

MARYLAND HIGHER EDUCATION COMMISSION

MEETING BOOKLET

Time: 1:00 PM
October 23, 2019

Place: Maryland Higher Education Commission
6 N. Liberty St., 7th Floor Board Room
Baltimore, MD 21201

Maryland Higher Education Commission

Anwer J. Hasan, Chairman

Sandra L. Jimenez, Vice-Chair

Senchal D. Barrolle, Esq.

Vivian S. Boyd, Ph.D.

James E. Coleman

Vera R. Jackson, Ph.D.

Ian D. MacFarlane

Donna M. Mitchell

Rizwan A. Siddiqi

Jordan T. Troutman, Student Commissioner

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

Anwer Hasan
Chairperson

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

Maryland Higher Education Commission Meeting Agenda

TIME: 1:00 p.m.
Wednesday
October 23, 2019

PLACE: Maryland Higher Education Commission
6 N. Liberty Street, 7th Floor Board Room
Baltimore, MD 21201

	Page	Action Item
Call to Order		
Commission Minutes Approval	1	*
• September 25, 2019		
• September 25, 2019 Closed Session Minutes		
Chairman’s and Secretary’s Remarks		
Commissioner Committee Updates		
Department of Finance and Administration – Mr. Geoffrey Newman		
Final Approval of Amendment to COMAR Program Regulations – Student Loan Debt Relief Tax Credit.....	9	*
Office of Student Financial Assistance – Ms. Donna Thomas		
Final Approval of new COMAR Regulations – Richard W. Collins III Leadership with Honor Scholarship.....	13	*
Final Approval of Amendment to COMAR Program Regulations – Cybersecurity Public Service Scholarship Program.....	17	*
Department of Academic Affairs – Dr. Emily Dow		
PCS Quarterly Reports.....	21	
Collegiate Quarterly Reports.....	33	
Final Approval of Amendments to COMAR Regulations – Articulation Agreements and Certain Degree Programs.....	61	*
Office of Research and Policy Analysis – Dr. Barbara Schmertz		
Data Suppression Policy	71	
Adjournment		

Maryland Higher Education Commission
Meeting Minutes

September 25, 2019
10:00 a.m.

The Maryland Higher Education Commission (MHEC) met on Wednesday, September 25, 2019 at 6 North Liberty Street, 7th Floor Board Room, Baltimore, MD 21201.

Commission members present:

Anwer J. Hasan, Chairman	Dr. John W. Holaday
Sandra L. Jimenez, Vice-Chair	Dr. Vera R. Jackson
Senchal D. Barrolle, Esq.	Donna M. Mitchell
Dr. Vivian S. Boyd	Jordan T. Troutman
James E. Coleman	Dr. John W. Yaeger

Commission members not present:

Ian D. MacFarlane	Rizwan A. Siddiqi
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Staff members present:

Dr. James D. Fielder, Jr.	Dr. Emily Dow
Geoffrey Newman	Soma Kedia
Jennifer Fischetti	Donna Thomas
Tiffany Lebron	Lyndsay Bates
Glenda Abney	Bryson Barksdale
Anthony Reiner	Trish Gordon-McCown
Ann Kellogg	Karen King-Sheridan

Call to Order

The meeting was called to order by **Chairman Hasan** at approximately 10:03 a.m. A meeting quorum was established with ten of the twelve members present.

Approval of Minutes – Action Items

There was a motion by **Commissioner Yaeger** and a second by **Commissioner Boyd** for approval of the June 26, 2019 meeting minutes. The motion was approved unanimously.

There was a motion by **Commissioner Jimenez** and a second by **Commissioner Yaeger** for approval of the June 26, 2019 closed session meeting minutes. The motion was approved unanimously.

There was a motion by **Commissioner Boyd** and a second by **Commissioner Yaeger** for approval of the July 17, 2019 meeting minutes. The motion was approved unanimously.

There was a motion by **Commissioner Yaeger** and a second by **Commissioner Mitchell** for approval of the July 17, 2019 closed session meeting minutes. The motion was approved unanimously.

Chairman's Remarks

Chairman Hasan welcomed new Commissioners, Mr. James Coleman and Mr. Jordan Troutman. Mr. Coleman provided the Commission a brief introduction. He is a retired educator with 41 years of experience, having taught at Morgan State University, Coppin State University and Baltimore City Community College. Mr. Troutman also provided the Commission a brief introduction. He is an undergraduate student at UMBC, studying Computer Science and Mathematics.

Secretary's Remarks

Chairman Hasan recognized **Secretary Fielder** who thanked both new and current Commissioners for their very important service to the State.

Secretary Fielder recognized Dr. Emily Dow, Assistant Secretary for Academic Affairs, who welcomed and introduced the Veterans Affairs department's newest employee, Ms. Tiffany Lebron. She also mentioned that Ms. Lyndsay Bates had moved into the position of Education Policy Analyst and Mr. Bryson Barksdale had been promoted to the position of Online Education Analyst.

Commissioner Committee Updates

Program Review Committee: Commissioner Yaeger submitted his notes for inclusion in the minutes regarding their proposed goals for next year. Their Committee welcomes input from the rest of the Commissioners.

Finance and Operations Committee: Commissioner Mitchell reported that they will meet soon to develop some new goals for the coming year.

Outreach, Grants, and Financial Assistance Committee: Chairman Hasan remarked that a replacement will be named soon for former Commissioner Joel Packer who led this Committee.

Department of Finance and Administration – Operating and Capital Budget Presentations – Information Items

Chairman Hasan recognized Mr. Geoffrey Newman, Assistant Secretary of Higher Education, who welcomed all the representatives from the various segments of higher education who are here today to present their plans for the fiscal year 2020-2021 budgets.

University System of Maryland

Ms. Ellen Herbst, Vice Chancellor for Administration & Finance, presented the USM Operating and Capital Budget to the Commission. The presentation is available for review.

St. Mary's College of Maryland

Dr. Tuajuanda Jordan, President, presented the St. Mary's College of Maryland Operating and Capital Budget to the Commission. The presentation is available for review.

Morgan State University

Dr. David Wilson, President, presented the Morgan State University Operating and Capital Budget to the Commission. The presentation is available for review.

Maryland Independent College and University Association

Ms. Tina Bjarekull, President, presented the Maryland Independent College and University Association Operating and Capital Budget to the Commission. The presentation is available for review.

Maryland Association of Community Colleges

Dr. Bernard Sadusky, Executive Director, presented the Maryland Association of Community Colleges Operating and Capital Budget to the Commission. The presentation is available for review.

Baltimore City Community College

Dr. Debra McCurdy, President, presented the Baltimore City Community College Operating and Capital Budget to the Commission. Mr. Brian O'Connell, Chief Budget Officer, also spoke on matters related to the budget. The presentation is available for review.

Regional Higher Education Centers

Mr. Geoffrey Newman, Assistant Secretary of Finance and Administration, presented the Regional Higher Education Centers Operating and Capital Budget to the Commission. He also welcomed the Directors of the 4 Centers, which included the Waldorf Center for Higher Education, Arundel Mills Regional Higher Education Center, Laurel College Center and the Eastern Shore Higher Education Center. The presentation is available for review.

Lunch Break from 12:56 PM to 1:37 PM.

Office of Finance Policy – Regulations for Community College Workforce Readiness Grant – Action Item

Chairman Hasan recognized Mr. Newman who reported that the proposed COMAR program regulations are for the Maryland Community College Workforce Readiness Grant. The purpose of the program is to provide matching grants to a community college to improve the community college's technology. The State will provide matching funds for monetary or technology donations at two specified times. The proposed COMAR regulations are for the purpose of implementing the Grant.

Mr. Newman recommended that the Commission approve for publication in the Maryland Register the proposed regulations for the Maryland Community College Workforce Readiness Grant, 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. **Commissioner Boyd** made a motion for approval and **Commissioner Jimenez** seconded the motion. The motion was approved unanimously.

Office of Student Financial Assistance – Amendments to Regulations for the Maryland Community College Promise Scholarships – Action Item

Chairman Hasan recognized Ms. Donna Thomas, Director of the Office of Student Financial Assistance, who reported that the Commission approved for publication in the Maryland Register the proposed amendments to regulations for the Maryland Community College Promise Scholarship on May 22, 2019. The regulations were published in the Maryland Register on July 19, 2019. The public comment period ended on August 19, 2019, and no public comments were received. The proposed regulations are ready for the Commission's final adoption.

Ms. Thomas recommended that the Commission approve for final adoption the proposed regulations regarding the Maryland Community College Promise Scholarship Program, which were published in the Maryland Register on July 19, 2019. **Commissioner Jimenez** made a motion for approval and **Commissioner Mitchell** seconded the motion. The motion was approved unanimously.

Department of Academic Affairs – Regulations Regarding Private Inurement by Nonprofit Institutions of Higher Education – Action Item

Chairman Hasan recognized Dr. Dow who gave an overview of the proposed regulations regarding "private inurement" by nonprofit institutions of higher education. These proposed regulations are required by House Bill 461 from the 2019 Legislative Session, which was a response to a change in standards made by the Maryland Higher Education Commission, an accreditor. The regulations create a process for non-profit institutions to demonstrate that they are, in fact, non-profit, and not for-profit institutions.

Chairman Hasan recognized Ms. Tina Bjarekull, President of the Maryland Independent College and University Association (MICUA), who noted that all of their institutions are 501(C)(3) organizations. Although she had testified in favor of the 2019 legislation, she expressed some concerns with the regulations as drafted:

- The provisions currently allow an institution 10 days to develop a final corrective action plan after the Secretary has notified it of a violation. Ms. Bjarekull recommended that there be a minimum of 45 days, as 10 days are not enough time. Depending on the violation, an institution may have to seek approval from their governing board for a corrective plan.
- Currently, if an institution fails to file its annual report in a timely manner, it will become classified as a for-profit institution. The regulations should instead allow interim steps to bring an institution into compliance with the reporting requirements.
- The regulations require the Secretary to determine the classification of an institution of higher education every year. However, if the Secretary does not make certain determinations within a certain period of time, the institution may request a hearing before the Commission to determine its classification. Ms. Bjarekull recommended that these provisions be deleted.

Chairman Hasan recognized Ms. Mary Clapsaddle of Johns Hopkins University who concurred with MICUA’s testimony. She added that an institution’s non-profit status should continue until the Secretary issues a determination.

Chairman Hasan recognized Dr. Dow who noted that legislation requires that the regulations must be passed by December 1.

Chairman Hasan recognized Mr. Chris Madaio with the Consumer Protection Division of the Office of the Attorney General who remarked that Maryland students would be protected if an institution was determined to be for-profit and was required to have a financial guarantee.

Chairman Hasan recognized Dr. Dow who recommended that the Commission:

1. Approves for publication in the Maryland Register the enclosed regulations regarding private inurement by non-profit institutions of higher education; and
2. Authorizes its Assistant Attorneys General to make non-substantive edits to the proposed regulations, if necessary, to conform to the stylistic requirements of the Joint Administrative, Executive, and Legislative Review Committee or the Division of State Documents.

Commissioner Boyd made the motion for approval and **Commissioner Yaeger** seconded the motion. The motion was approved unanimously.

Review Meeting Regarding a Proposal of Loyola University Maryland to Implement a Master of Business Administration (MBA) at an Off-Campus Location

Chairman Hasan recognized Ms. Soma Kedia, Assistant Attorney General, who explained the review meeting procedure as defined in COMAR. The Secretary will be given 30 minutes to explain his decision, after which Loyola University Maryland (as the “proposing institution”) will have 30 minutes to defend their proposal. Subsequently, there will be time for both sides for rebuttal. The University of Baltimore (as the “objecting institution”) will then be given 10

minutes to explain their objection. The Commission will then go into a closed session to confer and render their decision.

Chairman Hasan recognized **Secretary Fielder** who explained that Loyola proposed to offer its MBA program at an off-campus location, the Transamerica Building in Baltimore City, which is in close proximity to other institutions of higher education. His decision was to not recommend for implementation the MBA program. **Secretary Fielder** highlighted several factors that led him to make this decision: geographical proximity, program similarity and similar target audience.

Chairman Hasan recognized Dr. Dow who added that there are a number of MBA programs in close proximity to each other. Furthermore, Loyola's MBA is duplicative in terms of content and accreditation.

Chairman Hasan recognized the representatives from the Loyola University Maryland, Reverend Brian Linnane, President, Dr. Kathleen Getz, Dean of the Sellinger School of Business and Management, and Ms. Megan Casey, Counsel to Loyola. President Linnane remarked that their proposal was a modest modification of an existing program, one that would offer only 8 of 13 or 14 courses at this particular location. Furthermore, their teaching philosophy is distinctive as a Jesuit, Catholic University, which sets them apart from the other MBA programs in the area. He asserted that the Secretary did not apply COMAR regulations correctly in rendering his decision, which lacked detailed data to prove that their proposed program would cause demonstrable harm to other programs in the area.

Ms. Casey added that Loyola's admission requirements are more selective. Its costs are also more. Therefore, there is little overlap among the area's MBA programs. Additionally, market demand must be considered. The 10-year need for executives and managers will not be filled by the state's current MBA programs.

Dean Getz mentioned that Loyola's MBA program was developed in 1967 before any other in the local area. It is unique in its Jesuit education tradition, part of which emphasizes leadership and service to others.

Chairman Hasan recognized Mr. Robert Cauley, President of RCM&D and Ms. Bjarekull, President of MICUA, to share their comments in support of Loyola. Mr. Cauley remarked that a strong business community needs vibrant institutions of higher education to be innovative and meet student needs. Ms. Bjarekull emphasized that neither the University of Baltimore nor the Secretary have provided any data to prove that Loyola's proposed program would cause demonstrable harm to other area institutions, and urged the Commission to dismiss the raised objection.

Commissioner Boyd asked how Loyola's data (regarding the need for MBAs) reconciles with the fact that enrollment in MBA programs nationally is declining. Dean Getz responded that this data usually looks at the top 25 institutions in the nation. It is the state's own data that projects a future need for executives and managers. **Commissioner Boyd** remarked that there is also a decline in enrollment in MBA programs in Maryland. Dean Getz answered that enrollment is

aligned with the state of the economy. Although enrollment has decreased recently, as the economy changes, enrollment will increase. Other Commissioners asked clarifying questions.

Chairman Hasan recognized **Secretary Fielder** and Dr. Dow for rebuttal. **Secretary Fielder** stated that he does not question Loyola's commitment or the quality of its MBA program. Dr. Dow shared that MHEC staff look at potential duplication whenever an academic program is proposed, whether or not there is an objection.

Chairman Hasan recognized the representatives from the University of Baltimore (UB), including Ms. Darlene Smith, Executive Vice President and Provost, and Dr. Murray Dalziel, Dean of the Merrick School of Business. Dr. Dalziel acknowledged the value of the MBA program at Loyola, but maintained that UB teaches some of the same principles emphasized by Loyola as part of their Jesuit education tradition. Ms. Smith commented on the quality of the faculty and curriculum of the Loyola MBA program. UB is rather protesting the unreasonable duplication within the regional market, which is already mature, in light of declining enrollment.

Chairman Hasan asked for a motion to be made to enter into a closed session. **Commissioner Jimenez** made the motion and **Commissioner Holaday** seconded the motion. The motion was approved unanimously.

Adjournment

The meeting adjourned at approximately 3:35 p.m.

For Inclusion in the Open Session Minutes of the Commission's September 25, 2019 Meeting:

Closed Session Minutes:

On September 25, 2019, during a regular meeting at 10:00 a.m. in the 7th Floor Board Room of 6 North Liberty Street, Baltimore, Maryland, the Maryland Higher Education Commission voted to move into closed session. The closed session was held in a conference room adjoining the Board Room. The purpose of the closed session was to review the Secretary's recommendation against a program proposal under COMAR 13B.02.03.28. The proposed program was an Off-campus MBA program by Loyola University Maryland.

The Commission members who voted in favor of meeting in closed session were: Anwer Hasan, Sandra Jiminez, Senchal Barrolle, Vivian Boyd, James Coleman, John Holaday, Vera Jackson, Donna Mitchell, John Yaeger, and Jordan Troutman. Commissioners not in attendance were: Ian MacFarlane and Rizwan Siddiqi.

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 the Secretary's recommendation against Loyola's off-campus MBA proposal under COMAR 13B.02.03.28. The persons present were: Anwer Hasan, Sandra Jiminez, Senchal Barrolle, Vivian Boyd, James Coleman, John Holaday, Vera Jackson, Donna Mitchell, John Yaeger, and Jordan Troutman; and Assistant Attorney General Soma Kedia. The action taken during closed session was to uphold the Secretary's recommendation against the program.



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

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

MEMORANDUM

DATE: October 23, 2019

TO: Maryland Higher Education Commissioners

FROM: Geoff Newman, Assistant Secretary for Finance and Administration

SUBJECT: Final Approval of Amendment to COMAR Program Regulations—
Student Loan Debt Relief Tax Credit

On May 22, 2019, the Commission approved for publication in the Maryland Register the enclosed regulations amending the Student Loan Debt Relief Tax Credit to remove the notarization requirement. The regulations were published in the Maryland Register on July 19, 2019. The public comment period for the regulations ended on August 19, 2019, and no public comments were received.

The proposed regulations are ready for the Commission's final adoption.

RECOMMENDATION: It is recommended that the Commission approves for final adoption the attached regulations regarding the Student Loan Debt Relief Tax Credit, which were published in the Maryland Register on July 19, 2019.

COMAR 13B.08.17.04

.04 Applying to the Commission for Certification of a Tax Credit.

A. A qualified taxpayer requesting that the Commission certify a tax credit shall apply to the Commission as provided in this regulation.

B. A qualified taxpayer shall submit a signed application, on a form prepared by the Commission in accordance with § C of this regulation, for a Student Loan Debt Relief Tax Credit by September 15 of the tax year in which the taxpayer seeks to apply a Student Loan Debt Relief Tax Credit to the taxpayer's income tax return.

C. The Student Loan Debt Relief Tax Credit application shall require a qualified taxpayer to submit, in a form prescribed by the Secretary, information required by the Secretary to determine the taxpayer's eligibility for certification, including but not limited to:

(1) The qualified taxpayer's full legal name, date of birth, gender, residency address, email address, phone number, and social security number;

(2) The name of the institution or institutions attended and dates of attendance attributable to the qualified taxpayer's student loan debt;

(3) A statement attesting that the qualified taxpayer has:

(a) Incurred at least \$20,000 in student loan debt; and

(b) At least \$5,000 in outstanding student loan debt at the time the application is submitted;

(4) For each student loan debt that contributes to the amount of student loan debt attested to pursuant to § C(3) of this regulation the:

(a) Name, address, and phone number of the entity that provided the student loan debt;

(b) Account numbers associated with the student loan debt;

(c) Full names of all persons legally responsible for repaying the student loan debt;

(d) Original amount of the student loan debt;

(e) Total amount of debt that the qualified taxpayer has incurred under the student loan debt; and

(f) Total amount of the student loan debt currently outstanding at the time the Student Loan Debt Relief Tax Credit application is submitted;

(5) Information that the Secretary deems necessary in order to allow the Commission to determine the qualified taxpayer's debt burden;

(6) Information that the Secretary deems necessary in order to allow the Commission to determine the qualified taxpayer's income;

(7) A signed ~~and notarized~~ statement by the qualified taxpayer under penalty of perjury attesting that the information submitted in the application is true and correct to the knowledge and belief of the qualified taxpayer;

(8) A signed ~~and notarized~~ statement by the qualified taxpayer authorizing a lender or educational institution to release personal academic or financial information as may be requested by the Commission in processing the qualified taxpayer's application; and

(9) A signed ~~and notarized~~ statement of assurance by the qualified taxpayer that the individual shall use any credit approved by the Commission and accepted by the Comptroller for the repayment of the individual's student loan debt as soon as practicable and not later than 2 years after the taxable year in which the credit is claimed.

D. By December 15 of the year in which a qualified taxpayer has submitted an application under § B of this regulation, the Commission shall certify to the individual the amount of any tax credit approved by the Commission as provided in Regulation .05 of this chapter.



Larry Hogan
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Lt. Governor

Anwer Hasan
Chairperson

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

MEMORANDUM

DATE: October 23, 2019

TO: Maryland Higher Education Commissioners

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

SUBJECT: Final Approval of new COMAR Regulations—
Richard W. Collins III Leadership with Honor Scholarship

On March 27, 2019, the Commission approved for publication in the Maryland Register the enclosed regulations for the Richard W. Collins III Leadership with Honor Scholarship. The regulations were published in the Maryland Register on May 24, 2019. The public comment period for the regulations ended on June 24, 2019, and no public comments were received.

The proposed regulations are ready for the Commission's final adoption.

RECOMMENDATION: It is recommended that the Commission approves for final adoption the attached regulations for the Richard W. Collins III Leadership with Honor Scholarship, which were published in the Maryland Register on May 24, 2019.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 08 FINANCIAL AID

Chapter 21 Richard W. Collins III Leadership With Honor Scholarship

Authority: Education Article, §§11-105(u), 18-204(c), 18-605(e), Annotated Code of Maryland

.01 Program Established.

A. There is a Richard W. Collins III Leadership With Honor Scholarship Program, which is administered by the Office pursuant to Education Article, § 18-605, Annotated Code of Maryland.

B. A purpose of the program is to further the State's compelling interests in educating diverse student bodies and in achieving diversity in ROTC programs.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Commission" means the Maryland Higher Education Commission.

(2) "Director" means the executive director of the Office.

(3) "Education expenses" mean:

(a) Tuition;

(b) Mandatory fees; and

(c) Costs of room and board.

(4) "Eligible institution" means Bowie State University, Coppin State University, Morgan State University, or University of Maryland Eastern Shore.

(5) "Full-time" means enrollment in at least 12 credits per semester at an eligible institution.

(6) "Minority student or a student who is a member of another group historically underrepresented in Reserve Officer Training Corps (ROTC) programs" means a student:

(a) Designated by the institution, based upon the institution's holistic review of the applicant, as a student who contributes to diversity within ROTC programs; and

(b) May include a student of any race, ethnicity, disability, national origin, religion, gender, orientation, identity, or geographic representation.

(7) "Office" means the Office of Student Financial Assistance within the Maryland Higher Education Commission.

(8) "Secretary" means the Secretary of Higher Education.

(9) "Scholarship" means a Richard W. Collins III Scholarship under this chapter.

.03 Student Eligibility.

A. Subject to the State budget, the Office annually shall determine a student's eligibility to receive a scholarship.

B. An applicant is eligible for a scholarship if the applicant:

(1) Is enrolled full-time at an eligible institution;

(2) Is a member of a ROTC program;

(3) Has been identified by the institution as a minority student or a student who is a member of another group historically underrepresented in Reserve Officer Training Corp (ROTC) programs;

(4) Has been determined to be eligible for in-State tuition by the institution; and

(5) Timely files an application and any required supporting documentation with the Office.

.04 Application Process.

A. A student shall apply annually to the Office to be eligible for a scholarship.

B. Form of Application.

(a) An applicant shall apply and submit a Free Application for Federal Student Aid (FAFSA) by July 15; or

(b) If the applicant is ineligible to submit a FAFSA, but qualifies for in-State tuition under Education Article, Title 15, Annotated Code, the applicant shall timely submit the Maryland State Financial Aid Application (MSFAA).

C. A student shall submit documentation to the Office confirming that the student is a member of a ROTC program.

D. A student shall submit to the Office an institutional certification form, completed by the applicant's institution, by a deadline established by the Office, confirming that the applicant is a minority student or a student who is a member of another group historically underrepresented in ROTC programs.

E. Time of Submission. An application and FAFSA or MSFAA received by the Office after July 15 is untimely and may not be considered.

F. If the Office requests additional information from the applicant in order to determine the applicant's eligibility:

(1) The Office shall notify the applicant of the deadline to submit such information;

- (2) The applicant shall submit the information by the deadline established by the Office; and
- (3) Information received by the Office after the deadline may not be considered.

G. For the 2019-2020 award year only, the application and FAFSA or MSFAA shall be submitted by the deadline established by the Office.

.05 Scholarship Renewal.

A. Subject to regulation .06, an applicant shall be eligible to renew a scholarship for a subsequent year if the applicant:

- (1) Timely submits an application under regulation .04;
- (2) Continues to meet the requirements of regulation .03; and
- (3) Continues to maintain the satisfactory academic progress standards as defined by the institution.

B. A recipient may receive a scholarship for a maximum of 3 renewal years.

.06 Amount of Scholarship.

A. An annual scholarship award shall be in the amount prescribed by the Director, which shall not exceed the recipient's education expenses.

B. The minimum scholarship award amount shall not be less than \$500 per semester and \$1,000 for the academic year.

.07 Selection of Recipients.

A. Priority of Scholarship Awards. The Office shall:

- (1) Give priority to awarding scholarships to applicants with the greatest financial need;
- (2) Award 25% of its total annual scholarship budget to students of Bowie State University; and
- (3) Award 75% of its total annual scholarship budget to students of other eligible institutions.

B. An applicant's financial need shall be based on the Expected Family Contribution (EFC) as reported on the FAFSA or MSFAA.

C. An applicant's ranking shall be based on greatest financial need starting with the lowest EFC.

D. Priority for scholarships in the subsequent years shall be given to prior year recipients who remain eligible under this chapter.

.08 Award Notification and Acceptance.

A. Recipients shall be notified by the Office through the Maryland College Aid Processing System (MDCAPS) of the awards.

B. A recipient shall log-on to MDCAPS in order to accept an award, except that, in extenuating circumstances as determined by the Director of OSFA, a student may accept an award by providing written acceptance to the Office.

.09 Payment of Awards.

A. The Office shall make an award payment to the institution for each semester that the eligible recipient is granted the award.

B. The institution shall certify to the Office, and request payment for all recipients, on a semester basis, on or before:

- (1) December 15, for the fall semester; and
- (2) May 15, for the spring semester.

C. An institution that fails to certify and request payment for all recipients on a semester basis under §B may not certify recipients for the subsequent semester.



Larry Hogan
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Chairperson

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

MEMORANDUM

DATE: October 23, 2019

TO: Maryland Higher Education Commissioners

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

SUBJECT: Final Approval of Amendment to COMAR Program Regulations—
Cybersecurity Public Service Scholarship Program

On June 26, 2019, the Commission approved for publication in the Maryland Register the enclosed regulations amending the Cybersecurity Public Service Scholarship Program. The regulations were published in the Maryland Register on August 16, 2019. The public comment period for the regulations ended on September 16, 2019, and no public comments were received.

The proposed regulations are ready for the Commission's final adoption.

RECOMMENDATION: It is recommended that the Commission approves for final adoption the attached regulations regarding the Cybersecurity Public Service Scholarship Program, which were published in the Maryland Register on August 16, 2019.

Title 13B MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 08 FINANCIAL AID

Chapter 20 Cybersecurity Public Service Scholarship Program

Authority: Education Article, §§11-105(u), 18-204(c), 18-3406, Annotated Code of Maryland

.02 Definitions.

- A. In this chapter, the following terms have the meanings indicated.
- B. Terms Defined.
- (1) "Commission" means the Maryland Higher Education Commission.
 - (2) "Cybersecurity program" means a credit-bearing degree or certificate program that:
 - (a) Is approved by the Commission under Education Article, §11-206, Annotated Code of Maryland; and
 - (b) Has been identified by the Secretary as directly relevant to cybersecurity.
 - (3) "Director" means the executive director of the Office.
 - (4) "Education expenses" mean:
 - (a) Tuition;
 - (b) Mandatory fees; and
 - (c) Costs of room and board.
 - (5) "Eligible institution" means a public or private nonprofit institution of higher education that operates in the State under Education §§ 11-201, 11-201.1, Annotated Code of Maryland.
 - (6) "Extenuating circumstances" mean a documented disability, including pregnancy, or a documented extended illness, that prevents a recipient from fulfilling a scholarship requirement.
 - (7) "Full-time" means enrollment at an eligible institution in:
 - (1) at least 12 credits per semester in a certificate or undergraduate degree program; or
 - (2) at least 9 credits per semester in a graduate certificate, graduate degree, or doctoral degree programs.
 - (8) "Office" means the Office of Student Financial Assistance within the Maryland Higher Education Commission.
 - (9) "Secretary" means the Secretary of Higher Education.
 - (10) "Scholarship" means a Cybersecurity Public Service Scholarship under this chapter.



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

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

MEMORANDUM

DATE: June 21, 2019

TO: Commissioners, Maryland Higher Education Commission

FROM: Dr. Emily Dow, Assistant Secretary for Academic Affairs

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

SUBJECT: Report on Private Career Schools: Secretary Actions for Quarter 2
(April 1, 2019 to June 30, 2019)

During the current reporting period, the Secretary of Higher Education acted on a total of **30 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	3
New Programs	2
Approval of Change in Locations	0
Approval of Name Changes	0
Approval of Change of Ownership	1
Approvals of Change of Director	0
Approval of Separate Classrooms	0
Other Business Approvals	1
Certificate Renewals	3
Cease and Desist Orders	1
Notices of Deficiencies	0
School Approvals Withdrawn	1
Program Approvals Withdrawn	0
Workforce Development Sequence Scholarship Approvals	18
Workforce Development Sequence Scholarship Denials	0
Workforce Development Sequence Scholarship Modifications	0
Other Actions	0
Quarter 2 Total Actions	30

I. APPROVAL OF NEW SCHOOLS -- 3

Institution	Date	Non-Degree Program Title	Clock Hours
Charm City Bartending Academy	5/14/2019	Principles of Bartending/Mixology	45
Shawntay's School of Creative Nails South	5/17/2019	Nail Technology	250
Lexington Healthcare Training Institute, LLC d/b/a Lexington Healthcare Training	5/17/2019	Certified Nursing/Geriatric Nursing Program	130

II. NEW PROGRAMS REVIEWED AND APPROVED - 2

Institution	Non-Degree Program Title	Clock Hours
All-State Career	Professional Office Assistant	600
Top Knowledge Healthcare Institute	Certified Nursing Assistant (CNA) – Hybrid	115

III. APPROVAL OF CHANGES OF LOCATION – N/A

IV. APPROVAL OF NAME CHANGE – N/A

V. APPROVAL OF CHANGE OF OWNERSHIP - 1

Institution	Date	Previous Owner	Current Owner
Cortiva Institute 517 Progress Drive, Suites A-L Linthicum, MD 21090	5/20/2019	Steiner Education Group, Inc.	NT Holdings, LLC

VI. APPROVAL OF CHANGE OF DIRECTOR – N/A

VII. APPROVAL OF SEPARATE CLASSROOMS – N/A

VIII. “OTHER BUSINESS” - 1

Institution	Date	Other Business Course(s)
Gandhi Health Career Services 1400 Reisterstown Road, Suite B Pikesville, Maryland 21208	4/16/2019	Dental Assistant Classes

IX. CERTIFICATE RENEWALS - 3

Institution	Date	Certificate Number
Vision Allied Health Institute	4/21/2019	1941
DATS of Maryland at Germantown	4/22/2019	1943
Bethel Healthcare Institute	4/22/2019	1942

X. CEASE AND DESIST ORDERS - 1

Institution	Date Issued	Location(s)
Authentic Bartending Academy School of Maryland	5/23/2019	4135 Norfolk Avenue Baltimore, Maryland 21216
	5/23/2019	5124-B Baltimore Avenue Hyattsville, MD 20781

XI. NOTICES OF DEFICIENCIES – N/A

XII. SCHOOL APPROVAL WITHDRAWN - 1

Institution	Effective Date	Reason for Withdrawal
Maryland Center for Adult Training (“MCAT”) 4910 Park Heights Avenue, 2 nd Floor Baltimore, Maryland 21215	May 8, 2019	Precipitous Closure

XIII. PROGRAM APPROVAL WITHDRAWN – N/A

XIV. WORKFORCE DEVELOPMENT SEQUENCE SCHOLARSHIP

1. Community College of Baltimore County
 - a. 6 sequences approved (April 1, 2019)
 - b. 9 sequences approved (April 5, 2019)
2. Garrett College
 - a. 1 sequence approved (April 5, 2019)
3. Hagerstown Community College
 - a. 2 sequences approved (April 5, 2019)

Community College	Approved	Denied
Community College of Baltimore County	Child Care Family Provider Construction Pre-Apprenticeship First Line Supervisor Non-Profit Organization Manager Nurse Refresher Small Business Basics	N/A
	Health Unit Coordinator HVAC/Refrigeration Technician Nursing Assistant Physical Therapy Tech/Aide Polysomnographic Technologist (online option) Polysomnographic Technologist for the Credentialed Professional Polysomnographic Technologist for the Credentialed Professional (online option) Surgical Technologist Yoga Instructor/Practitioner	N/A
Garrett College	Stepping Up to Supervisor	
Hagerstown Community College	Child Care Group Leader (pre-school age)	N/A
	Child Care Group Leader (school age)	
Total Actions = 18		

XV. OTHER ACTIONS – N/A



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Anwer Hasan
Chairperson

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

MEMORANDUM

DATE: October 18, 2019

TO: Commissioners, Maryland Higher Education Commission

FROM: Dr. Emily Dow, Assistant Secretary for Academic Affairs

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

SUBJECT: Report on Private Career Schools: Secretary Actions for Quarter 3
(July 1, 2019 to September 30, 2019)

During the current reporting period, the Secretary of Higher Education acted on a total of **41 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	3
New Programs	2
Approval of Change in Locations	3
Approval of Name Changes	0
Approval of Change of Ownership	1
Approvals of Change of Director	0
Approval of Separate Classrooms	1
Other Business Approvals	2
Certificate Renewals	6
Cease and Desist Orders	0
Notices of Deficiencies	0
School Approvals Withdrawn	2*
Program Approvals Withdrawn	0
Workforce Development Sequence Scholarship Approvals	14
Workforce Development Sequence Scholarship Denials	0
Workforce Development Sequence Scholarship Modifications	7
Other Actions	0
Quarter 3 Total Actions	41

*Section XII - Pending status

I. APPROVAL OF NEW SCHOOLS - 3

Institution	Date	Non-Degree Program Title	Clock Hours
Topcurl Beauty Academy	8/29/2019	Cosmetology	1,500
		Makeup Artistry	40
		Nail Technician	250
The Agency Institute of Real Estate	9/3/2019	Principles and Practices of Real Estate for Salespersons	60
TasVawn Health Career Academy	9/27/2019	Certified Nursing Assistant/ Geriatric Nursing Assistant	120

II. NEW PROGRAMS REVIEWED AND APPROVED – 2

Institution	Non-Degree Program Title	Clock Hours
The TEMPLE Annapolis: A Paul Mitchell Partner School	Barbering	1,200
The TEMPLE: A Paul Mitchell Partner School	Barbering	1,200

III. APPROVAL OF CHANGES OF LOCATION - 3

Institution	Date	Current Address	New Address
The Institute of Epidermal Sciences	7/16/2019	307 Compton Avenue Laurel, MD 20707	312 Marshall Avenue Suite 102 Laurel, MD 20707
Real Estate Education Center of Maryland	7/25/2019	1425 Clarkview Road Baltimore, MD 21093	53 W. Aylesbury Road Lutherville-Timonium, MD 21093
Maryland Institute of Nail Technology	9/6/2019	6715 Bel Air Road Baltimore, MD 21206	1226 Race Road Suite A Rosedale, MD 21237

IV. APPROVAL OF NAME CHANGE - N/A

V. APPROVAL OF CHANGE OF OWNERSHIP

Institution	Date	Previous Owner	Current Owner
Baltimore Studio of Hair Design, Inc. 318 North Howard Street Baltimore, MD 21201	7/25/2019	Larry Sisserman (deceased)	Maxine Sisserman

VI. APPROVAL OF CHANGE OF DIRECTOR – N/A

VII. APPROVAL OF SEPARATE CLASSROOMS - 1

Institution	Date	New Location
Plan2Pass Real Estate School	8/28/2019	10130 Southern Maryland Boulevard Dunkirk, Maryland 20754
	8/28/2019	13390 Clarksville Pike, Suite 101 Highland, Maryland 20777

VIII. “OTHER BUSINESS” - 2

Institution	Date	Other Business Course(s)
Plan2Pass Real Estate School 3825 Leonardtown Road #1 Waldolf, Maryland 20601	7/24/2019	NAR/REBAC/REBI Designation & Certification Courses
		Refresher Courses for Broker and Salesperson Real Estate Exams
Maryland Institute of Nail Technology 1226 Race Road, Suite A Rosedale, Maryland 21237	9/13/2019	Nail Technician Continuing Education Workshops

IX. CERTIFICATE RENEWALS - 6

Institution	Date	Certificate Number
Aspire School of Learning	7/10/2019	1950
BioTechnical Institute of Maryland	9/16/2019	1956
DATS of Maryland at Columbia	9/16/2019	1957
DATS of Maryland at Westminster	9/16/2019	1958
Institute of Health Services	9/17/2019	1959
Elite Learning Academy	9/20/2019	1960

X. CEASE AND DESIST ORDERS – N/A

XI. NOTICES OF DEFICIENCIES – N/A

XII. SCHOOL APPROVAL WITHDRAWN – 2*

Institution	Effective Date	Reason for Withdrawal
Central Maryland School of Massage 5340 Spectrum Drive, Suite H Frederick, MD 21703	<i>Pending</i>	Loss of Accreditation
Frederick School of Cosmetology 403 S. Jefferson St. Prospect Plaza, Suite 8A Frederick, MD 21701	<i>Pending</i>	Bankruptcy

XIII. PROGRAM APPROVAL WITHDRAWN – N/A

XIV. WORKFORCE DEVELOPMENT SEQUENCE SCHOLARSHIP- FY 19-20

1. Chesapeake College
 - a. 2 sequences approved (September 25, 2019)
2. Garrett College
 - a. 8 sequences approved (September 20, 2019)
 - b. 5 modifications approved (September 20, 2019)
3. Hagerstown Community College
 - a. 1 modification approved (September 25, 2019)
4. Harford Community College
 - a. 4 sequences approved (August 30, 2019)
 - b. 1 modification approved (August 30, 2019)

<u>Community College</u>	<u>Approved</u>	<u>Denied</u>	<u>Modified</u>
Chesapeake College	Commercial Driver's License (CDL) Prep with Bus Endorsement	N/A	N/A
	Welding		
Garrett College	Certified Clinical Medical Assistant	N/A	Certified Apartment Maintenance Technician
	Certified Medical Administration Assistant		Certified Nursing Assistant
	CNC Machining		Class A CDL
	Manual Machining		Class B CDL
	Phlebotomy		Home Care Provider
	Welding		
	Medical Billing & Coding		
	Veterinary Assistant		
Hagerstown Community College	N/A	N/A	Nurse Refresher
Harford Community College	Culinary Technician	N/A	Drone Technology
	Emergency Medical Technician (EMT) Program		
	Heavy Equipment Operations		
	Phlebotomy Technician		
Total Actions = 21			

XV. OTHER ACTIONS – N/A



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

MEMORANDUM

DATE: October 23, 2019 (Revised)

TO: Commissioners, Maryland Higher Education Commission

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

STAFF: Trish Gordon McCown, Director of Academic Affairs
Jacqueline Cade, Education Policy Analyst & ACM State Coordinator

SUBJECT: Report on Institutions of Higher Education Program Review: Secretary Actions for Quarter 2 (April 1, 2019 to June 30, 2019)

During the current reporting period, the Secretary of Higher Education acted on a total of 105 academic program proposals requiring review under Code of Maryland Regulations (COMAR) 13B.02.01 and COMAR 13B.02.03, and they are outlined immediately below.

Actions by In-State Institutions (ISI)	Number of Actions	Segment
I. Programs Objected to	2	at independent colleges and universities
	0	at public four-year colleges and universities
	0	at public community colleges
II. New Degree Programs	13	at independent colleges and universities
	7	at public four-year colleges and universities
	5	at public community colleges
III. New Certificate Programs	1	at independent colleges and universities
	3	at public four-year colleges and universities
	9	at public community colleges
IV. New Areas of Concentration	0	at independent colleges and universities
	0	at public four-year colleges and universities
	6	at public community colleges
V. Substantial Modifications to Existing Program	2	at independent colleges and universities
	0	at public four-year colleges and universities
	10	at public community colleges

VI. Non-substantial Modifications to Existing Program	10	at independent colleges and universities
	16	at public four-year colleges and universities
	23	at public community colleges
VII. Withdrawn Proposals	0	at independent colleges and universities
	0	at public four-year colleges and universities
	0	at public community colleges
VIII. Institutional Program Partnerships	0	at independent colleges and universities
	0	at public four-year colleges and universities
	0	at public community colleges
IX. 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 2 Total Actions by ISI <i>objections not included in this total</i>	105	

X. Actions by Out-of-State Institutions (OOS)	Number of Actions	Segment
Programs Objected to	0	at out-of-state institutions
New Programs	0	
Renewal Programs*	22	
Conditionally Authorized Programs	1	
New Areas of Concentration	11	
Suspended	0	
Discontinued	0	
Proposals Withdrawn	0	
Proposals Not Approved/Recommended	2	
Quarter 2 Total Actions by OOS <i>objections not included in this total</i>	36	

Quarter 2 Total Actions by ISI and OOS <i>objections not included in this total</i>	141
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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 and out-of-state objections the Commission has received to programs submitted for review, upon which the Secretary has issued a decision between April 1, 2019 to June 30, 2019

Proposing Institution	Program Proposed	Objecting Institution	Objection Rationale	Action	Rationale for Action	Action Date
Goucher College	Health Services Management (BPS)	University of Baltimore	Unreasonable program duplication	Recommended for Implementation	Determined not unreasonably duplicative	5/13/2019; Sustained by Commission July 10, 2019
Capitol Technology University	Construction Safety (BS)	University of Maryland Eastern Shore	Unreasonable program duplication	Recommended for Implementation	Determined not unreasonably duplicative	4/26/2019

II. NEW DEGREE PROGRAMS APPROVED/RECOMMENDED - 25

Independent Four-Year Colleges and Universities - 13

Institution	Degree Level	Program Title	Action Date
Johns Hopkins University	Doc	International Affairs	4/4/2019
St. Mary's College of Maryland	BA	Women, Gender, and Sexuality Studies	4/10/2019
Goucher College	BA	Professional and Creative Writing	5/28/2019
Goucher College	BA	Integrative Data Analytics	5/28/2019
Capitol Technology University	BS	Construction Safety	4/26/2019
Capitol Technology University	MS	Aviation Cybersecurity	5/13/2019
Loyola University Maryland	BS	Biochemistry	5/13/2019
Capitol Technology University	Doc	Product Management	5/20/2019
Goucher College	BPS	Health Services Management	5/13/2019
Goucher College	BPS	Business Management	5/1/2019
Goucher College	BPS	Early Childhood Education	4/30/2019
St. Mary's Seminary and University	Doc	Ministry	6/12/2019
Women's Institute of Torah Seminary	BA	Computer Science	6/19/2019

Public Four-Year Colleges and Universities - 7

Institution	Degree Level	Program Title	Action Date
University of Maryland, College Park	MS	Applied Economics	4/26/2019
University of Maryland, College Park	MS	Geospatial Information Sciences	4/24/2019
University of Maryland, College Park	MS	Geospatial Intelligence	4/26/2019
University of Maryland, Baltimore	Doc	Health Professions Education	4/24/2019
Towson University	MS	Music Pedagogy	6/11/2019
University of Maryland, Baltimore	MS	Cannabis Science and Therapeutics	6/12/2019
Towson University	MA	Dance Education	6/18/2019

Community Colleges - 5

Institution	Degree Level	Program Title	Action Date
Frederick Community College	AAS	Addictions Counseling	4/24/2019
Frederick Community College	AAS	Graphic Design	4/24/2019
Cecil College	AA	English	5/17/2019
Chesapeake College	AAT	Spanish A.A.T. in Teaching	5/28/2019
Cecil College	AAS	Agricultural Sciences	6/12/2019

III. NEW CERTIFICATE PROGRAMS APPROVED/RECOMMENDED - 13

Independent Four-Year Colleges and Universities - 1

Institution	Degree Level	Program Title	Action Date
Lincoln College of Technology	LDC	Welding and Metal Fabrication Technology	6/12/2019

Public Four-Year Colleges and Universities - 3

Institution	Degree Level	Program Title	Action Date
University of Maryland, Baltimore	PBC	Oral Health Sciences	5/16/2019
Towson University	PBC	Professional Spanish	6/11/2019
University of Maryland Eastern Shore	PBC	Rural Health Disparities and Social Inequities	5/28/2019

Community Colleges - 9

Institution	Degree Level	Program Title	Action Date
Frederick Community College	LDC	Retail Management	4/4/2019
Frederick Community College	LDC	Social Media Management	4/4/2019
Community College of Baltimore County	LDC	Digital Media Productions	4/30/2019
Frederick Community College	LDC	Cloud Computing	4/18/2019
Allegany College of Maryland	LDC	Medical Scribe Specialist	6/11/2019
Prince George's Community College	LDC	Theatre Design and Production	5/8/2019
Prince George's Community College	LDC	Theatre Performance	5/20/2019
Allegany College of Maryland	LDC	Addictions	6/11/2019
Allegany College of Maryland	LDC	Phlebotomy/Laboratory Assistant	5/22/2019

IV. NEW AREAS OF CONCENTRATION APPROVED/RECOMMENDED - 6

Independent Four-Year Colleges and Universities - 0

Public Four-Year Colleges and Universities - 0

Community Colleges - 6

Institution	Degree Level	Program Title	Concentration	Action Date
Prince George's Community College	AA	General Studies	Theatre Design and Production	5/20/2019
Prince George's Community College	AA	General Studies	Theatre Performance	5/20/2019
Frederick Community College	AAS	STEM Technology	CAD Engineering Technology	5/20/2019
Frederick Community College	AA	Arts and Humanities	Mass Communication	4/24/2019
Howard Community College	AA	Arts and Sciences	Humanities	6/6/2019
Howard Community College	AA	Arts and Sciences	World Languages and Cultures	6/6/2019

V. SUBSTANTIAL MODIFICATIONS APPROVED/RECOMMENDED - 12

Independent Four-Year Colleges and Universities - 2

Institution	Degree Level	Program Title	Substantial Modification	Action Date
Loyola University Maryland	MS	Literacy	Substantial Change to Degree Program	5/20/2019
Loyola University Maryland	MS	Literacy	Substantial Change to Degree Program	5/20/2019

Public Four-Year Colleges and Universities - 0

Community Colleges - 10

Institution	Degree Level	Program Title	Substantial Modification	Action Date
College of Southern Maryland	LDC	Pharmacy Technician	Change to Certificate Program	6/14/2019
Community College of Baltimore County	DTC	Corrections Professionals	Change to Certificate Program	5/6/2019
Cecil College	AAS	Physical Therapist Assistant	Change to Degree Program	4/24/2019
Hagerstown Community College	AA	Arts and Sciences	Change to Area of Concentration	5/7/2019
Hagerstown Community College	AA	Arts and Sciences	Change to Area of Concentration	5/7/2019
Hagerstown Community College	AA	Arts and Sciences	Change to Area of Concentration	5/7/2019
Hagerstown Community College	AA	Arts and Sciences	Change to Area of Concentration	5/7/2019
Hagerstown Community College	AA	Arts and Sciences	Change to Area of Concentration	5/7/2019
Hagerstown Community College	AA	Arts and Sciences	Change to Area of Concentration	5/7/2019
Cecil College	LDC	Cybersecurity	Change to Certificate Program	5/28/2019

VI. NON-SUBSTANTIAL MODIFICATIONS APPROVED/RECOMMENDED - 49

Independent Four-Year Colleges and Universities – 10

Institution	Degree Level	Program Title	Non-Substantial Modification	Action Date
Capitol Technology University	MS	Electrical Engineering	Change Program Title	4/10/2019
Goucher College	BA	Economics	Code Change	4/10/2019
Loyola University Maryland	MS	Literacy	Change Program Title	5/21/2019
Washington Adventist University	BS	Physical Education Non Certification	Change Program Title	4/4/2019
Washington Adventist University	BA	Early Childhood Education/Special Education	Code Change	4/4/2019
Washington Adventist University	BA	Elementary Education/Special Education	Code Change	4/4/2019
Notre Dame of Maryland University	BA	Corporate Communication	Change Program Title	6/12/2019
St. Mary's Seminary and University	Doc	Ministry	Code Change	6/6/2019
Washington College	BS	Minor in Secondary Education Studies (SED)	Code Change	4/10/2019
Goucher College	BA	French	Change Program Title	6/12/2019

Public Four-Year Colleges and Universities - 16

Institution	Degree Level	Program Title	Non-Substantial Modification	Action Date
University of Baltimore	BA	Government and Public Policy	Change Program Title	4/26/2019
University of Baltimore	MS	Forensic Science - High-Tech Crime	Change Program Title	5/13/2019
University of Maryland Eastern Shore	BS	Aviation Science	Suspend Program	5/13/2019
Frostburg State University	BS	Athletic Training	Suspend Program	6/6/2019
Towson University	PBC	Applied Gerontology	Discontinued Program	6/6/2019
Towson University	MS	Applied Gerontology	Discontinued Program	6/6/2019
Towson University	MS	Kinesiology	Discontinued Program	6/6/2019
Frostburg State University	BS	Kinesiology and Recreation	Suspend Program	6/6/2019
University of Maryland Eastern Shore	BS	Agribusiness	Change Program Title	6/11/2019
University of Maryland Eastern Shore	Doc	Food Science and Technology	Change Program Title	6/11/2019
University of Baltimore	MBA	Business Administration	Change Program Title	5/14/2019

Institution	Degree Level	Program Title	Non-Substantial Modification	Action Date
University of Maryland, College Park	Doc	Health Services	Change Program Title	6/12/2019
University of Maryland, College Park	MS	Health Administration	Change Program Modality	6/12/2019
University of Baltimore	MS	Justice Leadership and Management	Suspend Program	4/26/2019
University of Baltimore	BA	Jurisprudence	Suspend Program	4/26/2019
University of Baltimore	PMC	Family Law	Change Program Modality	6/18/2019

Community Colleges - 23

Institution	Degree Level	Program Title	Non-Substantial Modification	Action Date
Carroll Community College	AAS	Emergency Medical Services Paramedic	Change Program Title	4/4/2019
Frederick Community College	LDC	LPN: Practical Nursing	Reactivate Program	5/14/2019
Frederick Community College	AAS	Nuclear Medicine Technology	Discontinued Program	4/24/2019
Frederick Community College	LDC	Computed Tomography Certification	Discontinued Program	4/24/2019
Montgomery College	AAS	Early Childhood Education technology	Change Program Modality	4/26/2019
Cecil College	AFA	Fine Arts	Change Program Title	4/30/2019
Frederick Community College	LDC	Computer Graphics	Change Program Title	5/16/2019
Frederick Community College	AA	Arts and Humanities	Change Program Title	5/16/2019
Frederick Community College	AAS	Sign Language Interpreter Preparatory	Change Program Title	5/13/2019
Frederick Community College	LDC	Sign Language Interpreter Preparatory	Change Program Title	5/13/2019
Cecil College	AAS	Cybersecurity	Program Change	5/17/2019
Allegany College of Maryland	AAS	Paralegal	Change Program Title	5/22/2019
Allegany College of Maryland	AS	Arts & Sciences	Change Program Title	5/22/2019
Allegany College of Maryland	LDC	Professional Golf Management	Discontinued Program	5/22/2019

Institution	Degree Level	Program Title	Non-Substantial Modification	Action Date
Allegany College of Maryland	AS	Hospitality Management	Discontinued Program	5/22/2019
Allegany College of Maryland	LDC	Office Technologies	Discontinued Program	5/22/2019
Allegany College of Maryland	AAS	Office Technologies	Discontinued Program	5/22/2019
Allegany College of Maryland	LDC	Paralegal	Change Program Title	5/22/2019
Allegany College of Maryland	AAS	Radiologic Technology	Suspend Program	5/22/2019
Howard Community College	AA	Arts and Sciences	Change Program Title	6/12/2019
Anne Arundel Community College	LDC	Interprofessional Healthcare	Code Change	5/14/2019
Wor-Wic Community College	LDC	Emergency Medical Technician	Program Change	6/18/2019
Wor-Wic Community College	LDC	Emergency Medical Technician	Change Program Title	6/19/2019

VII. WITHDRAWN PROPOSAL - 0

Independent Four-Year Colleges and Universities - 0

Public Four-Year Colleges and Universities - 0

Community Colleges - 0

VIII. INSTITUTIONAL PROGRAM PARTNERSHIPS - 0

Independent Four-Year Colleges and Universities - 0

Public Four-Year Colleges and Universities - 0

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) – 36

I. Actions by Out-of-State Institutions (OOS)	Number of Actions	Segment
Programs Objected to	0	at out-of-state institutions
New Programs	0	
Renewal Programs	22	
Conditionally Authorized Programs	1	
Areas of Concentration	11	
Suspended	0	
Discontinued	0	
Proposals Withdrawn	0	
Programs Not Authorized	2	
Quarter 2 Total Actions by OOS <i>objections not included in this total</i>	36	

OUT-OF STATE INSTITUTIONS (OOS) - 22

(OOS Approved New and Renewal Programs)

Institution	Degree Level	Program Title	New (N) or Renew (R)	Action Date	Offered Elsewhere in MD
Denver Seminary	M.Div.	Master of Divinity	R	04/01/19	N
	M.A.	Leadership	R	04/01/19	N
	PBC	Biblical and Theological Studies	R	04/01/19	N
Fortis College	A.S.	Radiologic Technology	R	05/06/19	N
	A.S.	Medical Laboratory Technology	R	05/06/19	Y
	A.S.	Dental Hygiene	R	05/06/19	Y
	L.D.C.	Expanded Functions Dental Assisting	R	05/06/19	Y
	L.D.C.	Medical Assisting	R	05/06/19	Y
	L.D.C.	Medical Billing and Coding	R	05/06/19	Y
	L.D.C.	Pharmacy Technician	R	05/06/19	Y
Lancaster Bible College	Ph.D.	Biblical Studies	R	06/17/19	N
	D.Min.	Ministry	R	06/17/19	N
	M.A.	Professional Counseling	R	06/17/19	N
	M.Div.	Master of Divinity	R	06/17/19	N
	M.A.	Christian Care	R	06/17/19	N
	M.A.	Ministry	R	06/17/19	N
	M.A.	Biblical Studies	R	06/17/19	N
	B.S.	Business Administration	R	06/17/19	N
	B.S.	General Studies	R	06/17/19	N
	B.A.	Biblical Studies	R	06/17/19	N
	A.A.	Biblical Studies	R	06/17/19	N
	L.D.C.	Concentrated Bible	R	06/17/19	N

(OOS Conditionally Authorized Programs) - 1

Institution	Degree Level	Program Title	New (N) or Renew (R)	Action Date	Offered Elsewhere in MD
Bard College	A.A.	Liberal Arts and Sciences	R	06/17/19	Y

(OOS New and Renewal Areas of Concentration) - 11

Institution	Degree Level	Program Title - Area of Concentration	New (N) or Renew (R)	Action Date	Offered Elsewhere in MD
Lancaster Bible College	M.A.	Ministry - Leadership Studies	N	6/17/19	N
		Ministry - Pastoral Studies	N	6/17/19	N
	M.A.	Biblical Studies - Bible Exposition	N	6/17/19	N
		Biblical Studies - Christian Apologetics	N	6/17/19	N
		Biblical Studies - Cultural Engagement	N	6/17/19	N
	M.Div.	Divinity - Bible Exposition	N	6/17/19	N
		Divinity - Christian Apologetics	N	6/17/19	N
		Divinity - Christian Care	N	6/17/19	N
		Divinity - Cultural Engagement	N	6/17/19	N
		Divinity - Leadership Studies	N	6/17/19	N
		Divinity - Pastoral Studies	N	6/17/19	N

(OOS Suspended or Discontinued Programs) - 0

(OOS Proposals Withdrawn) - 0

(OOS Programs Not Authorized) – 2

Institution	Degree Level	Program Title	New (N) or Renew (R)	Action Date
Washington University of Virginia	M.R.E.	Religious Education	N	06/17/19
	M.C.C.	Christian Counseling	N	06/17/19



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Anwer Hasan
 Chairperson

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

MEMORANDUM

DATE: October 23, 2019 (Revised)

TO: Commissioners, Maryland Higher Education Commission

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

STAFF: Trish Gordon McCown, Director of Academic Affairs
 Jacqueline Cade, Education Policy Analyst & ACM State Coordinator

SUBJECT: Report on Institutions of Higher Education Program Review: Secretary Actions for Quarter 3 (July 1, 2019 to September 30, 2019)

During the current reporting period, the Secretary of Higher Education acted on a total of 106 academic program proposals requiring review under Code of Maryland Regulations (COMAR) 13B.02.01 and COMAR 13B.02.03, and they are outlined immediately below.

Actions by In-State Institutions (ISI)	Number of Actions	Segment
I. Programs Objected to	1	at independent colleges and universities
	1	at public four-year colleges and universities
	0	at public community colleges
II. New Degree Programs	10	at independent colleges and universities
	0	at public four-year colleges and universities
	2	at public community colleges
III. New Certificate Programs	6	at independent colleges and universities
	2	at public four-year colleges and universities
	3	at public community colleges
IV. New Areas of Concentration	1	at independent colleges and universities
	0	at public four-year colleges and universities
	3	at public community colleges
V. Substantial Modifications to Existing Program	2	at independent colleges and universities
	2	at public four-year colleges and universities
	4	at public community colleges

VI. Non-substantial Modifications to Existing Program	17	at independent colleges and universities
	17	at public four-year colleges and universities
	33	at public community colleges
VII. Withdrawn Proposals	0	at independent colleges and universities
	1	at public four-year colleges and universities
	1	at public community colleges
VIII. Institutional Program Partnerships	0	at independent colleges and universities
	1	at public four-year colleges and universities
	0	at public community colleges
IX. Proposals Not Approved or Recommended	1	at independent colleges and universities
	0	at public four-year colleges and universities
	0	at public community colleges
Quarter 3 Total Actions by ISI <i>objections not included in this total</i>	106	

X. Actions by Out-of-State Institutions (OOS)	Number of Actions	Segment
Programs Objected to	0	at out-of-state institutions
New Programs	4	
Renewal Programs*	15	
Conditionally Authorized Programs	0	
New Areas of Concentration	5	
Suspended	0	
Discontinued	0	
Proposals Withdrawn	0	
Proposals Not Approved/Recommended	1	
Quarter 3 Total Actions by OOS <i>objections not included in this total</i>	25	

Quarter 3 Total Actions by ISI and OOS <i>objections not included in this total</i>	131
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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 and out-of-state objections the Commission has received to programs submitted for review, upon which the Secretary has issued a decision between July 1, 2019 to September 30, 2019

Proposing Institution	Program Proposed	Objecting Institution	Objection Rationale	Action	Rationale for Action	Action Date
University of Maryland, Baltimore County	Allied Health (LDC)	MACC	Unreasonable program duplication	Proposal withdrawn by proposing institution UMBC	N/A	8/14/2019
Loyola University of Maryland	Business Administration (MBA)	University of Baltimore	Unreasonable program duplication	Not Recommended for Implementation	Determined program is reasonably duplicative	Not recommended by Sec. Fielder on 7/19/2019 Sustained by Commission on 10/3/2019

II. NEW DEGREE PROGRAMS APPROVED/RECOMMENDED - 12

Independent Four-Year Colleges and Universities - 10

Institution	Degree Level	Academic Program Name	Action Date
Capitol Technology University	BS	Facilities Management & Critical Infrastructure	7/30/2019
Goucher College	BA	Engineering Sciences	8/27/2019
Maryland University of Integrative Health	MS	Clinical Herbal Medicine	8/8/2019
Maryland University of Integrative Health	MS	Herbal Product Design and Manufacture	8/8/2019
Capitol Technology University	MS	Construction Safety	8/29/2019
Goucher College	BPS	Criminal Justice	9/17/2019
Goucher College	BPS	Sports Communication	9/17/2019
Notre Dame of Maryland University	MA	Higher Education Leadership for Changing Populations	9/16/2019
Notre Dame of Maryland University	MA	Philanthropy	9/16/2019
Capitol Technology University	Doc	Emergency and Protective Services	9/17/2019

Public Four-Year Colleges and Universities - 0

Community Colleges - 2

Institution	Degree Level	Program Title	Action Date
Cecil College	AA	Communication Studies	7/10/2019
Garrett College	AAS	Paramedic Studies	8/5/2019

III. NEW CERTIFICATE PROGRAMS APPROVED/RECOMMENDED - 11

Independent Four-Year Colleges and Universities - 6

Institution	Degree Level	Program Title	Action Date
Hood College	PBC	Project Management	8/27/2019
Maryland University of Integrative Health	PBC	Narrative Health	8/8/2019
Goucher College	PBC	Interactive Multimedia Design	9/13/2019
Notre Dame of Maryland University	PBC	Philanthropy	9/16/2019
Notre Dame of Maryland University	PBC	Enrollment Management	9/16/2019
Johns Hopkins University	PBC	Climate Change and Public Health	9/25/2019

Public Four-Year Colleges and Universities - 2

Institution	Degree Level	Program Title	Action Date
University of Maryland, College Park	PBC	Computation and Mathematics for Biological Networks	7/10/2019
University of Baltimore	PBC	Global Industrial-Organizational Psychology	8/6/2019

Community Colleges - 3

Institution	Degree Level	Program Title	Action Date
Prince George's Community College	LDC	Dance and Choreography	8/8/2019
Anne Arundel Community College	LDC	Medical Laboratory Assistant	9/27/2019
Anne Arundel Community College	LDC	Life and Engagement Coaching	9/27/2019

IV. NEW AREAS OF CONCENTRATION APPROVED/RECOMMENDED - 4

Independent Four-Year Colleges and Universities - 1

Institution	Degree Level	Program Title	Concentration	Action Date
Johns Hopkins University	MA	Film and Media	Immersive Storytelling and Emerging Technologies	9/4/2019

Public Four-Year Colleges and Universities - 0

Community Colleges - 3

Institution	Degree Level	Program Title	Concentration	Action Date
Prince George's Community College	AA	General Studies	Dance Performance and Choreography	8/8/2019
Harford Community College	AAS	Engineering Technology	Additive Manufacturing	7/1/2019
Anne Arundel Community College	AA	Arts and Sciences	English	9/27/2019

V. SUBSTANTIAL MODIFICATIONS APPROVED/RECOMMENDED - 8

Independent Four-Year Colleges and Universities - 2

Institution	Degree Level	Program Title	Substantial Modification	Action Date
Mount St. Mary's University	CAS	Reading	Certificate Program	7/10/2019
Maryland University of Integrative Health	MA	Health and Wellness Coaching	Degree Program	8/8/2019

Public Four-Year Colleges and Universities - 2

Institution	Degree Level	Program Title	Substantial Modification	Action Date
University of Maryland Eastern Shore	MS	Counselor Education	Degree Program	7/10/2019
University of Maryland Eastern Shore	MS	Counselor Education	Degree Program	7/10/2019

Community Colleges - 4

Institution	Degree Level	Program Title	Substantial Modification	Action Date
Frederick Community College	LDC	Computer Aided Design Operator	Certificate Program	7/10/2019
Cecil College	AS	Mathematics	Degree Program	7/17/2019
Frederick Community College	LDC	American Sign Language Studies	Certificate Program	7/23/2019
Cecil College	AA	General Studies	Degree Program	7/29/2019

VI. NON-SUBSTANTIAL MODIFICATIONS APPROVED/RECOMMENDED - 67

Independent Four-Year Colleges and Universities - 17

Institution	Degree Level	Program Title	Substantial Modifications	Action Date
Capitol Technology University	BS	Mobile Computing	Change Program Title	7/23/2019
Maryland Institute College of Art	MS	Information Visualization	Change Program Title	7/31/2019
Stevenson University	MS	Cyber Forensics	Change Program Title	7/12/2019
Johns Hopkins University	MA	Writing	Change Program Modality	7/17/2019
Stevenson University	BS	Public History	Change Program Title	7/12/2019
Washington College	BA	Drama	Change Program Title	8/22/2019
Reid Bible College	LDC	Ministry	Change Program Title	8/27/2019
Reid Bible College	AA	Ministry	Change Program Title	8/27/2019
Goucher College	BA	English	Change Program Title	9/13/2019

Institution	Degree Level	Program Title	Substantial Modifications	Action Date
Johns Hopkins University	MS	Information Systems	Change Program Title	9/17/2019
Loyola University Maryland	PBC	TELL	Change Program Modality	9/12/2019
Loyola University Maryland	MS	Literacy Ed, Reading Specialist	Code Change NoF	9/17/2019
Loyola University Maryland	MS	Special Education	Code Change NoF	9/17/2019
Loyola University Maryland	MS	Counseling Psychology	Code Change NoF	9/17/2019
Loyola University Maryland	MS	Counseling Psychology	Change Program Title	9/17/2019
Loyola University Maryland	MS	Clinical Professional Psychology	Change Program Title	9/17/2019
Johns Hopkins University	MS	Applied Economics	Code Change NoF	9/18/2019

Public Four-Year Colleges and Universities - 17

Institution	Degree Level	Program Title	Substantial Modifications	Action Date
University of Maryland, Baltimore	MS	Nursing	Change Program Title	7/29/2019
Morgan State University	BS	Medical Technology program	Change Program Title	7/29/2019
Towson University	MS	Transformational Education Leadership	Change Program Modality	7/31/2019
University of Maryland, Baltimore County	MS	Language, Literacy and Culture	Code Change NoF	8/15/2019
University of Maryland, Baltimore County	Doc	Language, Literacy and Culture	Code Change NoF	8/15/2019
University of Maryland, Baltimore County	MS	Environmental Engineering	Code Change NoF	8/15/2019
University of Maryland, Baltimore County	Doc	Environmental Engineering	Code Change NoF	8/15/2019
University of Maryland, Baltimore County	MS	Economic Policy Analysis	Code Change NoF	8/15/2019
Salisbury University	BA	Communication	Change Program Title	7/31/2019
University of Maryland, Baltimore County	UDC	Psychology of the Workplace	Change Program Title	8/26/2019
Salisbury University	BS	RN-to BSN	Change Program Modality	8/12/2019
Salisbury University	MS	MSN	Change Program Modality	8/12/2019
Towson University	BA	Integrated Elementary and Special Education	Change Program Title	8/5/2019
University of Maryland, Baltimore County	BS	Psychology, Theoretical and Experimental	Change Program Title	8/26/2019

Institution	Degree Level	Program Title	Substantial Modifications	Action Date
University of Maryland, College Park	PBC	Intermediate Survey Methodology	Change Program Title	8/26/2019
Towson University	BS	Biology	Change Program Title	8/27/2019
University of Maryland Eastern Shore	MS	Counselor Education	Change Program Title	9/13/2019

Community Colleges - 33

Institution	Degree Level	Program Title	Substantial Modifications	Action Date
Frederick Community College	LDC	Surgical Technology Certification	Discontinued Program	7/23/2019
Anne Arundel Community College	LDC	Financial Accounting	Code Change NoF	9/6/2019
Anne Arundel Community College	AAS	Financial Accounting	Code Change NoF	9/6/2019
Anne Arundel Community College	AAS	Cybercrime	Code Change NoF	9/6/2019
Anne Arundel Community College	LDC	Cybercrime	Code Change NoF	9/6/2019
Anne Arundel Community College	LDC	Business Accountant	Code Change NoF	9/6/2019
Anne Arundel Community College	AAS	Business Accountant	Code Change NoF	9/6/2019
Anne Arundel Community College	LDC	Hotel/Lodging Management	Code Change NoF	9/6/2019
Anne Arundel Community College	LDC	Veterans Counseling	Code Change NoF	9/6/2019
Anne Arundel Community College	LDC	Medical coding	Code Change NoF	9/6/2019
Anne Arundel Community College	LDC	Medical Assisting	Code Change NoF	9/12/2019
Anne Arundel Community College	LDC	Health Care Delivery Systems	Code Change NoF	9/17/2019
Anne Arundel Community College	AA	Visual Arts Transfer - Game Art and Design	Code Change NoF	9/6/2019
Anne Arundel Community College	LDC	Gender and Sexuality Studies	Code Change NoF	9/4/2019
Anne Arundel Community College	LDC	COMPUTER INFORMATION SYSTEMS - Scientific Programming	Code Change NoF	8/29/2019
Anne Arundel Community College	LDC	Architecture and Interior Design CAD	Code Change NoF	9/4/2019
Anne Arundel Community College	LDC	Mobile Device Application Development	Code Change NoF	9/4/2019
Harford Community College	AAS	Science Laboratory Technology	Discontinued Program	7/23/2019
Harford Community College	AAS	Electroneurodiagnostic Technology	Discontinued Program	7/23/2019

Institution	Degree Level	Program Title	Substantial Modifications	Action Date
Frederick Community College	LDC	American Sign Language Studies	Change Program Title	7/24/2019
Cecil College	AA	General Studies	Change Program Title	7/30/2019
Community College of Baltimore County	LDC	Paralegal Studies	Program Change	8/29/2019
Community College of Baltimore County	AAS	Medical Assisting	Program Change	8/29/2019
Community College of Baltimore County	AAS	Legal Studies	Program Change	8/29/2019
Community College of Baltimore County	AAS	Veterinary Technology	Program Change	8/29/2019
Community College of Baltimore County	AAS	Criminal Justice	Program Change	8/29/2019
Garrett College	AAS	Addictions Counseling	Statewide and Health Manpower Designations	8/5/2019
Community College of Baltimore County	AAS	CADD Engineering	Discontinued Program	8/29/2019
Community College of Baltimore County	AAS	Survey Technology	Discontinued Program	8/29/2019
Montgomery College	LDC	Management	Suspend Program	8/29/2019
Montgomery College	LDC	Paralegal Studies	Suspend Program	8/29/2019
Montgomery College	LDC	Photography Technique	Suspend Program	8/29/2019
Anne Arundel Community College	AAS	Medical Assisting	Code Change NoF	9/12/2019

VII. WITHDRAWN PROPOSAL - 2

Independent Four-Year Colleges and Universities - 0

Public Four-Year Colleges and Universities - 1

Institution	Degree Level	Program Title	Action Date
University of Maryland, Baltimore County	LDC	Allied Health	8/14/2019

Community Colleges - 1

Institution	Degree Level	Program Title	Action Date
Anne Arundel Community College	AA	Arts and Sciences	8/13/2019

VIII. INSTITUTIONAL PROGRAM PARTNERSHIPS - 1

Independent Four-Year Colleges and Universities - 0

Public Four-Year Colleges and Universities - 1

Institution	Degree Level	Program Title	Partnership	Action Date
Towson University	MS	Transformational Education Leadership	Program at Fort Washington Elementary & Middle Schools	9/25/2019

Community Colleges - 0

IX. PROPOSALS NOT APPROVED/ RECOMMENDED - 1

Independent Four-Year Colleges and Universities - 1

Institution	Degree Level	Program Title	Action Date
Loyola University Maryland	MBA	Business Administration	7/19/2019

Public Four-Year Colleges and Universities - 0

Community Colleges - 0

X. OUT-OF STATE INSTITUTIONS (OOS)

I. Actions by Out-of-State Institutions (OOS)	Number of Actions	Segment
Programs Objected to	0	at out-of-state institutions
New Programs	4	
Renewal Programs	15	
Conditionally Authorized Programs	0	
Areas of Concentration	5	
Suspended	0	
Discontinued	0	
Proposals Withdrawn	0	
Proposals Not Authorized	1	
Quarter 3 Total Actions by OOS <i>objections not included in this total</i>	25	

OUT-OF STATE INSTITUTIONS (OOS) - 19

(OOS Approved New and Renewal Programs)

Institution	Degree Level	Program Title	New (N) or Renew (R)	Action Date	Offered Elsewhere in MD
Central Michigan University	P.B.C.	Integrated Homeland Security	N	09/23/19	N
Georgetown University	M.S.N.	Master of Science in Nursing (M.S.N.) in Adult Gerontology Acute Care Nurse Practitioner	R	08/28/19	N
	PMC	Adult Gerontology Acute Care Nurse Practitioner	N	08/28/19	N
	D.N.P.	Adult Gerontology Acute Care Nurse Practitioner	N	08/28/19	N
	E.M.L.	Executive Master's in Leadership-D.C. Schools	R	08/28/19	N
Unification Theological Seminary	M.R.E.	Master of Religious Education	R	09/23/19	Y
	M.Div.	Master of Divinity	R	09/23/19	Y
	M.A.	Religious Studies	R	09/23/19	N
Southeastern University	A.A.	General Education	R	09/23/19	Y
	A.M.L.	Ministerial Leadership	R	09/23/19	N
	B.S.	Ministerial Leadership	R	09/23/19	N
State University of New York - Empire State College at Winpisinger Education Center*	M.A.	Work and Labor Policy	R	08/01/19	N
	B.S.	Labor Studies	R	08/01/19	N
	A.S.	Labor Studies	R	08/01/19	N
State University of New York - Empire State College at International Trades Finishing Institute*	M.A.	Work and Labor Policy	R	08/01/19	N
	B.S.	Labor Studies	R	08/01/19	N
	A.S.	Labor Studies	R	08/01/19	N
Chamberlain University	B.S.N.	Nursing	R	09/23/19	Y
Columbia College	A.A.S.	Dental Lab Technology	N	09/23/19	N

* Residency available only to members and affiliates of stated unions

(OOS Conditionally Authorized Programs) - 0

(OOS Areas of Concentration) - 5

Institution	Degree Level	Program Title - Area of Concentration	New (N) or Renew (R)	Action Date	Offered Elsewhere in MD
Central Michigan University	M.S.A.	Administration - Integrated Homeland Security	N	09/23/19	N
Unification Theological Seminary	M.A.	Religious Studies - Interfaith Peacebuilding	R	09/23/19	N
		Religious Studies - Non-Profit Leadership	R	09/23/19	N
		Religious Studies - Unification Studies	R	09/23/19	N
		Religious Studies - Theological Studies	R	09/23/19	N

(OOS Suspended or Discontinued Programs) - 0

(OOS Proposals Withdrawn) - 0

(OOS Program Not Authorized) - 1

Institution	Degree Level	Program Title	New (N) or Renew (R)	Action Date
Columbia College	A.A.S.	Cosmetology	N	09/23/19



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

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

MEMORANDUM

DATE: October 23, 2019

TO: Maryland Higher Education Commissioners

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

SUBJECT: Final Approval of Amendments to COMAR Regulations–
Articulation Agreements and Certain Degree Programs

On April 24, 2019, the Commission approved for publication in the Maryland Register the enclosed regulations regarding articulation agreements, the Bachelor of Professional Studies degree, and the Bachelor of Technical Studies degree. The regulations were published in the Maryland Register on June 21, 2019. The public comment period for the regulations ended on July 22, 2019, and no public comments were received.

The proposed regulations are ready for the Commission's final adoption.

RECOMMENDATION: It is recommended that the Commission approves for final adoption the attached regulations regarding articulation agreements and certain degree programs, which were published in the Maryland Register on June 21, 2019.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

13B.02.03.02

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(2) Articulation Agreement.

(a) An "articulation agreement" means an agreement between institutions of higher education regarding the transfer of academic credits from one institution to the other.

Comment [ED1]: Purpose: to add a definition in COMAR.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

13B.06.01.10

.10 Articulation Agreements.

A. An articulation agreement shall be signed by the President or Chief Academic Officer of each institution and shall provide for the transfer and acceptance of academic credit from one institution to the other for specific completed:

- (1) Coursework;
- (2) Program requirements;
- (3) Internships; and
- (4) Any other credit awarded for prior learning.

B. An articulation agreement between public institutions shall conform to the provisions in COMAR 13B.06.01.

C. An articulation agreement may include provisions regarding:

- (1) Procedures for admissions, registration, and advising;
- (2) Access to student services, financial aid;
- (3) Cost of tuition;
- (4) Term and termination of the agreement; and
- (5) Other relevant information as it pertains to the transfer of academic credit from one institution to another.

E. A final, signed copy of an articulation agreement shall be deposited with the Commission.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

13B.02.03.24

.24 Degree Programs.

A. Degree Levels.

(1) The degree levels described in this regulation are available to institutions in this State, as approved in accordance with COMAR 13B.02.02.10.

(2) Public community colleges and senior public higher education institutions shall comply with the credit hour standards of COMAR 13B.02.02.16A(1) and B(1).

B. Associate of Applied Science (A.A.S.).

(1) An institution may award an Associate of Applied Science (A.A.S.) degree for successful completion of not less than 60 and not more than 70 credit hours in vocational-technical occupational skills, including law enforcement, computer technology, and engineering technology.

(2) The program is intended for a student seeking immediate employment opportunities. However, the program does not preclude a student from transferring to a technical bachelor's degree program such as a bachelor's degree in technology or a bachelor's degree in technical or professional studies, or from transferring non-technical courses to a 4-year institution.

C. Associate of Arts (A.A.).

(1) An institution may award an Associate of Arts (A.A.) degree for successful completion of not less than 60 and not more than 70 credit hours in the liberal arts (social sciences, humanities, and similar subjects) and in the fine arts (music, art, etc.).

(2) The program is intended for transfer to an equivalent Bachelor of Arts (B.A.) degree program at 4-year institutions.

D. An institution may award an Associate of Art in Teaching (A.A.T.) degree that:

(1) Meets the lower-level degree academic content, outcomes, and requirements for teacher education, similar to the first 2 years of a bachelor's program in teacher education;

(2) Requires evidence of qualifying scores as established by the State Superintendent of Schools on the teacher certification tests approved by the State Board of Education;

(3) Requires a cumulative grade point average of at least 2.75 on a 4.00 scale; and

(4) If achieved, transfers up to **64-70** credit hours, satisfying all lower-division teacher education program outcomes without further review by in-State 4-year public and independent institutions.

E. An institution may award an Associate of Fine Arts (A.F.A.) degree for successful completion of not less than 60 and not more than 70 credit hours in the professional arts in programs that:

(1) Have as a primary goal transfer to a Bachelor of Fine Arts (B.F.A.) degree program;

Comment [ED2]:
Purpose: this change would align the AAT with the other credit ceilings for transfer.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

- (2) Are similar to the first 2 years of a B.F.A. degree program; and
- (3) Require at least 60 percent of the course credit to be in studio work and related areas.

F. Associate of Science (A.S.)

(1) An institution may award an Associate of Science (A.S.) degree for successful completion of not less than 60 and no more than 70 credit hours in science or technology (engineering, agriculture, the natural sciences) with a heavy emphasis on undergraduate mathematics or science.

- (2) The program is intended for transfer to a Bachelor of Science (B.S.) degree program at 4-year institutions.

G. Associate of Science in Engineering (A.S.E.)

- (1) An institution may award an Associate of Science in Engineering (A.S.E.) degree that:

- (a) Meets the lower-level degree academic content, outcomes, and requirements for engineering education, similar to the first 2 years of a bachelor's parallel program in engineering education;

- (b) Requires at least a 2.0 on a 4.0 grade scale in all courses required by the program in computer science, engineering, mathematics, and the physical and natural sciences; and

- (c) If conferred, transfers without further review or course-by-course match by in-State 4-year public and participating independent institutions into a bachelor's parallel program, except that transfer students may be treated like non-transfer students with regard to credit hours earned through Advanced Placement (AP), International Baccalaureate (IB), and transcribed credits.

- (2) The Commission shall convene a continuous review committee for each A.S.E. degree area, such as electrical engineering. Each continuous review committee shall be composed of faculty with relevant expertise in that area of study from in-State 2-year and 4-year public and independent institutions with approved engineering programs.

- (3) Outcomes for each A.S.E. degree area shall be reviewed by the appropriate continuous review committee to ensure that outcomes are consistent with current standards. The committees shall meet at least once a year for the purpose of conducting this review.

- (4) The president or president's designee of an in-State 4-year independent institution that wishes to participate in the Statewide articulation agreement shall submit a letter to the Secretary stating that the A.S.E. shall transfer to its institution without further review or course-by-course match, except that credit hours earned through Advanced Placement (AP), International Baccalaureate (IB), or transcribed credit, may be treated as they would be with non-transfer students at the institution.

H. An institution may award a Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), or Bachelor of Science (B.S.) degree for successful completion of a program of 120 or more undergraduate credit hours.

I. Bachelor of Technical Studies (B.T.S.) or Bachelor of Professional Studies (B.P.S.)

(1) An institution may award a Bachelor of Technical Studies (B.T.S.) or Bachelor of Professional Studies (B.P.S.) degree of at least 120 credit hours awarded for the successful completion of an A.A.S. degree, an advanced program of study in the designated area of concentration, and a minimum three-credit hour internship related to the program.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

(2) Under an articulated agreement, students who have completed an A.A.S. degree may obtain a Bachelor of Technical Studies or a Bachelor of Professional Studies in a related, specialized area of concentration at an institution with degree-granting authority in this State. The area of concentration shall be specified by the institution granting the Bachelor of Technical Studies or Bachelor of Professional Studies. The receiving institution shall accept not less than 60 credit hours and not more than ~~64-70~~ credit hours for the Associate of Applied Science (A.A.S.) degree.

Comment [ED3]: Purpose: this change would align the credit ceilings with others ceilings found in COMAR.

(3) The Commission shall provide information on technical or professional fields that have graduated significant numbers of students and for which one or more community colleges request an articulated bachelor of technical or bachelor of professional studies degree. Institutions that wish to participate in developing a Bachelor of Technical Studies or Bachelor of Professional Studies shall meet and develop ~~a memorandum of understanding.~~ Participating institutions shall notify the Commission of their intent to develop the new degree program an articulation agreement.

Comment [ED4]: Purpose: removes the need for an MOU; removes the need to inform the Commission.

(4) ~~A memorandum of understanding shall be drafted and agreed to by institutions. The memorandum of understanding shall address procedures for admissions, registration, advising, student services, financial aid, tuition, and faculty resources. Programmatic and degree requirements shall also be identified.~~ The BTS or BPS program shall include an internship which encompasses specific competencies and is a minimum of three credit hours.

(a) The articulation agreement shall specify whether the internship may be completed as part of the programmatic requirements for the A.A.S. degree.

(5) The program shall be made available at the principal location or other convenient locations, or both. The program may also be delivered through distance education.

~~(6)~~ The ~~memorandum of understanding articulation agreement~~ shall be submitted to the Commission ~~instead of with~~ a program proposal under Chapter 03 of this Title.

J. An institution may award a Master's Degree for successful completion of at least 30 credit hours or the equivalent of graduate-level courses.

K. An institution may award a Doctoral Degree for the highest level of formal collegiate study in a field, typically requiring successful completion of at least 60 credit hours or the equivalent at the graduate level, including completion of a dissertation, final project, or other form of culminating academic work.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

13B.06.01.04

.04 Transfer of Education Program Credit.

A. Transfer of Credit to Another Public Institution.

(1) Credit earned at any public institution in the State is transferable to any other public institution if the:

- (a) Credit is from a college or university parallel course or program;
- (b) Grades in the block of courses transferred average 2.0 or higher; and

(c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit Earned in or Transferred From a Community College.

(1) Except as provided in §B(5) of this regulation, at least 60 credits but not more than 70 credits of general education, elective, and major courses that a student earns at any community college in the State toward ~~an associate's of art or an associate's of science~~ a degree at a community college shall be transferrable to any public senior higher education institution in the State for credit toward a bachelor's degree.

Comment [ED5]: Opens §B(5) to all degree programs.

(2) To be transferrable, a credit shall have been earned in accordance with the student's degree plan.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at the receiving public institution granting the degree if successfully completed in accordance with the receiving institution's policies governing native students in the same program.

(4) Students earning an A.A.S. or A.F.A. degree shall have their credits evaluated in a manner that maximizes the transfer of articulated and elective credit.

(5) A community college and a public senior higher education institution may provide in an articulation agreement for the transfer of credits in addition to credits transferred under §B(1) of this regulation.

C. Nontraditional Credit.

(1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.

(2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis according to the same standards that apply to native students at the receiving institution:

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

(a) Technical courses from career programs;

(b) Course credit awarded through articulation agreements with other segments or agencies, which should be developed in collaboration with all public institutions, including course credit awarded by articulation with Maryland public secondary schools;

(c) Credit awarded for clinical practice or cooperative education experiences;

(d) Credit awarded for life and work experiences; and

(e) Credit awarded for training, coursework, or education through the military.

(3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

(4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.

(5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

D. Program Articulation.

(1) Recommended transfer programs shall be developed through collaboration between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan for seamless transfer. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

E. Reverse Transfer of Credit

(1) Subject to §E(2) of this regulation, a community college shall accept for reverse transfer any credits that an individual earned at a public senior institution up to 45 credits. Credits in excess of 45 credits may be accepted in accordance with the community college's policy.

(2) To be eligible for the transfer of credit under §E(1) of this regulation, a student shall have completed at least 15 credits at the community college to which the credits are transferred.

(3) Community colleges and public senior institutions shall develop a process to identify students eligible for reverse transfer at no cost to the student.

F. Transfer of General Education Credit

(1) A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

Proposed Changes Pertaining to Articulation Agreements and Degree Programs

(2) A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

(3) Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

(4) A Maryland community college shall accept 28—36 credits of general education as specified in Regulation .03(C) of this chapter as completion of the general education requirements at the community college, without further review or the need for a course-by-course match.

(5) The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

(6) Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10—18 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

(7) Each public institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

(8) Associate's Degrees.

(a) While there may be variance in the numbers of hours of general education required for associate's degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(b) A student possessing an associate's degree who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 credits.

(9) Student Responsibilities. A student is held:

(a) Accountable for the loss of credits that:

(i) Result from changes in the student's selection of the major program of study;

(ii) Were earned for remedial course work; or

(iii) Exceed the total course credits accepted in transfer as allowed by this chapter; and

(b) Responsible for meeting all requirements of the academic program of the receiving institution.



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

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

MEMORANDUM

TO: Maryland Higher Education Commissioners

FROM: Barbara Schmertz, Ph.D., Director, Research and Policy Analysis

DATE: October 15, 2019

SUBJECT: Data Suppression Policy

Increased attention to education and education policy has led to an expansion in the amount of information on students and institutions reported by the Maryland Higher Education Commission (MHEC). Such reports offer a challenge of meeting reporting requirements while also meeting legal requirements to protect each student's personally identifiable information (PII)¹ ([Family Educational Rights and Privacy Act \[FERPA\]](#)) (20 U.S.C. § 1232g; 34 CFR Part 99).

Recognizing this, MHEC is implementing a formal suppression policy for student data (attached). As MHEC implements this policy, suppression rules will be used in a variety of reports and other research products. This policy does not apply to data shared with employees of MHEC or contractors of MHEC. In addition, this policy does not apply to institutions of higher education in the state nor does it affect the collection of data from institutions.

MHEC's data suppression policy states that subgroup disaggregation of the student data MHEC receives may not be published if the results would yield personally identifiable information about an individual student (or if the number of students in a category is insufficient to yield statistically reliable information).

Based on this policy, MHEC may release summary data, including aggregate student counts for all groups including those of less than 10. These summary data may include Directory Information on enrollment, major, and completion. However, MHEC will not release any "other information" regarding these group.

"Other information" is defined as information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the institution or community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. This may include, but is not limited to: gender, race/ethnicity, and citizenship. Other information may also include financial aid awarded, should the aid category risk revealing personally identifiable information about student recipients.

¹ MHEC receives the following PII in unit record files: student first, middle, and last name, generational suffix, personal ID (e.g., social security number), birth date, zip code, SASID (Maryland student ID), campus identifier. All but zip code and birthdate are stripped from files for Research purposes as a means to de-identify the data.

If MHEC releases summary data that includes “other information”, data cells with a count of less than 10 students will show a suppressed value (e.g., using a dash or asterisk). Data tables that provide percentages and a total figure may also have suppressed cells (i.e., complementary suppression).

As has been practice, MHEC reiterates through this data suppression policy that MHEC prohibits disclosing information to individuals and organizations who are not authorized to receive that information under state and/or federal law. Disclosure of data by the Maryland Higher Education Commission is subject to the Family Educational Rights and Privacy Act (34 CFR Part 99.31).

Similarly, as has been practice and reiterated through this data suppression policy, any use of education records provided by MHEC to another state agency, its employees, agents, or contractors is subject to and shall be consistent with applicable provisions of the Family Educational Rights and Privacy Act (FERPA) including, but not limited to, FERPA regulations at 34 C.F.R. § 99.32 through 99.35, regarding recordkeeping, re-disclosure, and destruction of education records.

MHEC will employ best practices in an effort to provide useful state-, segment-, and institution-level data and also protect students’ personally identifiable information. These best practices include: suppression, complementary suppression (a method of suppression such that suppressed cells cannot be recalculated through subtraction), aggregation of data to larger subgroups or to segment or state level, and the elimination of totals or subtotals (this assures suppressed cells cannot be calculated through subtraction).



MHEC
Creating a state of achievement

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Secretary

Data Suppression Policy for Student Information

Effective: September 3, 2019

Purpose

The purpose of this policy is to ensure the protection of private data on students when releasing summary data about Maryland's institutions and students.¹ This policy is for the Maryland Higher Education Commission's Office of Research and Policy Analysis reporting; this policy does not affect the data collected from institutions by the Commission, as outlined in statute.²

Increased attention to education data has led to an expansion in the amount of information on students and institutions reported by the Maryland Higher Education Commission (MHEC). Such reports offer a challenge of meeting reporting requirements while also meeting legal requirements to protect each student's personally identifiable information ([Family Educational Rights and Privacy Act \[FERPA\]](#)) (20 U.S.C. § 1232g; 34 CFR Part 99). Recognizing this, subgroup disaggregation of the data may not be published if the results would yield personally identifiable information about an individual student (or if the number of students in a category is insufficient to yield statistically reliable information).

Terms and Definitions

- **Directory Information:** Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA generally permits disclosure of directory information (see 34 CFR § 99.3 and 34 CFR § 99.37). MHEC will report enrollment, degree, and completion data in aggregated form without suppression, recognizing it as directory information.
- **FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.
- **Outcome Measure:** Outcome measures refer to the student's educational experiences that are recorded in the student's educational records. For example, student grades, courses completed, scores on standardized assessments, participation in extracurricular activities, and disciplinary actions are commonly reported measures of student outcomes.
- **Personally identifiable information (PII):** Personally identifiable information for education records is a FERPA term referring to identifiable information that is maintained in education records and includes direct identifiers, such as a student's name or identification number, and indirect identifiers, such as a student's date of birth, or other information which can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information. [See Family Educational Rights and Privacy Act Regulations, 34 CFR §99.3](#), for a complete definition of PII specific to education records and for examples of other data elements that are defined to constitute

¹ This formal policy went into effect September 3, 2019.

² Code of Maryland, Education Article (§11-105)

<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>

Maryland Higher Education Commission

Data Suppression Policy for Student Information

Effective September 3, 2019

PII. Additional information is available in the PTAC publication Protecting Student Privacy While Using Online Educational Services.³

- **Summary Data:** Statistical records and reports aggregated from data on individuals in a way that individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.
- **Suppression:** Suppression is a disclosure limitation method which involves removing data (e.g., from a cell or a row in a table) to prevent the identification of individuals in small groups or those with unique characteristics. *Complementary suppression* or *secondary suppression* is a disclosure limitation where one or more non-sensitive cells or rows is also suppressed so that the values of the suppressed cells cannot be calculated.

Scope

This policy applies to all reports generated by MHEC, by MHEC's contractors, and by third parties working on MHEC's behalf. This policy does not apply to data shared with employees of MHEC or contractors of MHEC.

MHEC may release summary data, including aggregate student counts for all groups including those of less than 10. These summary data may include Directory Information on enrollment, major, and completion. However, MHEC will not release any *other information* regarding these groups.

Other information is defined as information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the institution or community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Other information may include, but is not limited to: gender, race/ethnicity, and citizenship. *Other information* also includes aid awarded for some financial aid programs, that by their nature, risk disclosure (e.g., Tuition Waiver for Unaccompanied Homeless Youth, Tuition Waiver for Students with Disabilities).

MHEC will suppress *other information* for aggregate student counts of less than 10 for the following reasons:

- the information could identify an individual,
- the report will be released to an audience that includes recipients other than individuals to whom MHEC may disclose personally identifiable information pursuant to federal or state law,
- the number of students in a grouping is 100% of all students, or the number of students in a suppressed cell can be derived from existing information.

Individuals and organizations to which MHEC discloses information will be directed that its re-disclosure to anyone who is not authorized to receive that information under state and/or federal law is prohibited. Disclosure of data by the Maryland Higher Education Commission is subject to the Family Educational Rights and Privacy Act (34 CFR Part 99.31).

Additionally, any use of education records by another state agency, its employees, agents, or contractors is subject to and shall be consistent with applicable provisions of the Family Educational Rights and Privacy Act (FERPA) including, but not limited to, FERPA regulations at 34 C.F.R. § 99.32 through 99.35, regarding recordkeeping, re-disclosure, and destruction of education records.

³ MHEC receives the following PII in unit record files: student first, middle and last name, generational suffix, personal ID (e.g., social security number), birth date, zip code, SASID (Maryland student ID), campus identifier. All but zip code and birthdate are stripped from files for Research purposes as a means to de-identify the data.

Maryland Higher Education Commission

Data Suppression Policy for Student Information

Effective September 3, 2019

Best Practices in Reporting

The practices described below outline processes and steps taken to provide useful state-, segment-, and institution-level data and also protect students' personally identifiable information. This guidance is taken, in part from the U.S. Department of Education's SLDS Technical Brief (NCES-2011-603), [*Statistical Methods for Protecting Personally Identifiable Information in Aggregate Reporting*](#).

1. MHEC may release summary data, including aggregate student counts for all groups including those of less than 10. These summary data may include Directory Information on enrollment, major, and completion. However, MHEC will not release any *other information* regarding these group. See "other information" description in the "Scope" section above for more information.
2. **When suppressing, use a minimum of 10 students for the reporting subgroup size limitation.**

Subgroups

 - a. Suppress results for all reporting groups with 0 to 9 students.
 - b. Suppress results for reporting subgroups with 0 to 9 students and suppress each of the related reporting subgroups regardless of the number of students in the subgroup (i.e., suppress the other subgroup(s) of the set of subgroups that sum to the overall group). In instances with 3 or more subgroups, the subgroups with 0 to 9 students can be combined with each other or with the smallest reportable subgroup to form an aggregated subgroup of 10 or more students to allow for the reporting of data for larger subgroups. For example, with small subgroups of racial and ethnic minorities, MHEC may aggregate those subgroups in a "minority" or "other" category.
 - c. Suppress rates or proportions derived from those suppressed counts.
3. Use complementary or secondary suppression as needed to assure that suppressed cells cannot be recalculated through subtraction.
4. When possible, aggregate data to segment or statewide level to minimize the need for suppression.
5. Use only whole numbers when reporting the percentage of students for each category of an outcome measure (e.g., the percentage assessed).
6. Consider eliminating totals or subtotals as a means to reduce or remove the need for suppression; this aids in assuring suppressed cells cannot be recalculated through subtraction.

Maryland Higher Education Materials that May Have Suppressed Data

The Annual Data Book

Trends in Enrollment by Race and Gender

Enrollment by Place of Residence

Trends in Degrees by Race and Gender

Retention, Graduation, and Transfer Reports for Maryland Community Colleges and Public Four-Year Institutions

Maryland Student Financial Support Reports

Student Outcome and Achievement Studies (SOAR)

Report on Campus Climate and Sexual Violence at Maryland Colleges and Universities

The Cultural Diversity Report Trend and Snapshot Data Tables

Maryland Higher Education Commission website

Joint Chairmen's Reports and Legislative Reports



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

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

Maryland Higher Education Commission 2019 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 23, 2019	June 26, 2019
February 27, 2019	September 25, 2019 9:30am to 3:30pm
March 27, 2019	October 23, 2019
April 24, 2019	November 20, 2019 *Please note date change*
May 22, 2019	December 11, 2019 *Please note date change*

All Commission Meetings will be held on the 4th Wednesday of Each Month from 1:00pm to 4:00pm at the Maryland Higher Education Commission in the 7th Floor Board Room located at 6 N. Liberty Street, Baltimore, MD 21201 unless otherwise noted.

Dates and Times Subject to Change

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



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Maryland Higher Education Commission 2020 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 22, 2020	July 22, 2020 (if needed)
February 26, 2020	August 26, 2020 (if needed)
March 25, 2020	September 23, 2020 9:30am to 3:30pm
April 22, 2020	October 28, 2020
May 20, 2020 *Please note date change.*	November 18, 2020 *Please note date change.*
June 24, 2020	December 16, 2020 *Please note date change.*

All Commission meetings will be held on the 4th Wednesday of each month from 1:00pm to 4:00pm at the Maryland Higher Education Commission in the 7th Floor Board Room located at 6 N. Liberty Street, Baltimore, MD 21201, unless otherwise noted.

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