State Plan;
- c. Unreasonable program duplication which would cause demonstrable harm to another institution; or
- d. Violation of the State’s equal educational opportunity obligations under State and federal law.

What follows is a summary of all in-state objections the Commission has received to programs submitted for review, upon which the Secretary has issued a decision between October 1, 2020 and December 31, 2020.

Proposing Institution	Program Proposed	Objecting Institution	Objection Rationale	Action	Rationale for Action	Action Date
Notre Dame of Maryland University	Physician Assistant	Towson University, University of Maryland, University of Maryland Eastern Shore	Duplication of clinical placement sites	Recommended	No evidence of creating a reduction in clinical placements; (2) Workforce Need; (3) Existing programs cannot meet workforce need	Initial Decision 10/13/2020 Final Decision 12/30/2020

II. NEW DEGREE PROGRAMS APPROVED/RECOMMENDED – 13

Independent Four-Year Colleges and Universities – 5

Institution	Degree Award	Academic Program Name	Action Date
Capitol Technology University	MS (Master of Science)	Product Management	10/20/2020
Johns Hopkins University	MS (Master of Science)	Education Policy	10/7/2020
Lincoln College of Technology	LDC (Lower Division Certificate)	Institutional Approval to offer Distance Ed	10/23/2020
Mount St. Mary's University	MS (Master of Science)	Applied Behavior Analysis	11/2/2020
Notre Dame of Maryland University	MS (Master of Science)	Physician Assistant	10/13/2020

Public Four-Year Colleges and Universities – 7

Institution	Degree Award	Academic Program Name	Action Date
Morgan State University	Doc (Doctorate)	Secure Embedded Systems	12/18/2020
University of Maryland Eastern Shore	BA (Bachelor of Arts)	Digital Media Studies	11/24/2020
University of Maryland, Baltimore	MS (Master of Science)	Global Health	11/24/2020
University of Maryland, Baltimore	MS (Master of Science)	Vulnerability and Violence Reduction	12/18/2020
University of Maryland, College Park	MS (Master of Science)	Measurement, Statistics, and Evaluation	10/21/2020
Coppin State University	MS (Master of Science)	Polymer and Material Sciences	12/18/2020
Coppin State University	MS (Master of Science)	Applied Molecular Biology and Biochemistry	12/18/2020

Community Colleges – 1

Institution	Degree Award	Academic Program Name	Action Date
Cecil College	AAS (Associate of Applied Science)	Bioproduction	10/20/2020

III. NEW CERTIFICATE PROGRAMS APPROVED/RECOMMENDED - 15

Independent Four-Year Colleges and Universities – 4

Institution	Degree Award	Academic Program Name	Action Date
Johns Hopkins University	PBC (Post-Baccalaureate Certificate)	Gender and Health	10/20/2020
Johns Hopkins University	PBC (Post-Baccalaureate Certificate)	Rigor, Reproducibility, and Responsibility in Scientific Practice.	10/20/2020
Notre Dame of Maryland University	PBC (Post-Baccalaureate Certificate)	Leadership in Teaching: Differentiated Instruction	10/21/2020
Mount St. Mary's University	PMC (Post-Master's Certificate)	Applied Behavior Analysis	11/4/2020

Public Four-Year Colleges and Universities –7

Institution	Degree Award	Academic Program Name	Action Date
Towson University	PBC (Post-Baccalaureate Certificate)	Health Leadership	10/21/2020
Towson University	PBC (Post-Baccalaureate Certificate)	Global Citizenship in Education	10/7/2020
Towson University	PBC (Post-Baccalaureate Certificate)	Online Learning and Teaching	11/24/2020
Towson University	UDC (Upper Division Certificate)	Entrepreneurship	12/18/2020
University of Maryland, Baltimore	PBC (Post-Baccalaureate Certificate)	Global Health Program Monitoring and Evaluation	11/24/2020
University of Maryland, Baltimore	PBC (Post-Baccalaureate Certificate)	Vulnerability and Violence Reduction	12/18/2020
University of Maryland, Baltimore	PBC (Post-Baccalaureate Certificate)	Substance Use and Addictions Nursing	11/19/2020

Community Colleges – 4

Institution	Degree Award	Academic Program Name	Action Date
Anne Arundel Community College	LDC (Lower Division Certificate)	Spanish	11/30/2020
Cecil College	LDC (Lower Division Certificate)	Health Sciences	10/20/2020
Cecil College	LDC (Lower Division Certificate)	Visual Communications Digital Commerce	10/20/2020
Montgomery College	LDC (Lower Division Certificate)	Homeland Security Certificate	11/4/2020

IV. NEW AREAS OF CONCENTRATION APPROVED/RECOMMENDED – 3

Independent Four-Year Colleges and Universities – 0

Public Four-Year Colleges and Universities – 2

Institution	Degree Award	Academic Program Name	Area of Concentration	Action Date
University of Baltimore	BS (Bachelor of Science)	Applied Information Technology	Cybersecurity	10/21/2020
University of Baltimore	BS (Bachelor of Science)	Applied Information Technology	Application Development	10/21/2020

Community Colleges - 1

Institution	Degree Award	Academic Program Name	Area of Concentration	Action Date
Montgomery College	AA (Associates of Arts)	Arts and Sciences	Criminal Justice	12/17/2020

V. SUBSTANTIAL MODIFICATIONS APPROVED/RECOMMENDED – 6

Independent Four-Year Colleges and Universities – 0

Public Four-Year Colleges and Universities – 1

Institution	Degree Award	Academic Program Name	Review Action	Action Date
Coppin State University	MS (Master of Science)	Addictions Counseling	Substantial Change to Degree Program	10/5/2020

Community Colleges – 5

Institution	Degree Award	Academic Program Name	Review Action	Action Date
Cecil College	AA (Associate of Arts)	Psychology	Substantial Change to Degree Program	6/17/2020
Cecil College	LDC (Lower Division Certificate)	Visual Communications – Web Design and Multimedia	Substantial Change to Certificate Program	9/22/2020
Cecil College	LDC (Lower Division Certificate)	Visual Communications – Simulation Design and Gaming	Substantial Change to Certificate Program	9/22/2020
Cecil College	LDC (Lower Division Certificate)	Visual Communications – Professional Photography	Substantial Change to Certificate Program	9/22/2020
Montgomery College	LDC (Lower Division Certificate)	Women's and Gender Studies	Substantial Change to Certificate Program	7/13/2020

VI. NON-SUBSTANTIAL MODIFICATIONS APPROVED/RECOMMENDED – 124

Independent Four-Year Colleges and Universities – 25

Institution	Degree Award	Academic Program Name	Area of Concentration	Review Action	Action Date
Hood College	PBC (Post-Baccalaureate Certificate)	Thanatology		Change Program Modality	12/18/2020
Lincoln College of Technology	LDC (Lower Division Certificate)	Automotive Technology		Change Program Modality	11/2/2020
Lincoln College of Technology	LDC (Lower Division Certificate)	Automotive Technology with Audi		Change Program Modality	11/2/2020
Lincoln College of Technology	LDC (Lower Division Certificate)	Electrical and Electronic Systems Technology		Change Program Modality	11/2/2020
Lincoln College of Technology	LDC (Lower Division Certificate)	Air Conditioning, Refrigeration & Heating Technology		Change Program Modality	11/2/2020
Lincoln College of Technology	LDC (Lower Division Certificate)	Welding and Metal Fabrication Technology		Change Program Modality	11/2/2020
Lincoln College of Technology	LDC (Lower Division Certificate)	Culinary Arts and Food Services		Change Program Modality	11/2/2020
Lincoln College of Technology	LDC (Lower Division Certificate)	International Baking and Pastry		Change Program Modality	11/2/2020
Lincoln College of Technology	AAS (Associate of Applied Science)	Automotive Service Management		Change Program Modality	11/2/2020
Lincoln College of Technology	AAS (Associate of Applied Science)	Electrical and Electronic Systems Technology		Change Program Modality	11/2/2020
Lincoln College of Technology	LDC (Lower Division Certificate)	Automotive Technology		Code Change	11/2/2020
Lincoln College of Technology	AS (Associate of Science)	Automotive Service Management		Code Change	11/2/2020
Stevenson University	MS (Master of Science)	Forensic Science (MFS)		Code Change	10/26/2020
Stevenson University	MS (Master of Science)	Forensic Sciences		Code Change	10/27/2020
Stevenson University	MS (Master of Science)	Forensic Studies		Code Change	10/27/2020
Stevenson University	MS (Master of Science)	Forensic Investigation		Code Change	10/27/2020

Stevenson University	PBC (Post-Baccalaureate Certificate)	Forensic Investigation		Code Change	10/27/2020
Stevenson University	MS (Master of Science)	Crime Science Investigation		Code Change	10/27/2020
Stevenson University	MS (Master of Science)	Cyber Forensics		Code Change	10/27/2020
Washington Adventist University	BA (Bachelor of Arts)	Information Systems		Change Program Modality	12/18/2020
Washington Adventist University	BS (Bachelor of Science)	Health care Administration		Change Program Modality	12/18/2020
Washington Adventist University	MS (Master of Science)	Health care Administration		Change Program Modality	12/18/2020
Washington Adventist University	BS (Bachelor of Science)	RN-BSN		Change Program Modality	12/18/2020
Washington Adventist University	MS (Master of Science)	Nursing Education		Change Program Modality	12/18/2020
Washington Adventist University	MS (Master of Science)	Nursing and Business Leadership		Change Program Modality	12/18/2020

Public Four-Year Colleges and Universities – 50

Institution	Degree Award	Academic Program Name	Area of Concentration	Review Action	Action Date
Bowie State University	BS (Bachelor of Science)	Bioinformatics		Code Change	10/27/2020
Bowie State University	PBC (Post-Baccalaureate Certificate)	Project Management		Code Change	10/27/2020
Bowie State University	PMC (Post-Master's Certificate)	Nurse Educator		Code Change	10/27/2020
Coppin State University	MS (Master of Science)	Reading		Suspend Program	10/21/2020
Coppin State University	MEd (Master of Education)	Curriculum and Instruction		Suspend Program	11/24/2020
Morgan State University	MArch (Master of Architecture)	Architecture		Non-Substantial Program Change	12/18/2020
Morgan State University	Doc (Doctorate)	Public Health		Change Program Modality	12/18/2020
Morgan State University	BS (Bachelor of Science)	Transportation Systems		Code Change	10/30/2020
Morgan State University	BS (Bachelor of Science)	Strategic Communications		Code Change	10/30/2020
Morgan State University	BS (Bachelor of Science)	Nutritional Science		Code Change	10/30/2020
Morgan State University	BS (Bachelor of Science)	Cloud Computing		Code Change	10/30/2020

Morgan State University	BS (Bachelor of Science)	Health Education		Code Change	10/30/2020
Morgan State University	PBC (Post-Baccalaureate Certificate)	Urban Transportation		Code Change	10/30/2020
Morgan State University	PBC (Post-Baccalaureate Certificate)	Urban Journalism		Code Change	10/30/2020
Morgan State University	PBC (Post-Baccalaureate Certificate)	Health Records Management		Code Change	10/30/2020
Morgan State University	PBC (Post-Baccalaureate Certificate)	Health Leadership and Management		Code Change	10/30/2020
Morgan State University	PBC (Post-Baccalaureate Certificate)	Project Management		Code Change	10/30/2020
Morgan State University	MS (Master of Science)	Project Management		Code Change	10/30/2020
Morgan State University	MS (Master of Science)	Urban Transportation		Code Change	10/30/2020
Morgan State University	MS (Master of Science)	Construction Management		Code Change	10/30/2020
Morgan State University	Doc (Doctorate)	Transportation & Urban Infrastructure Systems		Code Change	10/30/2020
Morgan State University	Doc (Doctorate)	Bio-Environmental Sciences		Code Change	10/30/2020
Morgan State University	Doc (Doctorate)	Industrial and Computational Mathematics		Code Change	10/30/2020
Morgan State University	Doc (Doctorate)	Nursing		Code Change	10/30/2020
Morgan State University	Doc (Doctorate)	Transportation and Urban Infrastructure Systems		Non-Substantial Program Change	12/18/2020
St. Mary's College of Maryland	BS (Bachelor of Science)	Sociology		Code Change	10/21/2020
Towson University	MS (Master of Science)	Health Science	School Health	Discontinued Program	10/21/2020
Towson University	BA (Bachelor of Arts)	Early Childhood/Special Education		Code Change	10/27/2020
Towson University	BA (Bachelor of Arts)	Mass Communications		Code Change	10/27/2020
Towson University	PBC (Post-Baccalaureate Certificate)	Teaching English Learners		Code Change	10/27/2020

MARYLAND HIGHER EDUCATION COMMISSION

6 N. Liberty Street • 10th Floor • Baltimore, MD 21201

T 410.767.3300 • 800.974.0203 • F 410.332.0270 • TTY for the Deaf 800.735.2258 www.mhec.maryland.gov

Towson University	PBC (Post-Baccalaureate Certificate)	School Library Media		Code Change	10/27/2020
Towson University	CAS (Certificate of Advanced Study)	Organizational Change		Code Change	10/27/2020
Towson University	MA (Master of Arts)	Communication Management		Code Change	10/27/2020
University of Maryland Eastern Shore	MS (Master of Science)	Clinical Rehabilitation Counseling		Change Program Title	10/21/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Aviation Science	Aeronautics	Code Change	10/29/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Aviation Science	Aviation Management	Code Change	10/29/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Aviation Science	Professional Pilot	Code Change	10/29/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Aviation Science	Software Engineering	Code Change	10/29/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Construction Management Technology		Code Change	10/29/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Criminal Justice		Code Change	10/29/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Engineering Technology		Code Change	10/29/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Engineering Technology	Electrical/Electronics Engineering Technology	Code Change	10/29/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Hospitality & Tourism Management		Code Change	10/29/2020
University of Maryland Eastern Shore	BA (Bachelor of Arts)	Jazz and Popular Music		Code Change	10/29/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Pro Golfer's Association (PGA) Golf Management		Code Change	10/27/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Rehabilitation Psychology		Code Change	10/27/2020
University of Maryland Eastern Shore	BS (Bachelor of Science)	Rehabilitation Services		Code Change	10/27/2020
University of Maryland Eastern Shore	Doc (Doctorate)	Organizational Leadership		Code Change	10/27/2020
University of Maryland, Baltimore County	BA (Bachelor of Arts)	African American Studies		Change Program Title	10/21/2020
University of Maryland, Baltimore County	BS (Bachelor of Science)	Geography and Environmental Studies		Code Change	10/27/2020

MARYLAND HIGHER EDUCATION COMMISSION

6 N. Liberty Street • 10th Floor • Baltimore, MD 21201

T 410.767.3300 • 800.974.0203 • F 410.332.0270 • TTY for the Deaf 800.735.2258 www.mhec.maryland.gov

Community Colleges – 49

Institution	Degree Award	Academic Program Name	Area of Concentration	Review Action	Action Date
Anne Arundel Community College	LDC (Lower Division Certificate)	Paralegal Studies		Non-Substantial Program Change	10/14/2020
Carroll Community College	LDC (Lower Division Certificate)	Commercial Art		Discontinued Program	12/21/2020
Carroll Community College	LDC (Lower Division Certificate)	Computer Information Systems - Micro		Discontinued Program	12/21/2020
Carroll Community College	LDC (Lower Division Certificate)	Construction Technology		Discontinued Program	12/21/2020
Carroll Community College	LDC (Lower Division Certificate)	Data Communications Technology		Discontinued Program	12/21/2020
Carroll Community College	LDC (Lower Division Certificate)	Early Childhood Education		Discontinued Program	12/21/2020
Carroll Community College	LDC (Lower Division Certificate)	Quality Management and Technology		Discontinued Program	12/21/2020
Carroll Community College	AAS (Associate of Applied Science)	Accounting		Discontinued Program	12/21/2020
Carroll Community College	AAS (Associate of Applied Science)	Commercial Art		Discontinued Program	12/21/2020
Carroll Community College	AAS (Associate of Applied Science)	Construction Technology		Discontinued Program	12/21/2020
Carroll Community College	AAS (Associate of Applied Science)	Data Communications Technology		Discontinued Program	12/21/2020
Carroll Community College	AAS (Associate of Applied Science)	Office Technology		Discontinued Program	12/21/2020
Cecil College	LDC (Lower Division Certificate)	Visual Communications - Graphic Design		Non-Substantial Program Change	12/17/2020
Community College of Baltimore County	LDC (Lower Division Certificate)	Aviation Management		Suspend Program	11/30/2020
Community College of Baltimore County	LDC (Lower Division Certificate)	Air Traffic Control		Suspend Program	11/30/2020
Community College of Baltimore County	LDC (Lower Division Certificate)	Flight Attendant		Suspend Program	11/30/2020

Community College of Baltimore County	LDC (Lower Division Certificate)	Flight Training		Suspend Program	11/30/2020
Frederick Community College	LDC (Lower Division Certificate)	American Sign Language		Code Change	10/23/2020
Frederick Community College	LDC (Lower Division Certificate)	Audio Production		Code Change	10/23/2020
Frederick Community College	LDC (Lower Division Certificate)	Cloud Computing		Code Change	10/23/2020
Frederick Community College	LDC (Lower Division Certificate)	Corrections		Code Change	10/23/2020
Frederick Community College	LDC (Lower Division Certificate)	Entrepreneurship and Small Business Start-Up		Code Change	10/23/2020
Frederick Community College	LDC (Lower Division Certificate)	Film & Video Production		Code Change	10/23/2020
Frederick Community College	LDC (Lower Division Certificate)	Game Programming		Code Change	10/23/2020
Frederick Community College	LDC (Lower Division Certificate)	Project Management		Code Change	10/26/2020
Frederick Community College	LDC (Lower Division Certificate)	Social Media Management		Code Change	10/26/2020
Garrett College	LDC (Lower Division Certificate)	Electro-Mechanical Technology		Discontinued Program	11/30/2020
Garrett College	LDC (Lower Division Certificate)	Cyber Security		Code Change	10/23/2020
Garrett College	LDC (Lower Division Certificate)	Adventure Sports Management		Code Change	10/23/2020
Garrett College	AAS (Associate of Applied Science)	Adventure Sports Management		Code Change	10/23/2020
Hagerstown Community College	AAT (Associate of Arts in Teaching)	Elementary Education/Generic Special Education Prek-12, A.A.T		Change Program Title	10/20/2020
Hagerstown Community College	AAT (Associate of Arts in Teaching)	Early Childhood Education		Change Program Title	10/20/2020
Hagerstown Community College	AA (Associate of Arts)	Arts and Sciences	Health, Physical Education, and Leisure Studies	Discontinued Program	10/20/2020

Hagerstown Community College	LDC (Lower Division Certificate)	Geothermal Energy Installation and Service, Alternative Energy Technology		Code Change	10/26/2020
Hagerstown Community College	LDC (Lower Division Certificate)	Solar/Wind Energy Installation and Service, Alternative Energy Technology		Code Change	10/26/2020
Hagerstown Community College	LDC (Lower Division Certificate)	Computer-Aided Design		Code Change	10/26/2020
Hagerstown Community College	AAS (Associate of Applied Science)	Alternative Energy Technology		Code Change	10/26/2020
Hagerstown Community College	AAS (Associate of Applied Science)	Mechanical Engineering Technology	Computer-Aided Design	Code Change	10/26/2020
Hagerstown Community College	AAS (Associate of Applied Science)	Technical Studies		Code Change	10/26/2020
Hagerstown Community College	LDC (Lower Division Certificate)	Industrial Technology		Non-Substantial Program Change	12/17/2020
Hagerstown Community College	LDC (Lower Division Certificate)	Solar/ Wind Energy Installation and Service, Alternative Energy Technology		Non-Substantial Program Change	12/17/2020
Howard Community College	AA (Associate of Arts)	Arts and Sciences Transfer	Gaming and Simulation Design	Change Program Title	12/17/2020
Howard Community College	AA (Associate of Arts)	General Studies Transfer	Science Emphasis	Change Program Title	12/17/2020
Montgomery College	LDC (Lower Division Certificate)	Women's Studies		Change Program Modality	12/17/2020
Montgomery College	LDC (Lower Division Certificate)	Women's Studies		Change Program Title	12/17/2020
Montgomery College	LDC (Lower Division Certificate)	Hospitality Supervision & Leadership		Change Program Modality	12/17/2020
Prince George's Community College	AA (Associate of Arts)	General Studies	Physical Education	Reactivate Program	11/30/2020
Prince George's Community College	AA (Associate of Arts)	General Studies	Dietetics	Reactivate Program	11/30/2020
Prince George's Community College	AA (Associate of Arts)	General Studies	Food Sciences	Reactivate Program	11/30/2020

VII. WITHDRAWN PROPOSAL – 2

Independent Four-Year Colleges and Universities – 1

Institution	Degree Award	Academic Program Name	Action Date
Washington Adventist University	BA (Bachelor of Arts)	Early Childhood Care and Education	10/22/2020

Public Four-Year Colleges and Universities – 0

Community Colleges – 1

Institution	Degree Award	Academic Program Name	Action Date
Hagerstown Community College	LDC (Lower Division Certificate)	Computer Support Specialist	10/6/2020

VIII. INSTITUTIONAL PROGRAM PARTNERSHIPS/ENGAGEMENT – 13

Independent Four-Year Colleges and Universities – 9

Institution	Degree Award	Academic Program Name	Review Action	Action Date
Loyola University Maryland	M.A.T. (Master of Arts in Teaching)	Elementary	Closed Site Approval	11/24/2020
Loyola University Maryland	M.A.T. (Master of Arts in Teaching)	Secondary	Closed Site Approval	11/24/2020
Loyola University Maryland	M.Ed (Master of Education)	Educational Leadership	Closed Site Approval	11/24/2020
Loyola University Maryland	M.Ed (Master of Education)	Education Technology	Closed Site Approval	11/24/2020
Loyola University Maryland	M.Ed (Master of Education)	Literacy with Reading AoC	Closed Site Approval	11/24/2020
Loyola University Maryland	M.Ed (Master of Education)	Literacy with Literacy Teacher for Culturally Linguistic Diverse Populations AoC	Closed Site Approval	11/24/2020
Loyola University Maryland	PMC (Post-Master's Certificate)	Administration and Supervision	Closed Site Approval	11/24/2020
Loyola University Maryland	PBC (Post-Baccalaureate Certificate)	Teaching English Language Learners (TELL)	Closed Site Approval	11/24/2020
Loyola University Maryland	MA (Master of Arts)	Curriculum and Instruction for Social Justice	Closed Site Approval	11/24/2020

Public Four-Year Colleges and Universities – 4

Institution	Degree Award	Academic Program Name	Review Action	Action Date
Towson University	MS (Master of Science)	Instructional Technology (St. Mary's Co. PSS)	Program at RHEC	10/21/2020
Towson University	MS (Master of Science)	Instructional Technology (Charles Co. PSS)	Program at RHEC	10/21/2020
Towson University	MS (Master of Science)	Computer Science	Closed Site Approval	10/21/2020
Towson University	BS (Bachelor of Science)	Healthcare Management	Off-campus	12/18/2020

Community Colleges – 0

IX. PROPOSALS NOT APPROVED/ RECOMMENDED - 0

Independent Four-Year Colleges and Universities – 0

Public Four-Year Colleges and Universities – 0

Community Colleges - 0

X. OUT-OF-STATE INSTITUTIONS (OOS)

Actions by Out-of-State Institutions (OOS)	Number of Actions*	Segment
Programs Objected to	1	at out-of-state institutions * Unlike in-state proposals, approval of out-of-state institutions expires each August 31st. Institutions not under extended approval submit a request for renewed approval annually, typically by March 31st. Also, of note, the majority of out-of-state institutions are now under extended approval for five years and submit an application only for new programs requested during the extended approval period.
New Programs	0	
Renewal Programs	3	
Conditionally Authorized Programs	0	
New Areas of Concentration	0	
Suspended	0	
Discontinued	0	
Programs Withdrawn	0	
Programs Not Authorized	0	
Quarter 4 Total Actions by OOS <i>objections not included in this total</i>	3	

X. OUT-OF-STATE INSTITUTIONS (OOS)

(OOS Program Objections) – 1

Proposing Institution	Program Proposed	Objecting Institution	Objection Rationale	Action	Rationale for Action	Action Date
Southeastern University	Associate of Arts - General Education	Montgomery College	Unreasonable Duplication	Authorized	Determined not unreasonably duplicative	11/30/2020

(OOS Approved New and Renewal Programs) – 3

Institution	Degree Level	Program Title	New (N) or Renew (R)	Action Date	Offered Elsewhere in MD
Southeastern University	AA	General Education	R	9/3/2020	Y
	AML	Ministerial Leadership	R	9/3/2020	Y
	BS	Ministerial Leadership	R	9/3/2020	Y

OOS New and Renewal Areas of Concentration – 0

OOS Suspended or Discontinued Programs – 0

OOS Programs Withdrawn – 0

OOS Programs Not Authorized – 0



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Andrew R. Smarick
Chair

James D. Fielder, Jr., Ph. D.
Secretary

MEMORANDUM

DATE: February 18, 2021

TO: Commissioners, Maryland Higher Education Commission

FROM: Trish Gordon McCown, M.S., Director of Academic Affairs

STAFF: Ashley Wallace, Ph.D., Associate Director, Career & Workforce Education

SUBJECT: Report on Private Career Schools: Secretary Actions for Quarter 4
(October 1, 2020 – December 30, 2020)

During the current reporting period, the Secretary of Higher Education acted on a total of **297 non-degree academic program proposals** requiring review under Code of Maryland Regulations (COMAR) 13B.01.01, and they are outlined immediately below.

Private Career School Activities	Number of Actions
New Schools	1
New Programs	0
Approval of Changes of Location	0
Approval of Name Changes	0
Approval of Change of Ownership	0
Approval of Change of Director	0
Approval of Separate Classrooms	0
Other Business Approvals	0
Certificate Renewals	2
Cease and Desist Orders	0
Notices of Deficiencies	0
School Approvals Withdrawn	1
Program Approvals Withdrawn	0
Workforce Development Sequence Scholarship Approvals	31
Workforce Development Sequence Scholarship Denials	0
Workforce Development Sequence Scholarship Modifications – Approvals	6
Workforce Development Sequence Scholarship Modifications – Denials	0
Transcripts	236
Training Provider Questionnaires	20
Quarter 4 Total Actions	297

I. APPROVAL OF NEW SCHOOLS - 1

Institution	Address	Approval Date	Program – Clock Hours
Gorgitenders, LLC d/b/a Gorgitenders Bartending Academy	912 S. Charles St.; Baltimore, MD 21201	11/24/2020	Bartending & Mixology (45 clock hours)

II. NEW PROGRAMS REVIEWED AND APPROVED – 0

III. APPROVAL OF CHANGES OF LOCATION – 0

IV. APPROVAL OF NAME CHANGES – 0

V. APPROVAL OF CHANGE OF OWNERSHIP - 0

VI. APPROVAL OF CHANGE OF DIRECTOR – 0

VII. APPROVAL OF SEPARATE CLASSROOMS – 0

VIII. “OTHER BUSINESS” - 0

IX. CERTIFICATE RENEWALS – 2

Institution	Date	Certificate Number
Del-Mar-Va Beauty Academy	10/13/2020	1980
Top Knowledge Healthcare Institute	11/24/2020	1982

X. CEASE AND DESIST ORDERS - 0

XI. NOTICES OF DEFICIENCIES - 0

XII. SCHOOL APPROVALS WITHDRAWN – 1

Institution	Address	Withdrawal Date	Program(s) – Clock Hours
Von Lee International School of Aesthetics	309 Reisterstown Road; Pikesville, MD 21208	12/4/2020	Esthetics (600 clock hours) Make-up Artistry (40 clock hours)
<u>Comments:</u> The school closed on October 31, 2020. This was deemed an "orderly closure" as no students were enrolled at the time of closure and no students were affected.			

XIII. PROGRAM APPROVALS WITHDRAWN – 0

XIV. WORKFORCE DEVELOPMENT SEQUENCE SCHOLARSHIP – 37

INITIAL APPROVALS			
Anne Arundel Community College			
	Approval Date	Course Sequence Name	Sequence #
1	November 13, 2020	Accounting Principles Using Technology	110200-007
2	November 13, 2020	AutoCAD Certified User	110200-008
3	November 13, 2020	Bartender	110200-009
4	November 13, 2020	Carnival Games Dealer	110200-010
5	November 13, 2020	Casino Craps Dealer	110200-011
6	November 13, 2020	Casino Pai Gow Poker Dealer	110200-012
7	November 13, 2020	Casino Poker Dealer	110200-013
8	November 13, 2020	Casino Roulette Dealer	110200-014
9	November 13, 2020	Certified Nursing Assistant/Geriatric Nursing Assistant	110200-015
10	November 13, 2020	Construction Estimating	110200-016
11	November 13, 2020	Dietary Manager	110200-017
12	November 13, 2020	Essential Computer Skills for Today’s Workforce	110200-018
13	November 13, 2020	HVACR Technician Level One	110200-019
14	November 13, 2020	Introduction to Mobile App Development	110200-020
15	November 13, 2020	Introduction to Teaching English as a Second Language	110200-021
16	November 13, 2020	Lead Teacher 90 Hour Preschool CC Training	110200-022
17	November 13, 2020	Mini Baccarat Dealer	110200-023
18	November 13, 2020	Nail Technician	110200-024
19	November 13, 2020	Professional Cooking Skills	110200-025
20	November 13, 2020	Veterinary Assisting	110200-026
Baltimore City Community College			
	Approval Date	Course Sequence Name	Sequence #
1	November 13, 2020	Diesel Mechanics	111300-006

Carroll Community College			
	Approval Date	Course Sequence Name	Sequence #
1	November 13, 2020	EKG Technician	110770-11
2	November 13, 2020	Emergency Medical Technician	110770-12
Cecil College			
	Approval Date	Course Sequence Name	Sequence #
1	November 13, 2020	NCCER HVAC/R	110900-014
2	November 13, 2020	NCCER Welding	110900-015
Frederick Community College			
	Approval Date	Course Sequence Name	Sequence #
1	December 14, 2020	Welding - GMAW	11700-019
2	December 14, 2020	Welding - SMAW	11700-020
3	December 14, 2020	Welding - SMAW 4G	11700-021
4	December 14, 2020	Medical Billing	111700-022
Hagerstown Community College			
	Approval Date	Course Sequence Name	Sequence #
1	November 13, 2020	Diesel Technician	112100-013
2	November 13, 2020	Skilled Trades Core Pre-Apprenticeship	112100-014
TOTAL INITIAL APPROVALS = 31			

MODIFICATIONS			
Anne Arundel Community College			
	Approval Date	Course Sequence Name	Sequence #
1	November 13, 2020	Dental Assisting and Radiology	110200-003
Chesapeake College			
	Approval Date	Course Sequence Name	Sequence #
1	November 13, 2020	Commercial Driver's License Prep	111100-002
2	November 13, 2020	Commercial Driver's License Bus Training	111100-003
3	November 13, 2020	Commercial Driver's License Prep w/ Bus Endorsement	111100-009
Hagerstown Community College			
	Approval Date	Course Sequence Name	Sequence #
1	November 13, 2020	AMA General and Human Resource Management Certificate I & II	112100-011
2	November 19, 2020	Nurse Refresher	112100-005
TOTAL MODIFICATIONS = 6			

XV. TRANSCRIPT REQUESTS – 236

Transcripts Processed from Closed Postsecondary Institutions
Total Processed = 236

XVI. TRAINING PROVIDER QUESTIONNAIRES - 20

Training Provider Questionnaire (TPQ) Response Letters		
Unregulated (Secretary Approval Not Required)	Regulated/Not Exempt (Secretary Approval Required)	Exempt (Secretary Approval Not Required)
Gear Up CDL Training (10/30/2020)		University of Maryland Upper Chesapeake Medical Center (10/14/2020)
Maryland Success Academy d/b/a Maryland Success Lab, LLC (10/30/2020)		University of Maryland Harford Memorial Hospital (10/14/2020)
Coco Amore Beauty (10/30/2020)		
BMOT Consultants LLC (10/30/2020)		
City Chef Consulting LLC (10/30/2020)		
CW My Paramedical LLC (10/30/2020)		
Tribute Home Care (11/16/2020)		
Interact Homecare Training Institute (11/24/2020)		
Code Fellows (12/7/2020)		
Doctors Community Rehabilitation and Patient Care Center (12/7/2020)		

CompTIA (12/7/2020)		
Creating IT Futures (12/7/2020)		
Sterling Care South Mountain (12/7/2020)		
First Stick Phlebotomy Training (12/10/2020)		
PM-ProLearn (12/10/2020)		
Yellow Tail Training LLC (12/11/2020)		
Code Platoon (12/16/2020)		
SANS Institute (12/17/2020)		
Total Actions = 20		



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Andrew R. Smarick
Chair

James D. Fielder, Jr., Ph. D.
Secretary

MEMORANDUM

DATE: February 24, 2021

TO: Maryland Higher Education Commission

FROM: Alexia Van Orden
Staff Liaison, Maryland Fire-Rescue Education Training Commission

SUBJECT: Approval of Proposed COMAR Amendments – Maryland Instructor Certification Review Board Regulations

The purpose of this memorandum is to request approval to publish for comment proposed regulations for the Maryland Instructor Certification Review Board (MICRB). The attached amendments revise the regulations to update the edition year of the appropriate instructor standards manual, change certain instruction methods, and make minor style and language changes.

The Maryland Instructor Certification Review Board is responsible for establishing a process for certifying emergency services instructors in accordance with standards established by the Maryland Higher Education Commission through the Maryland Fire-Rescue Education Training Commission. Certification granted by the Maryland Instructor Certification Review Board provides emergency services personnel throughout the state with competent instructors qualified to provide instruction and training in one or more emergency services disciplines.

RECOMMENDATION: It is recommended that the Maryland Higher Education Commission approves for publication the attached proposed amendments to the Maryland Instructor Certification Review Board regulations, and authorize MHEC's attorneys to approve non-substantive revisions as necessary to conform the proposed regulations to the stylistic and formatting requirements of AELR and of the Division of State Documents.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 03 FIRE-RESCUE EDUCATION AND TRAINING COMMISSION

Chapter 01 Certification Standards and Procedures for Emergency Services Instructors

Authority: Education Article, §§11-105 and 11-501 — 11-503, Annotated Code of Maryland

.01 Incorporation by Reference.

~~A. In this chapter, the following document is incorporated by reference.~~

~~B. Document Incorporated. National Fire Protection Association (NFPA) 1041: Standard for Fire Service Instructor Professional Qualifications NFPA 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications (National Fire Protection Association, 2012-2019 Edition) is incorporated by reference.~~

.03 State Emergency Services Instructor Certification Standard.

A. (text unchanged)

B. Advanced life support program coordinators and medical directors functioning under COMAR 30.04 shall ensure that individuals providing instruction as faculty have appropriate educational credentials in addition to subject matter expertise. In addition, [the Maryland Institute for Emergency Medical Services Systems \(MIEMSS\)](#) shall ensure that educational program faculty qualifications are consistently applied Statewide via the Advanced Life Support Educational Program approval process.

C. – D. (text unchanged)

E. Six Sequential Stages of Instructor Candidate System.

(1) Expression of Interest.

(a) (text unchanged)

(b) The candidate shall:

(i) Be 21 years old or older;

(ii) Have a high school diploma or general education diploma (GED) verified by the sponsoring agency;

(iii) Have 3 years of experience in the emergency services;

(iv) Possess the ability to perform all tasks required for the teaching; and

(v) Complete an approved training program in the area of instruction.

(2) (text unchanged)

(3) Instructor Training.

(a) (text unchanged)

(b) The instructor training program shall fulfill the professional requirements and qualifications in Regulations .13 ~~and .14~~ of this chapter, as taught by an instructor trainer approved by the MICRB. The course shall also include examinations at mid-course and at the end of the course, performance evaluations, and one term project to be completed before the end of the course. The MICRB may consider credentials of a degreed applicant verified by a sponsoring agency as having completed this requirement. Evidence of academic achievement in the field of education (adult education preferred) shall be submitted to the MICRB.

(c) –(d) (text unchanged)

(4) – (6) (text unchanged)

F. – I. (text unchanged)

.04 Certification Standard Instructor Trainer.

A. The candidate shall document instructional experience and formal education.

B. Educational Requirements.

(1) To become certified as an emergency service instructor trainer in Maryland, an individual shall have completed:

(a) A baccalaureate or graduate degree in education or a related field from an accredited college or university; ~~and~~

~~(b) A teaching internship; and~~

~~(b)(e)~~ 3 years of teaching experience, which shall be documented as evidence of competence.

(2) Within the degree, or in addition to the degree, courses that cover the following topics are required:

(a) Methods of Teaching: using various teaching methodologies to enhance the classroom environment, such as ~~demonstration, illustrated lecture, discussion, discovery learning, and group activities~~ lecture, case studies, technology, demonstration, group activities, and interactive discussions;

(b) Classroom Management: organizing the learning environment ~~(inside classroom, and outside, or drill ground)~~; maintaining motivation, interest, and discipline; attending to administrative detail, such as recordkeeping and scheduling; demonstrating leadership skills;

(c) Instructional Media: developing, selecting, and using training audio-visual aids ~~(audio-visuals, handouts and other printed materials, and equipment) appropriately~~ and instructional technology;

(d) – (e) (text unchanged)

(f) Course Design and Lesson Planning: performing needs assessments and task analyses; creating instructional objectives; creating ~~session-lesson~~ plans and teaching materials that ~~enable-enhance~~ student learning;

(g) – (k) (text unchanged)

.13 Local Emergency Service Instructor Standards.

A. ~~Except as set forth in §B of this regulation. The~~ the instructor candidate shall meet the requirements of NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, ~~2012 Edition, or those of recognized instructor training agencies or educational institutions that have similar programs as approved by the MICRB chapters 1 – 6.~~

~~B. The instructor candidate may meet the requirements of a recognized instructor training agency or educational institution if the requirements:~~

~~(1) Cover all the elements specified in NFPA 1041; and~~

~~(2) Have been approved by MICRB.~~

~~C.B.~~ The instructor candidate shall demonstrate knowledge and skills based on the general categories of NFPA 1041 Fire Service Instructor Professional Qualifications, and the requisite knowledge and skills of each section.

~~.14 State Emergency Services Instructor Standards.~~

~~[repeal in entirety]~~



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Andrew R. Smarick
Chair

James D. Fielder, Jr., Ph. D.
Secretary

Maryland Higher Education Commission 2021 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.

Meeting Dates and Locations

January 27, 2021	July 28, 2021 (if needed)
February 24, 2021	August 25, 2021 (if needed)
March 24, 2021	September 22, 2021 10:00am to 4:00pm
April 28, 2021	October 27, 2021
May 26, 2021	November 17, 2021 *Please note date change.*
June 23, 2021	December 15, 2021 *Please note date change.*

All Commission meetings will be held on the 4th Wednesday of each month from 1:00pm to 4:00pm, with certain exceptions. Meetings in 2021 will be conducted via video teleconference (GoToMeeting), unless otherwise noted.

Dates and times are subject to change.

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