

**State of Wisconsin  
Distance Learning Authorization Board (DLAB)**

**Tuesday, October 8, 2018**

**Conference Call**

**Minutes**

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Members present	Dr. Morna Foy, WTCS Dr. Rolf Wegenke, WAICU Dr. Ray Cross, UW System Ms. Laura Gutiérrez, DSPS
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Others present:	Ms. Monique Currie, WTCS Ms. Paige Smith, UW System Ms. Rebecca Larson, WAICU Ms. Erin Engsberg, WAICU
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**Call to Order and Open Meeting Statement**

Dr. Foy, DLAB chair, called the meeting to order. Dr. Foy requested that Ms. Engsberg read the Open Meeting Statement as follows: “The October 8, 2018 meeting of the Wisconsin Distance Learning Authorization Board and all other meetings of this board are open to the public in compliance with State Statute. Notice of the meeting has been sent to the press in an attempt to make the general public of Wisconsin aware of the time, place and agenda of the meeting.”

**Roll call and announcement:**

Dr. Foy announced that Ms. Barbara Lundberg stepped down from her position in September and will no longer be serving on this board. A letter has been sent to Lac Courte Oreilles Ojibwa Community College and the College of the Menominee Nation asking for nominations to represent the tribal colleges on DLAB. Nominations can also be sent to the Governor for consideration. Deadline for nomination is October 15.

Dr. Foy reported that NC SARA was considering changes to the manual and looking for comments. One of the changes extends the time frame for provisional status, allowing additional time to get off provisional status. The second change Dr. Foy reported states that proposed significant changes can be brought to the NC SARA board if two regions vote to request a change before it comes to the state level. However, the NC SARA Executive Director can still place changes on the agenda and circumvent the process if they are defined as significant. Special note was made urging that significant should be defined as well as any costs associated with a prospective new requirement, without the Executive Directors ability to circumvent the process.

A motion was made that the DLAB will support the two-region approval of significant changes without any provision to circumvent this process (Wegenke/Cross motion). The motion passed unanimously.

**Action: Approval of the May 24, 2017 DLAB meeting minutes**

The minutes of the May 24, 2018 meeting were approved unanimously (Cross/Wegenke motion).

The minutes will be posted on the DLAB website.

**Action: Approval of Initial Applications**

Ms. Larson, WAICU, submitted two initial application for approval of the DLAB Board: Alverno College and Silver Lake College of the Holy Family. Both institutions have affirmed the standards through the application checklist, provided two contacts and a link to the complaint process. In addition, both institutions have included the necessary documents with the application that includes the current Governor's Executive Order, list of exempt institutions from the *Administrative Register*, statement of financial responsibility ratio and proof of Higher Learning Commission accreditation. Review of the applications found both applications to be complete.

A motion was made to approve the application for institutional participation in SARA submitted by Alverno College (Wegenke/Gutiérrez motion).

A motion was made to approve the application for institutional participation in SARA submitted by Silver Lake College of the Holy Family (Gutiérrez/Cross motion).

**Next meeting date**

The next board meeting is scheduled for December 14, 2018. This meeting would address updates from the sector representatives and approval of the draft annual report. There will also be election for the board officers.

**Adjourn**

There was no further discussion and the meeting adjourned by unanimous consent (Cross/Foy motion).