Meeting Title	**DE Authorization**
Purpose of Meeting	**Define Requirements for Identifying/Managing Students in Unauthorized States**
Facilitator	Betsy Regalado
Date & Time	06/8/2015
Duration	3pm – 4:30pm
Location	3rd Floor Conference Room, District Office
Invitees	Regalado, Betsy A. (District Office) <RegalaBA@email.laccd.edu>; Fletcher, Roslyn S <RFletcher@ciber.com>; McCoy, Cullen <CMcCoy@ciber.com>; Pearl, Maury Y. <pearlmy@email.laccd.edu>; Gauthier, Donald J. <GauthiDJ@email.laccd.edu>; McKenna, Paul G. <mckennpg@lamission.edu>; Ichon, Eric <ichone@wlac.edu>; Daw, Pauletta E. <dawpe@elac.edu>; Alvarez, Andrew M. <AlvareAM@email.laccd.edu>; Nersisyan, Christopher B. <NersisCB@email.laccd.edu>; Kwan, Dominic S. <Kwands@email.laccd.edu>
Attendees	Regalado, Betsy A. (District Office) <RegalaBA@email.laccd.edu>; Fletcher, Roslyn S <RFletcher@ciber.com>; McCoy, Cullen <CMcCoy@ciber.com>; Pearl, Maury Y. <pearlmy@email.laccd.edu>; Gauthier, Donald J. <GauthiDJ@email.laccd.edu>; McKenna, Paul G. <mckennpg@lamission.edu>; Ichon, Eric <ichone@wlac.edu>; Daw, Pauletta E. <dawpe@elac.edu>; Kwan, Dominic S. <Kwands@email.laccd.edu>

Agenda Item	Topic	Supporting Documentation
•	Introductions	
•	Review DE Authorizations, Requirements and Current Status	
•	Discuss Options for Managing Compliance in PeopleSoft SIS & DEC	
Discussion Notes	For students outside of California, LACCD must request authorization from each state individually. Different states have different criteria for activities that must be authorized. - Student resides in the state - Faculty resides in the state (teaching online) - Recruiting activities (athletics) in the state The focus of this meeting is students' ability to enroll in classes if they are outside CA. Fines for non-compliance can be significant. Some states have created the State Authorization Reciprocity Agreement (SARA). CA schools cannot join SARA until Spring 2017 at the earliest. SARA only has 19 states so it will not be a cure-all. LACCD needs a means of identifying students to whom they are not authorized to provide educational services. Some background: • LACCD did not pursue authorization from state entities that charge a fee. • Some states couldn't make contact or wanted each college to pursue separately • Some states wouldn't approve LACCD due to accreditation sanctions • Ed Services/Maury have published a list of the authorizations that LACCD has received: http://albacore.laccd.edu/research/accred_resources.htm • LACCD has some agreements with some states but currently no automated process for verification or enforcement About 200 students have taken LACCD DE courses over the past 3 years from a variety of states (some authorized, some not). District Academic Senate Online Education Committee will be reviewing policy and making recommendations regarding additional state where LACCD may want to obtain authorizations. (Ed Services (Maury) is responsible for obtaining authorizations.)

Proposed Process for PeopleSoft SIS

- If student has provided at least one address in California or another of the states for which LACCD has authorization, they will be admitted and allowed to enroll (as usual)
- **If student has provided addresses that are only in non-approved states a hold will be assigned at the time of admission that blocks the student from enrolling in any LACCD classes.**

Should they receive a communication if the hold is applied?
- Yes. Paulette will provide the text for the message to Betsy so that Ciber team can configure the email communication to students.

PeopleSoft SIS (as delivered) does not have the ablity to block enrollment on a per-campus basis. Once a student is allowed to enroll, can enroll at any campus. Current LACCD has an authorization for Georgia but not all campuses are approved so optimally they would like to be able to block/allow enrollment by campus. However, participants agreed that LACCD doesn't need college-specific blocking at first. Eric asked if LACCD should request a cost estimate for this modification now. Betsy indicated that at this time, the project is focused on completing the tasks that are already approved so this would not be the right time to assess the cost of that change.

What about students who are moving here and do not yet have a CA address?
Campus staff members could remove the hold if they confirm that the student should be allowed to enroll for a given term (e.g. they are planning to be in CA).

How are international students impacted?
F1 Visas are not affected - international student regulations take precedence and govern what they can/cannot take. F1 students should not be assigned this hold (it would only be applied to students in the US in a non-authorized state).

What if the student's address changes?
- From a regulatory perspective, some participants felt they were covered if they can demonstrate that student was in an authorized state at the point they were admitted. Paulette & Maury felt that LACCD could be out of compliance if the student were allowed to continue to enroll.
- As a first step, participants agreed to assign the service indicator as students are admitted.
- Down the road if distance education continues to grow and students changing address becomes an issue, this decision could be revisited.

Betsy pointed out the need to document this business process and include it in training.

Proposed Process for DEC

Timing will be an issue (a new solution won't be in place for July 2015) but a "sweep" could be done for Fall 2015. Dominick indicated that he will work with Pauletta to create a report that Campus DE Coordinators can use to drop students whose addresses are not compliant before Census Date.

Action Items		Who
1.	Configure PeopleSoft SIS to apply a Hold to students and send them a communication at the time of admission if all of their addresses are in states for which LACCD is not authorized.	Roslyn/Ciber
2.	Provide text for the email the above students should receive.	Pauletta
3.	Create a DEC report that Campus DE Coordinators can use to drop students whose addresses are not compliant before Census Date.	Dominick/Pauletta
4.	Document this business process and include in training plans for PeopleSoft SIS	Ciber Team