

# State Authorization Advisory Committee Charter

## Authority

The State Authorization Advisory Committee (SAAC) was created by Ohio State's Out-of-State Educational Activities Policy. The SAAC is advisory to the Office of Distance Education and eLearning (ODEE) state authorization team.

## Purpose

The SAAC serves as an advisory committee for the ODEE state authorization team regarding state authorization priorities and processes, in order to ensure that out-of-state activities and licensure programs are in compliance with applicable state, federal, and professional licensing board regulations. The committee will take a proactive role in informing units and university leadership of regulatory and NC-SARA policy changes and their impacts on current approvals or exemptions.

## Goals

- ▶ Provide collaborative, shared leadership for determining the state authorization needs of the university
- ▶ Support the establishment of policies and procedures to sustain and manage Ohio State's out-of-state and licensure program activities
- ▶ Prioritize applications for authorization, approval or exemption, if needed
- ▶ Prioritize licensure program research for on-ground licensure programs
- ▶ In conjunction with state authorization liaisons and their units, develop unit-specific action plans for any activities that trigger the need to seek authorization
- ▶ Communicate with unit leaders regarding changing state authorization regulations, policies, and processes

## Activities

To achieve the above goals, the SAAC will:

- ▶ Serve as a forum to discuss the university's out-of-state activities, licensure programs, and compliance processes
- ▶ Serve as an advocate for policies, procedures and resources necessary to promote state authorization compliance for out-of-state activities and licensure programs at the university



- ▶ Review and prioritize institutional applications for authorization based on risk assessments.
- ▶ Review and prioritize required professional licensing board research to be completed by the state authorization team based on enrollments and risk

## Outcomes

- ▶ Provide a venue for the university to discuss state authorization compliance needs and processes related to out-of-state activities and licensure programs
- ▶ Implement policies and processes to promote compliance with state authorization regulations
- ▶ Communications with faculty, staff and administrators about the impact of changing regulations or policies, or actions filed against the university, on Ohio State programs

## Meetings, Expectations

The state authorization team convenes the SAAC at quarterly, or as needed, meetings. The state authorization team sets the meeting agenda and may request committee members to provide updates or feedback at committee meetings. SAAC meetings include a virtual attendance option and are scheduled for one hour.

In addition to attending committee meetings, members should become familiar with the [Out-of-State Activities Policy](#) and relevant state authorization regulations. Members should also review state authorization listserv emails each month and review and provide feedback on proposed compliance strategies, training materials and state authorization processes as requested by the state authorization team.

Time commitments for committee members will not exceed three hours per quarter.

## Membership

The SAAC includes faculty and staff representatives from the four executive dean areas (Arts and Sciences, Health Sciences, professional colleges, regional campuses), Student Financial Aid, the University Registrar, and students.

The state authorization team seeks nominations for new Committee members annually. Members are appointed to one-year terms but may choose to continue serving on the Committee for additional terms. There is no limit on the number of terms that a member may serve. New members are nominated through submission of a [Nomination Form](#) to the state authorization team.