



COLORADO

Colorado Commission on Higher Education

Department of Higher Education

CCHE AGENDA

October 24, 2019

Colorado Department of Higher Education
1600 Broadway, 23rd Floor
College Invest Board Room
Denver, Colorado

COMMISSIONER & ADVISOR LEARNING SESSION
11:30am – 12:30am

BUSINESS MEETING
1:00pm – 4:30pm

CALL-IN NUMBER: 1-877-820-7831
PARTICIPANT CODE: 128479#

DR. ANGIE PACCIONE, EXECUTIVE DIRECTOR

1600 Broadway, Suite 2200 • Denver, Colorado 80202 • (303) 862.3001



COLORADO
Colorado Commission on
Higher Education
Department of Higher Education

Tom McGimpsey, Chair
Vanecia Kerr, Vice-Chair
Paul Berrick Abramson
Mary Beth Buescher
Luis Colón
Cassie Gannett
Sarah Kendall Hughes
Charlotte Olena
Brittany Stich
Steven Trujillo
Eric Tucker

Colorado Commission on Higher Education

October 24, 2019

Colorado Department of Higher Education

1600 Broadway, Suite 2300

CollegeInvest Boardroom

Denver, Colorado

11:30am -12:30pm

COMMISSIONER & ADVISOR LEARNING SESSION

➤ TOPIC: Role and Mission of Colorado's Public Colleges – *Dr. Chris Rasmussen*

12:40-12:55pm

COMMENTS FROM GOVERNOR POLIS

➤ TOPIC: Proposition CC

1:00 – 5:00pm

BUSINESS MEETING

I. Presentation

A. Upcoming Ballot Initiative – Prop CC – *Dan Ritchie, Chancellor Emeritus of the University of Denver*

II. Opening Business

A. Attendance

B. Approval of the Minutes for the September 5, 2019 Commission Meeting

C. Reports

i. Chair

ii. Vice-Chair

iii. Commissioners

iv. Commission Standing Committees

v. Advisors

D. Executive Director Report

E. Public Comment

III. Consent Items

A. Revised Fiscal Year 2020-21 Capital IT Prioritized List – *Lauren Gilliland*

Governor Jared Polis Dr. Angie Paccione, Executive Director

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- B. Recommendation of Approval of Amendment to Colorado Mesa University Two-Year Cash Funded Capital Program List – *Lauren Gilliland*
- C. Degree Authorization Act: Recommendation for Authorization of the William Tennent School of Theology as a Religious Training Institution/Seminary – *Heather DeLange*
- D. Approval of Program Plans for Fiscal Year 2020-21 Capital Requests – *Lauren Gilliland*

BREAK

IV. Action Items

- A. Fiscal Year 2020-21 Student Budget Parameters – *Emily Burns and Emma Fedorchuk*
- B. Revision of CCHE Policy I, Part V: Creation of Academic Programs – Process for Review and Approval of Select Baccalaureate Degree Programs at Colorado Community College System Institutions and Local District Colleges – *Dr. Chris Rasmussen*
- C. Funding Allocation Formula Revision and November 1 Budget Request – *Jason Schrock, Emily Burns, and Emma Fedorchuk*
- D. CCHE Policy for Educator Loan Forgiveness Program – *Andrew Crispin and Emily Burns*

V. Commission Initiatives

- A. Open Educational Resources (OER) Updates & Review of Annual Report – *Spencer Ellis*
- B. Equity Toolkit: for Inclusive Teaching and Learning – *Shelley Banker*





**Minutes of the Colorado Commission on Higher Education (CCHE) Meeting
At Colorado Department of Higher Education, 1600 Broadway, Suite 500
September 5, 2019**

BUSINESS MEETING

I. OPENING BUSINESS

Interim Chair Vanecia Kerr called the business meeting to order at 1:04 pm.

A. Attendance

Interim Chair Vanecia Kerr, Commissioners Luis Colon, Mary Beth Buescher, Sarah Hughes, Tom McGimpsey, Charley Olena (by phone), Brittany Stich, Eric Tucker, Steven Trujillo.

CCHE Advisory Committee members attending: Rep. Julie McCluskie, Wayne Artis, Mark Cavanaugh, Kim Johnson, Christina Powell, Brad Baca, Misti Ruthven.

B. Minutes

Commissioner McGimpsey moved to approve the minutes for the July 26, 2019, CCHE Meeting. The motion was seconded by Commissioner Tucker and passed unanimously.

C. Election of Chair

Interim Chair Kerr reviewed the election process. She then called for election by acclamation since there is only one person nominated. Commissioner Buescher moved to accept the nomination of Commissioner McGimpsey as Chair by acclamation. The motion was seconded by Commissioner Colon and passed unanimously.

D. Chair, Vice-Chair, Commissioners and Advisors Reports

Interim Chair Kerr thanked the department for a great retreat in July. She commended the programming because it allowed for deep consideration of broader issues. The retreat overall was an excellent opportunity to connect with each other and leadership at Ft. Lewis College. Chair Kerr thanked the entire team at DHE for the experience of the retreat.



Chair Kerr read proclamations for outgoing Commissioners Fagan and Babbs. She thanked both for their service to the state and commitment to higher education. Chair Kerr then presented Commissioner Colon with a plaque commemorating his time as chair of the commission.

Commissioner Hughes reported on her participation in the Aspen Institute State Education Leaders Retreat in August. The Aspen Institute pulled together key states where there is a change in leadership at the governor's level, and that included Wisconsin, Tennessee, Ohio, Illinois, and Colorado. The goal and purpose of the conference was to put together their representatives to focus on pre-K, preschool through higher ed, to help build alignment and consistency in goals and refocus higher education. It was unbelievably successful in creating some opportunity for entities in state to break bread and to learn from one another. Colorado's contingent had a cohesion that was noticeable and palpable from the get-go, and so for us, it was not pretending to continue to strengthen those bonds but, more importantly, learn from others in the room, Commissioner Hughes said.

Commissioner McGimpsey reported that he is actively working with Dr. Paccione and the Bureau of Indian Affairs regarding a tribal consultant or consultancy agreement. He welcomed any thoughts or ideas commissioners might have on this work.

Commissioner Buescher reported that she participated in a meeting at Colorado Northwestern Community College with Chancellor Joe Garcia, Rick Garcia, Department of Local Affairs, Joe Barela, Department of Labor, and Betsy Markey, Office of Economic Development and International Trade. Senator Rankin had previously helped determine eight priorities for Craig that provided a solid starting point for discussions between leaders from both communities. There was a discussion about aligning the programming at the college more with the community needs. To address some of the concerns of Craig, they have appointed a new vice president, John Anderson, who is solely for the Craig campus, so there is somebody there every day to make decisions.

Fiscal Affairs & Audit Committee –

Commissioner Colon reported as Interim Chair for the Fiscal Affairs and Audit Committee. The committee met on August 23 and discussed several topics. First and foremost was the prioritization of capital project requests both on the construction site as well as on the IT side. There were some minor changes in the prioritization of projects as they had seen before. The committee also discussed another item on today's agenda, the MSU Denver cash fund supplemental request. They talked briefly about the funding allocation formula, but not much changed as they were waiting for feedback from the governor's office.



Student Success & Academic Affairs Committee –.

Carl Einhaus, Senior Director of Student Success & Academic Affairs, reported on today's meeting of that committee. Due to the absence of the chair, Commissioner Gannett, the meeting was unofficial. They discussed a few agenda items that are on the meeting agenda today including the admissions policy, proposed changes, and other topics.

Advisor Reports-

Advisor Dr. Wayne Artis reported on an agreement between Harrison District 2 in Colorado Springs and Pikes Peak Community College. The agreement is a sort of guaranteed admission with all expenses paid and wraparound support services for graduates of Harrison District 2 beginning in the fall of 2020.

Advisor Cavanaugh reported that Colorado College had launched a new scholarship program called the Colorado Pledge. This scholarship program is going to put expensive private institution much more within reach of Coloradans who are middle income and even high income.

Advisor Johnson met with the Student Advisory Board last month. They have chosen to work on changing student loan deferrals to extend from six months to one year. They are hoping to get sponsorship from senators here in Colorado. The group will be meeting at CDHE this month, and commissioners were invited to attend.

E. Executive Director Report

Executive Director Paccione reported on her participation in a memorandum signing at UNC between the university and Aims Community College. The agreement allows for a smoother or faster transition between those two institutions for students who want to get their associate degree at Aims, and they go right into UNC with no application fee. She mentioned that there is a lot of crossover, and this could be a really good model for the state to do this with many of the institutions, the four-year institutions which are located very close to one of the community colleges. She reported on her attendance at the SHEEO Higher Education Directors Conference and the SHEEO Policy Conference. She noted that many of the breakout sessions at these convenings referenced things that we are already doing here in Colorado, especially the transfer agreements. She said we are right on track and leading the way with many of the issues. Dr. Paccione attended a COSI Conference (Colorado Opportunity Scholarship Initiative) at Western State University. COSI has been extremely successful in putting money right in the hands of students and also providing wraparound services necessary for students to succeed. She invited commissioners to attend meetings of the Interim Committee on Higher Education. The department has some convenings planned that will look at the social determinants of student success. Food security, housing security, and mental health will be addressed. Commissioners are also encouraged to attend these convenings. She reported on a site visit to



Colorado Mesa University and an upcoming visit to Adams State College. Again, commissioners are welcome to participate.

Public Comment-

Matt Gianneschi, Colorado Mountain College Chief Operating Officer, addressed the commission. He congratulated Commissioner Hughes on being appointed to the commission as a representative from the central mountains. Mr. Gianneschi wanted to raise the commission's attention as they consider the items that are on the table on today's agenda. CMC, like many of the rural institutions in the State of Colorado, has 11 campuses in rural locations in Colorado, all western slope communities, mostly resort towns.

Regarding service areas: CMC as a local district college has a unique authority that's found in state law. It's been there for more than 50 years that allows an adjacent school district to elect to join an existing local college district. On August 13, a resolution was passed to put a question on the ballot. Mr. Gianneschi encouraged commissioners to move this up to action, if possible. The issue can wait but does need to be resolved before the election at some point, or else we will find ourselves in violation of state law.

The second issue is a note for the commissioners about agenda item IV B. This is around the baccalaureate programs both for the community colleges and for the local district colleges. This proposed rule does include language that requires that any proposed programs go through a full review with the state's Academic Council. He asked that if there are concerns with degree programs, that they get raised with the Commission rather than through staff at other institutions who may not know the context. Mr. Gianneschi invited the commission to any of the CMC campuses for their next convening or retreat.

Mr. George Walker spoke to the commission about the 1619 report on how slavery still affects higher education. Mr. James Brody, a CU alumnus, reported on a letter he wrote to President Kennedy at CU regarding concerns about the one percent enrollment of African Americans. He pointed out that this enrollment percentage has been relatively unchanged for 40 years. Mr. Brody pointed out that his concern is that something is done about this disparity. He said that it is unacceptable that in 2019 there are issues that should have been resolved 40 or 50 years ago.

II. CONSENT ITEMS

- A.** Proposed revisions to CCHE Policy Section I, Part F: Admissions Standards Policy – *Carl Einhaus*
- B.** Recommendation of Approval of Reauthorization of Educator Preparation Unit at Adams State University - *Dr. Brittany Lane*
- C.** Degree Authorization Act: Regis University – Recommendation of Approval for Renewal of Authorization – *Heather DeLange*



- D. Degree Authorization Act: Southwest Acupuncture College – Recommendation of Approval for Renewal of Authorization – *Heather DeLange*
- E. Degree Authorization Act: Camp Gunnison – Recommendation of Approval for Renewal of Authorization as a Religious Training Institution/Seminary - *Heather DeLange*
- F. Degree Authorization Act: Yeshiva Torah Institute - Recommendation of Approval for Renewal of Authorization as a Religious Training Institution/Seminary – *Heather DeLange*
- G. Degree Authorization Act: Reformed University and Seminary – Recommendation for Authorization of International as a Religious Training Institution/Seminary – *Heather DeLange*
Recommendation of Approval of Two-Year Cash Funded Capital Program List Amendment - Colorado State University – Fort Collins –*Lauren Gilliland*

Commissioner Buescher moved to approve consent items A through G. The motion was seconded by Commissioner Hughes and passed unanimously.

III. ACTION ITEMS

- A. Recommendation of Approval of Fiscal Year 2020-21 New and Continuing State-Funded Capital Projects and Priority List – *Lauren Gilliland*

Staff discussed the annual capital prioritization process. Staff presented the FY 2020-21 Capital Construction and Renewal prioritized list, and the FY 2020-21 Capital IT prioritized list approved by the Fiscal Affairs and Audit Committee. Staff also presented an alternative Capital IT list that corrected for a mistake Community College of Denver (CCD) made during the appeal period. Advisor Baca brought up concerns about institutions changing cash contributions during the appeal period. Commissioners agreed to discuss this at a later time. Commissioner McGimpsey moved to approve, and Commissioner Colon seconded the motion. Commissioners voted unanimously to approve the FY 2020-21 Capital Construction and Renewal prioritized list to be forwarded to the Capital Development Committee and Office of State Planning and Budgeting. Commissioner McGimpsey moved to approve the revision, seconded by Commissioner Tucker. Commissioners voted unanimously to approve the FY 2020-21 Capital IT prioritized list to be forwarded to the Joint Technology Committee and Office of State Planning and Budgeting contingent on all institutions impacted by CCD’s correction approving the change.

- B. Recommendation of Approval of Regular Cash Supplemental for Colorado School of Mines’ Subsurface Frontiers Building Project – *Lauren Gilliland*



Staff explained the purpose of supplementals and described the supplemental at hand. Staff also provided an overview of the City of Golden’s initial concerns with the project, and the resolution that has occurred since. Commissioner McGimpsey moved to approve, Commissioner Buescher seconded. Commissioners unanimously approved the supplemental. Approval will be communicated to the Office of State Planning and Budgeting and the Capital Development Committee.

C. Proposed Revisions to CCHE Policy Section X Part X: Clarification of the Definition of “Ownership Change” – *Emily Burns and Jacquelynn Rich Fredricks*

Emily Burns and Jacquelynn Rich Fredricks led a discussion of scenarios in which questions of whether ownership change had occurred or not may arise. Commissioners responded by adopting a broad definition of “ownership change” which aligns with both the federal Department of Education and Higher Learning Commission’s definition of ownership change. Commissioner McGimpsey moved to approve, Commissioner Buescher seconded. The motion passed by unanimous vote.

IV. Discussion Items

~~A. DELAYED - Degree Authorization Act: Recommendation of Provisional Authorization for Calvary University – *Heather DeLange*~~

B. Proposed Revisions to CCHE Policy I, Part V: Creation of Academic Programs – Process for Review and Approval of Select Baccalaureate Degree Programs at Colorado Community College System Institutions and Local District Colleges – *Dr. Chris Rasmussen*

Dr. Rasmussen introduced proposed changes to the policy, which were designed to provide a more detailed, transparent, step-by-step process to guide community colleges and local district colleges proposing new baccalaureate degree programs, and to ensure that four-year institutions have adequate time to review and provide feedback on program proposals. Dr. Rasmussen also indicated it was necessary to revise the policy in response to a statutory change that will allow Colorado Mountain College to offer a “limited number” of baccalaureate degree programs.

Dr. Rasmussen and Dr. Kim Poast indicated that concerns had been raised about the role of the Academic Council in the program proposal review process, with the sentiment that the proposed policy changes give the Academic Council decision making authority that is beyond the scope of its role as a consultative body for the Department. Drs. Rasmussen and Poast shared that the reference in the policy to “consensus” was designed to call out the consultative role of the Academic Council as the primary stakeholder group on a wide range of academic policy matters. They indicated that they would revise the language in response to concerns, and ensure that the review process for programs proposed by CMC



aligns with the different statutory provisions that govern local district colleges (compared to institutions in the Colorado Community College System).

C. Fiscal Year 2020-21 Student Budget Parameters – *Emily Burns and Emma Fedorchuk*- Delayed

D. Departmental Response to Legislative Request for Information regarding Commission Authority on State Financial Aid, *Emily Burns*

Staff led a discussion of the legislative request for information that was received by the Department and outlined the existing statute as well as examples of CCHE authority granted by statute shaping policy and allocations. Staff recommended that no changes be made to the statute at this time, the Commission voted in unanimous agreement with staff recommendation.

E. Funding Allocation Formula Revision to be included in November 1 Budget Request, *Jason Schrock, Emily Burns, and Emma Fedorchuk*

Staff led a discussion of the funding formula review process as well as an update on the current iteration of the formula. Staff indicated that they believed the new formula meets the goals for the revisions process. The latest iteration incorporates a metric for awarding funding for GT Pathways concurrent enrollment and dual enrollment credits hours as well as awards funding based on high and/or improving graduation rates.

Staff fielded questions from Commissioners regarding how various credit hours and degree completions are counted in the model, such as the treatment of transfer credits and degree program partnerships involving two institutions. Commissioners also indicated they would like to learn the feedback from institutions on the revised formula as well as the Governor's office. Commissioners also questioned how a decrease in state funding would be handled as the formula is not designed to allocate funding decreases. Staff closed by noting that the Department hopes to have a final formula to present to the commission at the October 24 meeting. If approved, the formula could then be incorporated into the November 1 Governor's budget request to the legislature.

F. Proposed Revisions to CCHE Policy I, Part N: Service Area Policy – Inclusion of All Portions of Salida School District into the Service Area of Colorado Mountain College – *Dr. Kim Poast and Dr. Chris Rasmussen*

Dr. Rasmussen introduced a recommended minor change to the service area description for Colorado Mountain College (CMC) in advance of a November referendum in the Salida school district for annexation into the CMC taxing district. The change would move a small portion of the Salida school district located in Fremont County from the service area of Pueblo Community College



(PCC) into the service area of CMC. The recommendation policy changes also included a small technical fix in the service area description for Pueblo Community College (which erroneously included Chaffee County). Dr. Matt Gianneschi of CMC and Dr. Kim Poast of CDHE provided additional context and responded to commissioner questions, along with Dr. Rasmussen.

Commissioner Hughes moved for the agenda item to be moved from a discussion item to an action item. Commissioner Buescher seconded. The motion was approved unanimously. Commissioner Hughes then moved to accept the recommended changes to CCHE Policy I, Part N: Service Area Policy. Commissioner Colon seconded. The motion passed unanimously.

G. Non-monetary Supplemental Request for Metropolitan State University - Denver to Extend Cash Spending Authority on the Aerospace, Engineering and Sciences Building Project - *Lauren Gilliland*

Staff explained the non-monetary supplemental process and described the request at hand. Commissioners expressed support of this method over the reversion of funds to the state. George Middlemist, CFO of Metropolitan State University - Denver, and Janine Davidson, President of Metropolitan State University - Denver, responded to questions from various Commissioners. Commissioners voted to unanimously approve the supplemental. This will be communicated to the Office of State Planning and Budgeting and the Capital Development Committee.

Commissioner Colon moved for the agenda item to be moved from a discussion item to an action item. Commissioner Buescher seconded. The motion was approved unanimously. Commissioner Buescher then moved to accept the recommended changes. Commissioner Colon seconded. The motion passed unanimously.

The meeting was adjourned at 4:35 p.m.



**Agenda Item II, A will be
provided at the meeting.**

TOPIC: REVISED FISCAL YEAR 2020-21 CAPITAL IT PRIORITIZED LIST

PREPARED BY: LAUREN GILLILAND, LEAD FINANCE ANALYST

I. SUMMARY

This action item seeks approval of the FY 2020-21 State-Funded Capital IT Priority List (Attachment A), pursuant to C.R.S. 23-1-106(7)(a)(b). This item amends the list presented and tentatively approved at the September 5th meeting to correct for a technical error in the scoring of the Community College of Denver's Classroom and Conference Room Technology project. All institutions impacted by this error have consented to the change.

II. BACKGROUND

State law, C.R.S. 23-1-106(7)(a), requires the Colorado Commission on Higher Education (CCHE) to annually submit a recommended capital construction priority list to the Office of State Planning and Budgeting (OSPB), the Office of the State Architect (OSA), the Capital Development Committee (CDC), and the Joint Budget Committee (JBC) by November 1st.

The Commission's Fiscal Affairs and Audit Standing Committee (FAA) and Colorado Department of Higher Education (CDHE) staff reviewed a total of 11 capital IT projects. In total, institutions requested \$23,379,211 in state funding with an institutional cash match of \$1,219,199.

Once approved by the CCHE, CDHE staff will forward the final CCHE prioritized list to the Joint Technology Committee (JTC), and the Joint Budget Committee (JBC). It will also forward the list to the Governor's Office of State Planning and Budgeting (OSPB) for consideration in the Governor's budget request.

III. STAFF ANALYSIS

Capital IT requests. For FY 2020-21, CDHE staff received and reviewed a total of 11 new state-funded capital IT requests. The total funding amount requested by institutions of higher education for capital IT is \$24,598,410, which includes \$23,379,211 in state funding and \$1,219,199 in institutional cash funding. Since there are fewer than 20 projects on this list, the entire list will be forwarded to OSPB.

To develop the priority list, staff used the new FAA-approved capital IT criteria. Criteria were adopted to provide an objective and analytical review of higher education's capital IT needs. The approved capital IT criteria are as follows:

- IT Health, Security and Industry Standards (10 points)

- Other Fund Sources (15 points)
- Quality of Planning/Proposal (10 points)
- Clear Identification of Beneficiaries (8 points)
- Achieves Goals (5 points)
- Governing Board Priority (20 points)

A draft prioritized list was developed by CDHE staff and shared with the FAA Committee and institutions on July 19, 2019. Institutions submitted proposed changes to the scoring of projects on the list along with supporting documentation. Staff analyzed the submissions and made scoring changes justified by the additional documentation. On August 23, 2019, the FAA approved the revised prioritized capital IT list to forward to the full Commission for consideration.

After the FAA Committee meeting on August 23, 2019, the Community College of Denver (CCD) contacted staff about an error they made in constructing the appeal for their Classroom and Conference Room Technology project. CCD had mistakenly left off their cash contribution in their appeal which reduced the project's score for "other fund sources." Staff reached out to the acting Chair of the FAA Committee, who was amenable to accepting CCD's correction. The correction increased CCD's project score and placed the project higher on the prioritized capital IT list.

At the September 5, 2019 meeting of the full Commission, the Commission recommended the revised list with CCD's corrected score be put forward contingent on approval by institutions impacted by the technical change. However, there was an error made by staff in rescoreing the CCD project after the institution's mistake was identified which resulted in the project being scored higher than otherwise. This error was corrected, and all institutions impacted by the change in CCD's score approved of the change. The final, corrected list can be seen in Attachment A.

IV. STAFF RECOMMENDATION

Staff recommends that the Commission approve the Capital IT priority list shown in Attachment A.

V. STATUTORY AUTHORITY

C.R.S. §23-1-106 Duties and powers of the commission with respect to capital construction and long-range planning.

- (1) Except as permitted by subsection (9) of this section, it is declared to be the policy of the general assembly not to authorize any activity requiring capital construction or capital renewal for state institutions of higher education unless approved by the commission.

- (2) The commission shall, after consultation with the appropriate governing boards of the state institutions of higher education and the appropriate state agencies, have authority to prescribe uniform policies, procedures, and standards of space utilization for the development and approval of capital construction or capital renewal programs by institutions.
- (3) The commission shall review and approve facility master plans for all state institutions of higher education on land owned or controlled by the state or an institution and capital construction or capital renewal program plans for projects other than those projects described in subsection (9) of this section. The commission shall forward the approved facility master plans to the office of the state architect. Except for those projects described in subsection (9) of this section, no capital construction or capital renewal shall commence except in accordance with an approved facility master plan and program plan.
- (4) The commission shall ensure conformity of facilities master planning with approved educational master plans and facility program plans with approved facilities master plans.
- (5) (a) The commission shall approve plans for any capital construction or capital renewal project at any state institution of higher education regardless of the source of funds; except that the commission need not approve plans for any capital construction or capital renewal project at a local district college or area technical college or for any capital construction or capital renewal project described in subsection (9) of this section.
(b) The commission may except from the requirements for program and physical planning any project that requires two million dollars or less if the capital construction project is for new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or ten million dollars or less if the project is not for new construction and is funded solely from cash funds held by the institution.
- (6) (a) The commission shall request annually from each governing board of each state institution of higher education a five-year projection of capital construction or capital renewal projects to be constructed but not including those projects described in subsection (9) of this section. The projection must include the estimated cost, the method of funding, a schedule for project completion, and the governing board-approved priority for each project. The commission shall determine whether a proposed project is consistent with the role and

mission and master planning of the institution and conforms to standards recommended by the commission.

- (b) The commission shall request annually from the governing board of each state institution of higher education a two-year projection of capital construction projects to be undertaken pursuant to subsection (9) of this section and estimated to require total project expenditures exceeding two million dollars if the capital construction project is for new acquisitions of real property or new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or exceeding ten million dollars if the project is not for new acquisitions of real property or new construction and is funded solely from cash funds held by the institution. The projection must include the estimated cost, the method of funding, and a schedule for project completion for each project. A state institution of higher education shall amend the projection prior to commencing a project that is not included in the institution's most recent projection.
- (7) (a) The commission annually shall prepare a unified, five-year capital improvements report of projects to be constructed, but not including those capital construction or capital renewal projects to be undertaken pursuant to subsection (9) of this section, coordinated with education plans. Notwithstanding section 24-1-136 (11)(a)(I), the commission shall transmit the report to the office of state planning and budgeting, the office of the state architect, the capital development committee, and the joint budget committee, consistent with the executive budget timetable, together with a recommended priority of funding of capital construction or capital renewal projects for the system of public higher education. The commission shall annually transmit the recommended priority of funding of capital construction or capital renewal projects to the capital development committee no later than November 1 of each year.
- (b) Except as provided in subsections (5) and (15) of this section, it is the policy of the general assembly to appropriate funds only for capital construction or capital renewal projects approved by the commission.
- (c) (I) (A) The commission annually shall prepare a unified, two-year report for capital construction or capital renewal projects described in subsection (9) of this section that are not for new acquisitions of real property or new construction and are estimated to require total project expenditures exceeding ten million dollars, coordinated with education plans. The commission shall transmit the report to the office of state planning and budgeting, the

governor, the capital development committee, and the joint budget committee, consistent with the executive budget timetable.

- (B) The commission annually shall prepare a unified, two-year report for capital construction projects for new acquisitions of real property or for new construction, described in subsection (10) of this section, estimated to require total project expenditures exceeding two million dollars, coordinated with education plans. The commission shall transmit the report to the office of state planning and budgeting, the governor, the capital development committee, and the joint budget committee, consistent with the executive budget timetable.

- (II) (A) The commission shall submit the two-year projections prepared by each state institution of higher education for each two-year period to the office of state planning and budgeting and the capital development committee. The capital development committee shall conduct a hearing in each regular legislative session on the projections and either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state planning and budgeting shall provide the capital development committee with comments concerning each projection.

- (B) A state institution of higher education may submit to the staff of the capital development committee, the commission, and the office of state planning and budgeting an amendment to its approved two-year projection. The capital development committee shall conduct a hearing on the amendment within thirty days after submission during a regular legislative session of the general assembly or within forty-five days after submission during any period that the general assembly is not in regular legislative session. The capital development committee shall either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state planning and budgeting shall provide the capital development committee with comments concerning each amendment.

ATTACHMENTS:

Attachment A - Revised FY 2020-21 State Funded Capital IT Priorities List

*****REVISED DHE CAPITAL IT PRIORITY RANKING FY2020-21 -- (10/24/19)*****

Ranking	Institution Name	Project Name	Score	CCF	CF
New Projects					
1	Colorado State University - Fort Collins	Upgrade Network Hardware	89.71%	\$ 545,000	\$ 200,000
2	Adams State University, Fort Lewis College, Western Colorado University	Digital Transformation Initiative for Rural Higher Education	80.88%	\$ 8,991,675	\$ 90,825
	University of Northern Colorado	Next Generation Cyber Secure Network	80.88%	\$ 1,373,988	\$ 13,879
4	Colorado Mesa University	Network Security and Resiliency Project	79.41%	\$ 2,249,898	\$ 222,519
	Community College of Denver	Classroom and Conference Room Technology	79.41%	\$ 2,259,014	\$ 144,192
6	Metropolitan State University - Denver	IT Infrastructure Modernization	69.12%	\$ 3,305,000	\$ 370,000
7	Otero Junior College	Technology and Equipment Upgrades	66.18%	\$ 597,750	\$ 125,000
8	Community College of Aurora	Improving Student Access to Technology	66.17%	\$ 475,061	\$ 52,784
9	Trinidad State Junior College	Technology Infrastructure	60.29%	\$ 636,846	\$ -
10	Colorado Northwestern Community College	Computer/Network Upgrades	41.18%	\$ 812,172	\$ -
11	Colorado State University - Pueblo	Communications System Upgrades	39.71%	\$ 2,132,807	\$ -
TOTAL				\$ 23,379,211	\$ 1,219,199

TOPIC: RECOMMENDATION OF APPROVAL OF AMENDMENT TO COLORADO MESA UNIVERSITY TWO-YEAR CASH FUNDED CAPITAL PROGRAM LIST

PREPARED BY: LAUREN GILLILAND, LEAD FINANCE ANALYST

I. SUMMARY

This consent item is to amend the Two-Year Cash Funded Capital Program List for Colorado Mesa University. The list would be amended to reflect the addition of Student Housing - Wingate North.

II. BACKGROUND

Under state law, C.R.S. 23-1-106, the Colorado Commission on Higher Education (CCHE) and the legislative Capital Development Committee (CDC) must approve amendments to the two-year cash funded capital program lists for capital construction projects or acquisition of real property exceeding two million dollars that are exclusively cash funded. Governing boards have the authority to submit new two-year lists and amendments to the CCHE or CDC at any point during the fiscal year; however, projects on the two-year list may not commence until both the CCHE and the CDC approve the list. Any project expected to exceed the originally approved appropriation by fifteen percent or more must submit an amended two-year list item for approval.

III. STAFF ANALYSIS

Student Housing - Wingate North:

Table 1 displays the cost of the Student Housing - Wingate North project.

Table 1: Two-Year Cash Funded Capital Program, Student Housing - Wingate North

FY 2020-21 List

Cash Funds	\$13,000,000
Federal Funds	\$ -
Total Funds	\$13,000,000

Project Description: Colorado Mesa University requests \$13,000,000 in cash spending authority to complete the next phase of CMU's Garfield/Wingate Hall Complex. Student Housing - Wingate North will be a new, 32,565 GSF residence hall with 120 beds. From 2010 to 2018, student headcount at Colorado Mesa University has grown from 8,130 to 10,810. Sixty percent of all students are from outside Mesa County and must find lodging in Grand Junction. CMU requires freshmen and sophomores (53% of all students) to live on campus, to the greatest extent possible. CMU does not currently have sufficient on-campus housing to meet demand and is working towards building capacity.

IV. STAFF RECOMMENDATIONS

Staff recommends that the Commission approve the amended Two-Year Cash Funded Capital Program List for Colorado Mesa University and forward the list to the Capital Development Committee and Office of State Planning and Budgeting.

V. STATUTORY AUTHORITY

C.R.S. 23-1-106(1) Except as permitted by subsection (9) of this section, it is declared to be the policy of the general assembly not to authorize any activity requiring capital construction or capital renewal for state institutions of higher education unless approved by the commission.

(5) (a) The commission shall approve plans for any capital construction or capital renewal project at any state institution of higher education regardless of the source of funds; except that the commission need not approve plans for any capital construction or capital renewal project at a local district college or area technical college or for any capital construction or capital renewal project described in subsection (9) of this section.

(b) The commission may except from the requirements for program and physical planning any project that requires two million dollars or less if the capital construction project is for new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or ten million dollars or less if the project is not for new construction and is funded solely from cash funds held by the institution.

(7)(c)(I)(B) The commission annually shall prepare a unified, two-year report for capital construction projects for new acquisitions of real property or for new construction, described in subsection (10) of this section, estimated to require total project expenditures exceeding two million dollars, coordinated with education plans. The commission shall transmit the report to the office of state planning and budgeting, the governor, the capital development committee, and the joint budget committee, consistent with the executive budget timetable.

(II)(A) The commission shall submit the two-year projections prepared by each state institution of higher education for each two-year period to the office of state planning and budgeting and the capital development committee. The capital development committee shall conduct a hearing in each regular legislative session on the projections and either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state planning and budgeting shall provide the capital development committee with comments concerning each projection.

(B) A state institution of higher education may submit to the staff of the capital development committee, the commission, and the office of state planning and budgeting an amendment to its approved two-year projection. The capital development committee shall conduct a hearing on the amendment within thirty days after submission during a regular legislative session of the general assembly or within forty-five days after submission during any period that the general assembly is

not in regular legislative session. The capital development committee shall either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state planning and budgeting shall provide the capital development committee with comments concerning each amendment.

(10)(b) For any project subject to subsection (9) of this section, the governing board may enhance the project in an amount not to exceed fifteen percent of the original estimate of the cost of the project without the approval of the commission, the office of state planning and budgeting, the capital development committee, or the joint budget committee so long as the governing board notifies the commission, the office of state planning and budgeting, the capital development committee, and the joint budget committee in writing, explaining how the project has been enhanced and the source of the moneys for the enhancement.

ATTACHMENTS:

ATTACHMENT A: Amended Two-Year Cash Funded Capital Program List – Colorado Mesa University

Form CC-LCF

Two-Year Capital Construction - List of Cash Funded Projects
 FY 2020-21 to FY 2021-22
 Revised 6/19

Prepared By: Laura Glatt

Phone: 970-248-1867

E-Mail: lglatt@coloradomesa.edu

Institution Name:		Colorado Mesa University			
Project Title:		Student Housing-Wingate North			
Funding Source		Total Project Cost		Project Type:	
Cash Funds	CF	\$	13,000,000	New Construction	Project Category:
Federal Funds	FF	\$	-	Intercept Project:	Auxiliary
Total Funds	TF	\$	13,000,000	Yes	Est. Start Date:
				DHE Approved Program Plan:	June-20
				Yes	Est. Completion Date:
				List Approval Date (month/year)	July-21
				Pending	Funding Method:
					Other

TOPIC: DEGREE AUTHORIZATION ACT: RECOMMENDATION FOR AUTHORIZATION OF WILLIAM TENNENT SCHOOL OF THEOLOGY AS A RELIGIOUS TRAINING INSTITUTION/SEMINARY

PREPARED BY: HEATHER DELANGE, OFFICE OF PRIVATE POSTSECONDARY EDUCATION

I. SUMMARY

This consent agenda item recommends authorization for William Tennent School of Theology as a Religious Training Institution/Seminary pursuant to the provisions of the Degree Authorization Act (C.R.S. §23-2-103.3).

II. BACKGROUND

The Colorado Commission on Higher Education (CCHE) has statutory responsibility for administration of Title 23, Article 2 of the Colorado Revised Statutes, commonly referred to as the Degree Authorization Act (DAA). The Act sets out the terms by which the Commission may authorize accredited private colleges and universities, out-of-state public colleges and universities, and seminaries and bible colleges or religious training institutions to operate in Colorado.

Any non-public institution, seeking to offer degree programs, must apply for authorization with the Colorado Department of Higher Education (DHE) and meet criteria found in CCHE Policy Section I Part J, Degree Authorization Act, to receive authorization to offer degrees within Colorado prior to offering any program of instruction, academic credits or degrees; opening a place of business; soliciting students or enrollees; or offering educational support services.

The Commission administers the DAA by determining an institution's eligibility to operate pursuant to statute and CCHE policy. To qualify as a bona fide religious postsecondary educational institution, an organization must meet each of the following criteria:

1. Be a non-profit institution owned, controlled, operated and maintained by a bona fide church or religious denomination, lawfully operating as a non-profit religious corporation pursuant to Title 7 of the Colorado Revised Statutes.
2. Limit the educational program to the principles of that church or denomination and grant degrees or diplomas only in areas of study that contain on their face a reference to the theological or religious aspect of the degree's subject area. Institutions operating under this degree authorization shall not award degrees in any area of physical science or medicine; or degrees appropriate only for academic institutions; or degrees associated with specific professional fields or endeavors not clearly and directly related to religious studies or occupations.

3. Not market, offer, or grant degrees or diplomas which are represented as being linked to a church or denomination, but which actually are degrees in secular areas of study.
4. Have obtained exemption from property taxation under state law and shall have provided the Department a copy of the certificate of this exemption.

William Tennent School of Theology is seeking authorization to establish an institution offering programs that are created to prepare graduates for vocational ministry roles. The school is an affiliate of the Calvary Family of Churches based out of Littleton, CO.

- Master of Letters, Old Testament
- Master of Letters, New Testament
- Master of Letters, Historical Theology
- Master of Letters, Applied Theology

Mission statement: *William Tennent School of Theology exists to equip joyful, passionate leaders – for the purity of the gospel, for the love of the church, and for the advance of Christ’s mission, all for the glory of God.*

At William Tennent School of Theology, our vision is to develop shepherd leaders by shepherd teachers, offering excellent theological education in a life-giving, relational community, while allowing students to remain faithful in their ministry context.

II. STAFF ANALYSIS

Staff has reviewed the documents submitted by William Tennent School of Theology determined that it meets the criteria for authorization to offer the degree listed above in accordance with CCHE policy, Section I, Part J. Based on the institution’s vision and mission and the proposed programs, staff determined that William Tennent School of Theology meets the definition of bona fide religious postsecondary educational institution (C.R.S. §23-2-102 (4)).

IV. STAFF RECOMMENDATION

Staff recommends that the Commission approve authorization for William Tennent School of Theology as a Religious Training Institution/Seminary under the Degree Authorization Act.

STATUTORY AUTHORITY

C.R.S. §23-2-103.3 (4) To operate in Colorado, a seminary or religious training institution shall apply for and receive authorization from the department and establish that it qualifies as a bona fide religious institution and as an institution of postsecondary education, as defined by rules promulgated by the commission. A seminary or religious training institution that meets the criteria

and rules established by this subsection (4) is exempt from the provisions of subsections (1), (2), and (3) of this section. A bona fide religious institution and an institution of postsecondary education that applies for authorization pursuant to this subsection (4) shall pay the fee established according to [section 23-2-104.5](#).

TOPIC: APPROVAL OF PROGRAM PLANS FOR FISCAL YEAR 2020-21
CAPITAL REQUESTS

PREPARED BY: LAUREN GILLILAND, LEAD FINANCE ANALYST

I. SUMMARY

This action item seeks approval of new or revised program plans or exemptions for capital projects submitted in the Fiscal Year 2020-21 budget cycle, pursuant to C.R.S. 23-1-106(3).

II. BACKGROUND

State law, C.R.S. 23-1-106(3), states that no capital construction or capital renewal shall commence except in accordance with an approved facility master plan and program plan. Statute exempts projects with total expenditures of less than \$2 million. CDHE has analyzed all revised and new program plans, along with exemption requests associated with projects submitted as part of the FY 2020-21 capital request. CCHE must approve these for the projects to commence.

Per CCHE Policy Section III, Part E: Facilities Program Planning, program plans must analyze the amounts, types, and relative locations of space required and/or facility system upgrades or replacement for current and projected program plans and define program and cost elements. The following are required for approval:

- Consistency with role and mission; academic, facility and technology planning goals; state higher education policy
- Consistency with campus facilities master plan and academic master planning
- Consistency of space utilization with CCHE guidelines and campus physical master plan space allocations
- Alternative facilities solutions and life-cycle costs as required by CCHE
- Appropriateness of source of funds, cost estimate methods, financing implications for life-cycle of construction as required, operations, and maintenance at projected enrollment increases

All program plans must include a third-party audit.

III. STAFF ANALYSIS

Staff has reviewed all program plans submitted as well as requests for program plan waivers from institutions to ensure compliance with statute and CCHE policy. Seventeen submissions require new or revised program approval, seven projects with less than \$2 million in total costs requested a program plan waiver, and four projects with approved programs that are at least three-years-old requested a three-year program plan waiver. Only seven of the seventeen new or revised plans

requiring approval have been recommended for approval in this agenda item. The remaining 10 had deficiencies and will be brought to the Commission at its December meeting.

IV. STAFF RECOMMENDATION

Staff recommends that the Commission take the following three actions:

- 1. Approve the following seven requests for a program plan waiver:**
 - **University of Northern Colorado – Heat Boiler #3**
 - **Auraria Higher Education Campus – Critical Campus-wide HVAC Infrastructure Replacement**
 - **University of Northern Colorado – Gray Hall Mechanical Systems Replacement**
 - **Lamar Community College – Library Renovation**
 - **Trinidad State Junior College – Berg Fourth Floor Remodel**
 - **Lowry Higher Education Center – North Quad Remodel**
 - **Northeastern Junior College – Physical Plan Consolidation**

- 2. Approve the following seven new or revised program plans:**
 - **University of Colorado - Boulder – Helms Arts & Sciences and Mary Rippon Outdoor Theatre Renovation**
 - **Colorado School of Mines – Mines Innovation Hub**
 - **Metropolitan State University - Denver – Health Institute**
 - **Colorado School of Mines – Arthur Lakes Library**
 - **University of Colorado - Boulder – Guggenheim Capital Renovation**
 - **Colorado Mesa University – Energy Independence**
 - **Colorado Mesa University – Performing Arts Renovation and Expansion**

- 3. Approve the following four three-year program plan waivers:**
 - **Community College of Denver – Boulder Creek Building Remodel**
 - **Western Colorado University – Savage Library**
 - **Colorado State University - Pueblo – Technology Building Renovation and Addition**
 - **Pueblo Community College – Dental Hygiene Growth / Expansion Project**

V. STATUTORY AUTHORITY

C.R.S. §23-1-106 Duties and powers of the commission with respect to capital construction and long-range planning.

- (3) The commission shall review and approve facility master plans for all state institutions of higher education on land owned or controlled by the state or an institution and capital

construction or capital renewal program plans for projects other than those projects described in subsection (9) of this section. The commission shall forward the approved facility master plans to the office of the state architect. Except for those projects described in subsection (9) of this section, no capital construction or capital renewal shall commence except in accordance with an approved facility master plan and program plan..

- (5) (a) The commission shall approve plans for any capital construction or capital renewal project at any state institution of higher education regardless of the source of funds; except that the commission need not approve plans for any capital construction or capital renewal project at a local district college or area technical college or for any capital construction or capital renewal project described in subsection (9) of this section.
- (b) The commission may except from the requirements for program and physical planning any project that requires two million dollars or less if the capital construction project is for new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or ten million dollars or less if the project is not for new construction and is funded solely from cash funds held by the institution.

TOPIC: FISCAL YEAR 2020 – 2021 STUDENT BUDGET PARAMETERS

PREPARED BY: EMILY BURNS, LEAD FINANCE ANALYST
EMMA FEDORCHUK, BUDGET AND FINANCE ANALYST

I. SUMMARY

This discussion item recommends approval of the Fiscal Year 2020-2021 Student Budget Parameters.

II. BACKGROUND

In compliance with federal regulations, postsecondary education institutions that participate in federal financial aid programs are required to set average costs they use to determine federal financial aid (grants, work study, and loans) to students. The cost of attendance for a student is an estimate of a student's educational expenses for the period of enrollment. Allowable costs include the following: tuition and fees, books, supplies, transportation, personal expenses, and room and board, with additional supplemental budgets specific to certain circumstances. The cost of attendance is a widely used metric. For example, cost of attendance was a key part of the discussion in the Department's Return on Investment Report released July 31, 2019. In Colorado, institutional cost of attendance calculations are made with guidance from student budget parameters set by the Department.

Institutional financial aid administrators conduct a need analysis for students, estimating the amount of assistance needed after accounting for the expected contributions from that student and his or her family. The need analysis has two basic components: (1) the student's cost of attendance (COA), which is a reasonable estimate of what it will cost the student to attend a given institution for a given period of time; and (2) an estimate of the expected family contribution (EFC), which is calculated by a federally-approved formula that accounts for income, assets, the number of family members attending college and other information. The difference between the COA and the EFC determines the eligible amount of need-based financial aid an eligible student can be awarded.

Annually, the Colorado Commission on Higher Education (CCHE) recommends guidelines for student budget parameters to be used by financial aid administrators in determining COA at their respective institutions. The Department's recommended guidelines use published data from the Colorado Department of Local Affairs and the U.S. Bureau of Labor Statistics to determine housing costs. Food costs are based on U.S. Bureau of Labor Statistics data, specifically the consumer price index for food costs. Book costs are derived using the guidelines from the Trends in College Pricing report from the College Board and information collected from colleges. Childcare costs are based on Colorado data as reported from the National Association of Child Care Resource and Referral Agencies.

Although the state guidelines establish a reference point, the U.S. Department of Education allows institutions discretion to determine reasonable cost elements from empirical data, such as data

based on valid student surveys and housing cost norms from a local realty board. Institutions that wish to modify these costs must use actual data to support their adjusted budget and file adjusted student budgets with the Department.

III. STAFF ANALYSIS

Annually Department staff researches each student budget area to ensure that student budgets remain reasonable. The following tables summarize the recommended guidelines for FY 2020-21 with further information provided below.

Table 1 shows the Student Budget Base for FY 2020-21 for Student Living with Parents, Students Living on Campus, and Students Living off Campus. The student monthly budget base includes monthly costs typically incurred by all students.

Table 1: Student Monthly Budget Base for FY 2020-21

	Students Living with Parents	Students Living on Campus	Students Living off Campus
Housing	\$238	Actual	\$798
Food	\$276	Actual	\$473
Local Transportation	\$185	\$185	\$185
Personal Expenses	\$143	\$160	\$160
Total	\$842	\$345	\$1,616

Note: the total for students living on campus does not include housing and food costs.
 Totals rounded to the nearest dollar.

Table 2 lists the guidelines for the annual cost of books and supplies and discretionary costs that apply to certain students:

Table 2: Supplemental Student Budget Expenses for FY 2020-21

	Lower Range		Upper Range
Book & Supplies Per Year	No lower limit		\$1,800*
Child Care if appropriate per month	\$428		\$1,295
Non-local Transportation	Amount determined by Institution		
Computer Allowance	\$500		\$1,800

Medical	\$250	Actual cost at campus health center	\$350
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*To be determined at institution and may vary by course of study

The recommended FY 2020-21 student budget guidelines are described in more detail below.

Housing Costs

Housing budget guidelines vary for three groups of students.

- *On-Campus:* For students living in dormitories, the housing budget is the actual room expense that the campus charges students.
- *Off-Campus:* The Department’s student budget parameters define the housing budget for students living off campus as 50 percent of the average rent and utility costs for a two-bedroom apartment. The FY 2019-20 student budget guideline for housing was \$858. According to the fourth quarter 2018 Apartment and Rental Properties: Vacancy and Rent Surveys, rents in the Denver metro area increased in the first two quarters before falling in the second half of the year. The average rent for a two-bedroom, one-bathroom apartment was \$1,367 in the metro area.

Regionally, outside of metro Denver and Boulder, housing costs remain lower, but continue to grow at varying rates. Utility costs decreased per the Consumer Price Index (CPI) due to lower prices for all major components. The Department’s suggested increase was calculated using the household energy index of the Bureau of Labor Statistics, which includes electricity and utility (piped) gas service.

Staff recommends setting the monthly budget at \$798. This amount covers half of the rent for a two-bedroom, one-bathroom apartment (\$683), and decreases the amount for utilities from \$102 to \$97 based on a 5.3% decline in the household energy index. Additionally, staff applied a 2.6 percent inflation rate; the BLS reported inflation rate on rent to housing costs as a way to anticipate changes between September of 2019 and the date when the parameters will take effect in the fall of 2020. As housing costs are the largest share of the budget, staff seeks to ensure that there is room for fluctuation in prices was built into the budgets. Department staff used the Bureau of Labor Statistics Denver-Aurora-Lakewood CPI Report for July 2019 and the Fourth Quarter of 2018 Vacancy and Rent Surveys produced by the Colorado Department of Local Affairs to determine that the average market rate for a two-bedroom apartment in the Denver metropolitan area.

- *With Parents:* For students living with parents, the FY 2019-20 housing budget guideline was \$233. Staff recommends increasing the housing budget for students living at home by inflation (2.1 percent), which would increase the total to \$238.

Food Expenses:

Food budgets vary for three groups of students:

- *On-Campus:* For students living in dormitories, the food budget guideline is the actual cost of board.
- *Off-Campus:* For students living off campus, the annualized CPI measure from the Bureau of Labor Statistics for food costs away from home increased by 4.3% over the last 12 months. Department staff recommends the FY 2020-21 budget guideline reflect the inflationary increase, bringing the total monthly allowance to \$473 (an increase of \$19).
- *With Parents:* For students who live with their parents, the Department's student budget parameters assume that food is a shared cost across the household. The FY 2019-20 student budget guideline was set at \$280 per month. According to the measure from the Bureau of Labor Statistics, the annualized food costs at home decreased by 1.6 percent over the last 12 months. Staff recommends the FY 2020-21 budget guideline reflect the decrease, lowering the monthly allowance by \$4 for a total of \$276.

Local Transportation Expenses Excluding Non-Local Transportation:

The student budget parameters define local transportation expenses as the cost of using public transportation or sharing the operation of an automobile. For FY 2019-20, the Department held the monthly local transportation guideline at \$185, based largely on the cost of an RTD Monthly Pass plus an additional budget for recreation, or the approximate cost of commuting and parking a car at \$6.00 per day. Because the Regional Transit Pass increase realized in FY 2017-18 has since stabilized, staff recommends that the FY 2020-21 amount also remain constant.

Personal Expenses:

The student budget parameters define personal expenses to include the costs of laundry, dry cleaning, toiletries, clothing, recreation, and recreational transportation. The annualized Consumer Price Index for all items minus food and energy (which are accounted for elsewhere in the parameters) increased by 2.8 percent over the last 12 months. In FY 2019-20, the monthly budget was \$139 for students living at home and \$156 for all other students; staff recommends that the FY 2020-21 budget parameters reflect the 2.8 percent inflationary increase to CPI for all items minus food and energy. As such, the FY 2020-21 monthly budget for students living at home is \$143 and \$160 for all other students. The main difference between the two groups is that students living at home do not typically incur laundry expenses.

Books and Supplies:

For books and supplies, Department staff recommends the upper budget limit for FY 2020-21 be set at \$1,800, the same rate as the FY 2019-20 limit. The average amount spent on textbooks

nationally in FY 2018-19 varied by sector, but it remains under the \$1,800 proposed parameter. The book allowance at each institution may vary depending on course of study. The Department will continue to abstain from recommending a minimum amount for books in FY 2020-21. There are more affordable options for textbooks than purchasing all books. Students may choose to rent textbooks, borrow, or share.

Childcare:

Childcare in Colorado continues to be expensive. The cost depends on location and age of the child. The 2019 Colorado Fact Sheet published by Child Care Aware USA no longer includes average cost data as a metric. For that reason, Department staff has elected to increase the FY 2019-20 average cost of childcare by the Denver-Aurora-Lakewood CPI inflation rate for tuition, school fees and childcare (3.9 percent). As such, the inflation adjusted range for average costs for child care in Colorado is between \$5,135 for a school-aged child and \$15,543 for an infant. The FY 2020-21 childcare budget guideline is based on the range of the estimated cost of care per child per month, from \$428 up to a maximum of \$1,295 per child. The recommended range is the monthly average cost associated with the cost of care for a school-aged child (the lower cost) and the cost of care for an infant (the higher cost).

Medical Expenses:

For institutions that do not have health insurance or medical care funded through student fees, the Department recommends a maximum health expense guideline of \$350 per month or to use the actual costs at campuses that offer campus-based insurance plans. The upper limit is based on health insurance data from major health care providers in addition to data for an older, higher-risk population. The lower limit of \$250 per month is based on the review of individual plans on Colorado's health insurance exchange (Connect for Health Colorado) for an individual plan for a 20-year-old student. The amounts account for some differences in population traits.

Non-local Transportation:

The Department does not establish this guideline. Institutions may include the cost of plane fare for two round trips home per year for students who live outside a normal travel range.

Computer Allowance:

The cost of attendance regulations in the Federal Higher Education Amendment of 1998 provide for a reasonable allowance for the documented rental or purchase of a personal computer.

Institutions may include this cost in their student budget for determining eligibility for state financial aid. With the decrease in hardware prices, few students rent computers. For FY 2019-20, the proposed parameter is price range for computers is \$500 to \$1,800, remaining constant from the previous fiscal year as prices for technology remain constant or decline.

Summary of Changes

Table 1: Student Monthly Budget Base, Changes from FY 2019-20 to FY 2020-21

	FY 19-20	FY 20-21	FY 19-20	FY 20-21	FY 19-20	FY 20-21
	Students Living with Parents		Students Living on Campus		Students Living Off Campus	
Housing	\$233	\$238	Actual	Actual	\$858	\$798
Food	\$280	\$276	Actual	Actual	\$453	\$473
Local Transportation	\$185	\$185	\$185	\$185	\$185	\$185
Personal Expenses	\$139	\$143	\$156	\$160	\$156	\$160
Total	\$837	\$842	\$341	\$345	\$1,652	\$1,616

Note: The total for students living on campus does not include housing and food costs.
 Totals rounded to nearest dollar.

Table 2 lists the guidelines for the annual cost of books and supplies and discretionary costs that apply to certain students:

Table 2: Supplemental Student Budget Expenses, Changes from FY 2019-20 to FY 2020-21

	Lower Range FY 19-20	Lower Range FY 20-21		Upper Range FY 19-20	Upper Range FY 20-21
Books & Supplies Per Year	No lower limit	No lower limit		\$1,800*	\$1,800*
Child Care Per Month (if appropriate)	\$411	\$428		\$1,246	\$1,295
Non-local Transportation	Amount determined by institution				
Computer Allowance	\$500	\$500		\$1,800	\$1,800
Medical	\$200	\$250	Actual cost at campus health center	\$300	\$350

*To be determined at institution and may vary by course of study.

IV. STAFF RECOMMENDATIONS

Staff recommends that the Commission approve the FY 2020-21 Student Budget Parameters.

V. STATUTORY AUTHORITY

C.R.S. 23-3.3-101 (1.5) (a)

(1.5) "Cost of attendance at a nonpublic institution of higher education" means:

(a) Allowances specified by the commission for room and board and miscellaneous expenses, which shall be the same for nonpublic institutions of higher education as for a representative group of comparable state institutions, as determined by the commission

DRAFT

TOPIC: REVISION OF CCHE POLICY I, PART V: CREATION OF ACADEMIC PROGRAMS – PROCESS FOR REVIEW AND APPROVAL OF SELECT BACCALAUREATE DEGREE PROGRAMS AT COLORADO COMMUNITY COLLEGE SYSTEM INSTITUTIONS AND LOCAL DISTRICT COLLEGES

PREPARED BY: DR. CHRIS RASMUSSEN, DIRECTOR OF ACADEMIC AFFAIRS

I. SUMMARY

This action item outlines proposed revisions to Commission Policy I, V: Creation, Modification or Discontinuance of Academic and Vocational Programs at Public Institutions of Higher Education. The bulk of the revisions are to codify a process for institutional application, Department staff review, and Commission consideration of proposed Bachelor of Applied Science degree programs at Colorado Community College System Institutions and at Aims Community College; Bachelor of Science in Nursing degree programs at Aims Community College; and all baccalaureate degree programs at Colorado Mountain College.

The proposed revisions also reflect a statutory change resulting from HB 19-1153, which amended §23-71-102, C.R.S. to authorize Colorado Mountain College to offer “a limited number” of baccalaureate degree programs. Additionally, the proposed revisions articulate the role of the Academic Council in the process of review, addition, modification, and discontinuance of academic programs, and include technical changes to improve clarity.

Additional proposed revisions have been made in response to feedback received from commissioners and from institutional representatives at and since the Commission meeting on September 5, 2019. These changes primarily clarify the role of the Academic Council as an advisory/consultative body without decision making authority, and accelerate the process of bringing a proposed program to the Commission if the staff believes that the proposing institution has addressed all concerns raised by institutions during a first round of feedback (rather than requiring a second round of feedback with Academic Council). The additional proposed revisions also correct a drafting error in referencing statutory criteria for approval of baccalaureate degree programs at local district colleges.

II. BACKGROUND

The Commission revised Policy I, V in December 2017, following enactment of SB 17-297, which amended §23-1-107(1), C.R.S. to state:

“A governing board of a state-supported institution of higher education is not required to submit a proposal to or obtain approval from the commission to create, modify, or discontinue academic or vocational programs offered by the institution, so long as the creation, modification, or discontinuance of the academic or vocational program is consistent with the institution's statutory role and mission.”

Commission policy articulates four exceptions where proposed degrees carry additional statutory requirements:

- i. New baccalaureate degree program proposals at Colorado Mountain College, which require Commission approval per §23-71-133, C.R.S.;
- ii. New Bachelor of Applied Science (B.A.S.) degree proposals from Colorado Community College System (CCCS) institutions and from Aims Community College, which require Commission approval per §23-1-133, C.R.S.;
- iii. New Bachelor of Science in Nursing (B.S.N.) degree proposals from Aims Community College, which require Commission approval per §23-71-102, C.R.S.; and
- iv. Educator preparation programs that lead to endorsement for educator licensure, which require Commission approval per §23-1-121, C.R.S.

The current Commission policy addresses the program proposal review process in a fairly general manner, indicating that Department staff will confirm alignment with statutory criteria for the program and that the Academic Council will be engaged in the process. In response to feedback from institutions that a more detailed, transparent, step-by-step process was needed to guide proposing institutions—and to help ensure that four-year institutions have adequate time to review and provide feedback on program proposals—Department staff members have drafted and tested a revised process for review and approval of proposed BAS programs. The process was vetted with the Academic Council in early 2018 and was followed by Department staff in two instances in late 2018 and early 2019. Two-year institutions have appreciated the additional transparency of the process and improved clarity of expectations, while four-year institutions have responded favorably to the advance notification process and formalized mechanism for soliciting their input. Staff believes it is prudent for this process to be codified in Commission policy and applied to all proposed baccalaureate degree programs at two-year institutions that require Commission approval.

It should be noted that statutory authority granted to Aims Community College by HB 18-1300 to offer the Bachelor of Science in Nursing (B.S.N.) degree is distinct from statutory authority granted to Colorado Community College System institutions by HB 18-1086 to offer the B.S.N. degree. Whereas HB 18-1300 requires Aims Community College to obtain approval from the Colorado Commission on Higher Education to offer the B.S.N. degree, HB 18-1086 requires only that the State Board for Community Colleges and Occupational Education and/or individual CCCS campuses inform the Colorado Commission on Higher Education of their intent to offer the degree and solicit the Commission's input in a joint meeting of the CCCS board and the Commission, and also provide ninety days advance notice to the Commission and to all state public and nonpublic institutions of higher education prior to a CCCS institution requesting board approval to offer a B.S.N. degree.

III. STAFF ANALYSIS

The following substantive changes are proposed:

1. Section 2.00 Statutory Authority: Revised language reflects changes required by HB 19-1153 regarding the authority of Colorado Mountain College to offer “a limited number of baccalaureate degree programs.”

2. Section 4.00 New and Substantively Modified Programs: Process and Procedures
 - Sub-section 4.02.03 outlines a step-by-step process for application, review, and approval of proposed BAS degree programs at CCCS institutions and Aims Community College, and proposed BSN degree programs at Aims Community College. It also clarifies the role of the Academic Council.
 - Sub-section 4.02.04 outlines a step-by-step process for application, review, and approval of proposed baccalaureate degree programs at Colorado Mountain College. It also clarifies the role of the Academic Council.
 - Sub-section 4.02.05 clarifies the role of the Academic Council in cases of new or substantially modified programs that do not require approval by the Commission.
3. Section 5:00 Non-Substantive Modifications to and Discontinuance of Existing Programs: Clarifies the role of the Academic Council in cases of discontinued or non-substantively modified programs.

A copy of the revised policy showing changes can be found in Appendix A. Changes proposed at the September 5 Commission meeting appear in **red type**. Additional changes proposed based on Commissioner and institutional feedback on the September 5 version appear with **yellow highlight**. The proposed, revised policy is in line with statute and other CCHE policies.

IV. STAFF RECOMMENDATIONS

Staff recommends that the Commission approve proposed revisions to Policy I, V: CREATION, MODIFICATION OR DISCONTINUANCE OF ACADEMIC AND VOCATIONAL PROGRAMS AT PUBLIC INSTITUTIONS OF HIGHER EDUCATION.

V. STATUTORY AUTHORITY

§23-1-107(1), C.R.S. – noted above

§23-71-102, C.R.S – **Local district colleges – organization – definitions.**

As used in this article 71, unless the context otherwise requires:

(1)(a) ...

(b) Notwithstanding the provisions of subsection (1)(a) of this section:

(I) Colorado mountain college, in addition to its mission as a local district college, may also offer a limited number of baccalaureate degree programs as its board of trustees determines appropriate to address the needs of the communities within its service area and that are approved by the Colorado commission on higher education.

(II) Aims community college, in addition to its mission as a local district college, may also offer, as its board of trustees determines appropriate to address the needs of the communities within its service area that are approved by the Colorado commission on higher education pursuant to the criteria set form in section 23-1-133 (2):

- (A) Bachelor of applied science degree programs; and
- (B) Bachelor of science degree in nursing programs as a completion degree to students who have or are pursuing an associate degree in nursing.

§23-1-133, C.R.S. - Commission directive - bachelor of applied science degree programs - community colleges – approval.

(1)(a) The state board for community colleges and occupational education, referred to in this section as the "state board", shall submit to the commission for its approval technical, career, and workforce development bachelor of applied science degree programs to be offered at one or more community colleges within the state system. The commission shall consider the following criteria in determining whether to approve a bachelor of applied science degree program:

...

§23-71-133, C.R.S. – Local district colleges – approval of baccalaureate degrees – attorney general to advise.

(1) When approving baccalaureate degrees for any local district college pursuant to the authority in section 23-71-102 (1), the Colorado commission on higher education shall make its determination based on the following criteria:

...

§23-1-121, C.R.S. - Commission directive - approval of educator preparation programs – review.

(1) As used in this section, unless the context otherwise requires:
(a) "Approved educator preparation program" means an educator preparation program that has been reviewed pursuant to the provisions of this section and has been determined by the commission to meet the performance-based standards established by the commission pursuant to this section and the requirements of section 23-1-108.

...

VI. APPENDICES:

Appendix A: (with track changes) Proposed Revisions to CCHE Policy I, V: CREATION, MODIFICATION OR DISCONTINUANCE OF ACADEMIC AND VOCATIONAL PROGRAMS AT PUBLIC INSTITUTIONS OF HIGHER EDUCATION.



SECTION I

PART V CREATION, MODIFICATION OR DISCONTINUANCE OF ACADEMIC AND VOCATIONAL PROGRAMS AT PUBLIC INSTITUTIONS OF HIGHER EDUCATION

1.00 Introduction

Senate Bill 17-297 amended §23-1-107(1), C.R.S. to clarify that Commission approval is not required for new academic or vocational programs, so long as the new program is consistent with the institution's statutory role and mission. The Commission delegates review of statutory role and mission to Department staff (see Section 4.02.013 below). There are several exceptions where proposed degrees have additional statutory requirements, including educator preparation degrees, baccalaureate degrees at Colorado Mountain College, bachelor of science in nursing (B.S.N.) completion degrees at Aims Community College, and bachelor of applied science (B.A.S.) degrees at Aims Community College and at Colorado Community College System campuses, which are explained in detail below. This policy does not apply to certificate programs offered at area technical colleges, local district colleges, community colleges or 4-year institutions.

It should be noted that 4-year institutions may offer other programs that are commonly referred to as “certificates” that do not require review by the Department and are not eligible for entry into SURDS. Examples include, but are not limited to, non-credit bearing programs offered on a cash-funded basis, emphasis areas within degrees, and other sequences of courses that do not result in a bona fide credential. To be eligible for entry into SURDS, certificates must be credit-bearing, standalone programs (i.e., not part of a baccalaureate or graduate degree program). Certificates that can be applied to degree program requirements, such as “stackable certificates,” are considered to be standalone programs.

2.00 Statutory Authority

The Commission’s role and responsibility in the creation, modification and discontinuance of academic and vocational programs is defined in §23-1-107, which states that:

- (1) A governing board of a state-supported institution of higher education is not required to submit a proposal to or obtain approval from the commission to create, modify, or discontinue academic or

vocational programs offered by the institution, so long as the creation, modification, or discontinuance of the academic or vocational program is consistent with the institution's statutory role and mission.

There are four exceptions where proposed degrees have additional statutory requirements:

- 2.01 Educator preparation program review and approval is a collaborative review between the Colorado Department of Education and the Colorado Department of Higher Education and a dual approval process between the State Board of Education and the Colorado Commission on Higher Education, per §23-1-121, C.R.S.
- 2.02 ~~The~~ Colorado Community College System institutions~~schools~~, as well as Aims Community College, received state authorization to propose bachelor of applied science (B.A.S.) degrees when Senate Bill 14-004 was enacted, creating §23-1-133, C.R.S. and amending §23-71-102, C.R.S., which requires the State Board for Community Colleges and Occupational Education (SBCCOE) or the Board of Trustees for Aims Community College to submit to the Commission for its approval technical, career, and workforce development bachelor of applied science degree programs and specify~~ies~~ the criteria to be used in evaluating the requests.
- 2.03 Similarly, Senate Bill 10-101 and House Bill 19-1153 amended §23-71-102~~(4)~~, C.R.S. to read, "...Colorado mountain college, in addition to its mission as a junior-local district college, may also offer a limited number of no more than five baccalaureate degree programs as its board of trustees determines appropriate to address the needs of the communities within its service area and that are approved by the Colorado commission on higher education..." ~~and~~~~†~~The Commission has the authority to approve those degrees based on the criteria outlined in the §23-71-133, C.R.S. statute.
- 2.04 Similarly, House Bill 18-1300 amended §23-71-102~~(4)~~, C.R.S. to read, "...Aims community college, in addition to its mission as a local district college, may also offer, as its board of trustees determines appropriate to address the needs of the communities within its service area...bachelor of science degree in nursing programs as a completion degree to students who have or are pursuing an associate degree in nursing" and the Commission has the authority to approve those degrees based on the criteria outlined in §23-1-133, C.R.S. the statute.

3.00 Policy Goal

The goal of this policy is to ensure that a new or substantively ally~~ally~~-modified program is consistent with the statutory role and mission of the institution and additional statutory requirements (where applicable). Additionally, the Department ~~staff~~ needs certain information, including but not limited to degree

level and CIP code, to enter new programs into the Student Unit Record Data System (SURDS) so that institutions may report enrollment and completion, for instance, in those programs.

4.00 **New and Substantively Modified Programs: Process and Procedures**

4.01 Governing Board Approval

4.01.01 A governing board may act to approve a new degree program before or after the Department's approval of the program or endorsement of the program's fit with the institution's statutory role and mission.

4.01.02 The governing board shall formally notify the Department of its approval of a new or substantively modified degree program immediately following board action. The Department requests that new program proposals be sent by the institution's or system's representative on Academic Council (or their designee) to the Department staff who facilitates Academic Council. Institutions should follow their normal process to ensure compliance with any applicable Title IV, federal regulations Gainful Employment, or as well as any accreditation requirements.

4.02 Review by the Department

4.02.01 Upon receipt of the notification of the governing board's action, the Department reviews the program for fit with the institution's statutory role and mission; compliance with the 60 credit cap for associate of arts and associate of science degrees; or 120 credit cap for baccalaureate degrees [per §23-1-125(1)(a)] unless exempted by the Commission; and alignment with GT Pathways requirements unless a waiver is sought [per 23-1-125(3)]. The Department will and responds to the governing board within 30 days of receiving the proposal.

4.02.02 ~~New or substantially modified programs that require Commission action are as follows:~~

In the case of new educator preparation programs, Department staff shall follow the review process outlined in Commission Policy I, P: Educator Preparation, per §23-1-121, C.R.S.

4.02.03 In the case of Bachelor of Applied Science degrees new baccalaureate degrees at Colorado Mountain College (§23-71-133, C.R.S.), Aims Community College (§23-1-133(2), C.R.S.), at or one of the campuses within the Colorado Community College System (§23-1-133(1), C.R.S.); Bachelor of Applied Science degrees at Aims Community College (§23-71-102 (1)(b)(II)(A) C.R.S., and §23-1-133(2), C.R.S.); and Bachelor of Science in Nursing degrees at Aims

Community College (§23-71-102(1)(b)(II)(B), C.R.S., and §23-1-133(2), C.R.S.), the review process shall be as follows:

- The chief academic officer of the institution or system seeking approval of a BAS or BSN program shall submit a proposal to the Department addressing all of the criteria listed in §23-1-133(1)(a), C.R.S. (for Colorado Community College System institutions), or in §23-1-133(2)(a), C.R.S. (for Aims Community College), including:
 - Data demonstrating sufficient workforce and student demand for the proposed degree program;
 - The regional and professional accreditation requirements for the degree program, if applicable, and evidence that the institution can satisfy those requirements, as appropriate, at both the institutional and program levels;
 - Evidence that providing the degree program is cost-effective for students, for the institution, and for the Colorado Community College System (if applicable);
 - Evidence that the degree program is sufficiently distinguishable from an existing degree program at a state four-year institution provided within the community college's service area, and sufficiently distinguishable from a degree program that had been offered in conjunction with a state four-year institution that is scheduled to be reinstated;
 - Evidence that the degree program could not practically or feasibly be offered through a statewide transfer agreement.
 - Upon receipt of the proposal, the Department will consult with all state four-year institutions located in the proposing institution's service area regarding any existing similar academic programs offered by the four-year institutions, and any potential opportunities to offer the proposed degree through collaboration or articulation.
 - If the ~~Upon~~ Department ~~staff's~~ ~~determines~~ ~~confirmation~~ that the institution's or system's proposal does not meet one or more of the above statutory requirements, the Department will provide a written response identifying the area or areas where the proposal has fallen short. The institution or system may revise and resubmit the proposal for review.
 - If the Department determines that the institution's or system's proposal ~~does meets~~ the above statutory requirements, the proposal will be sent to members of the Academic Council for consideration of any anticipated systemwide effects of the new degree program. (As the primary stakeholder group for the Department on matters of academic policy and programs, the role of the Academic Council is to advise Department staff and help ensure that appropriate due diligence is conducted with any Commission business related to academic affairs.

The Academic Council is an advisory body, and not a decision-making body.)

- Members of Academic Council will have no fewer than 30 calendar days (excluding periods of time between academic terms) to review the proposal and provide written feedback to the Department, which will be shared with the proposing institution.
- Following the 30-day review period, the proposal will be placed on the agenda for the next meeting of the Academic Council for discussion. At the meeting, Department staff will summarize the feedback received from institutions on the proposal and provide an opportunity for representatives of the proposing institution or system to respond.
- If there is no indication among members of Academic Council that the proposed degree program could have negative systemwide effects, the proposal will be placed on the next Commission meeting agenda with a staff recommendation for approval, or distributed to Academic Council electronically for the Council's advice to the Department.
- If there is indication among members of the Academic Council that the proposed degree program could have negative systemwide effects, Based on feedback from the Academic Council the institution or system submitting the proposal will be encouraged to resolve any areas of concern with other institutions with Department staff acting as a facilitator of the discussion. The institution or system may then submit a revised proposal, which will be reviewed by Department staff. If Department staff determine that the proposing institution has sufficiently addressed concerns raised by members of Academic Council, the proposal will be placed on the next Commission meeting agenda with a staff recommendation for approval. If Department staff determine that the proposing institution has not sufficiently addressed concerns raised by members of Academic Council, or sufficiency is indeterminate, the revised proposal will be sent to members of Academic Council for another review period of no fewer than 30 days, after which the revised proposal will be placed on the agenda for the next meeting of the Academic Council for discussion, with similar steps taken as outlined above.
- If following a second round of feedback there is indication that the proposed degree program could have negative systemwide effects, the institution or system may request that the proposal be brought to the Commission for discussion. In preparing the agenda item for the Commission, Department staff will summarize all feedback received during the review process and may recommend that the Commission approve or not approve the program. The Commission may choose to act by approving or not approving the program or may request additional information and postpone action to a future meeting.

~~If there is disagreement, or at the request of an institution, the proposal shall be placed on the next Commission agenda for discussion and action. The~~

~~Commission shall have final authority as to whether or not the proposed program is approved.~~

4.02.04 In the case of baccalaureate degrees at Colorado Mountain College (§23-71-102(1)(b)(I), C.R.S., and (§23-71-133(1), C.R.S.), the review process shall be as follows:

- The chief academic officer of the institution shall submit a proposal to the Department addressing all of the criteria listed in §23-71-133(1), C.R.S., including:
 - Data demonstrating sufficient workforce and student demand for the proposed degree program;
 - The regional and professional accreditation requirements for the degree program, if applicable, and evidence that the institution can satisfy those requirements, as appropriate, at both the institutional and program levels;
 - Evidence that the institution's provision of the baccalaureate degree program is the most cost-effective way to provide the program within the institution's service area;
 - Evidence via a cost-benefit analysis that the institution's proposed baccalaureate degree program will not create a negative impact for the institution or require additional state-appropriated money to operate.
 - Upon receipt of the proposal, the Department will consult with all state four-year institutions located in the proposing institution's service area regarding any existing similar academic programs offered by the four-year institutions, and any potential opportunities to offer the proposed degree through collaboration or articulation.
 - If the Department determines that the institution's proposal does not meet one or more of the above statutory requirements, the Department will provide a written response identifying the area or areas where the proposal has fallen short. The institution may revise and resubmit the proposal for review.
 - If the Department determines that the institution's proposal does meet the above statutory requirements, the proposal will be sent to members of the Academic Council for consideration of any anticipated systemwide effects of the new degree program. (As the primary stakeholder group for the Department on matters of academic policy and programs, the role of the Academic Council is to advise Department staff and help ensure that appropriate due diligence is conducted with any Commission business related to academic affairs. The Academic Council is an advisory body, and not a decision-making body.)
 - Members of Academic Council will have no fewer than 30 calendar days (excluding periods of time between academic terms) to review the

proposal and provide written feedback to the Department, which will be shared with the proposing institution.

- Following the 30-day review period, the proposal will be placed on the agenda for the next meeting of the Academic Council for discussion. At the meeting, Department staff will summarize the feedback received from institutions on the proposal and provide an opportunity for representatives of the proposing institution or system to respond.
- If there is no indication among members of Academic Council that the proposed degree could have a negative effect on other institutions, the proposal will be placed on the next Commission meeting agenda with a staff recommendation for approval.
- If there is indication among members of the Academic Council that the proposed degree could have a negative effect on other institutions, the proposing institution will be encouraged to resolve any areas of concern with other institutions with Department staff acting as a facilitator of the discussion. The institution may submit a revised proposal, which will be reviewed by Department staff. If Department staff determine that the proposing institution has sufficiently addressed concerns raised by members of Academic Council, the proposal will be placed on the next Commission meeting agenda with a staff recommendation for approval. If Department staff determine that the proposing institution has not sufficiently addressed concerns raised by members of Academic Council, or sufficiency is indeterminate, the revised proposal will be sent to members of Academic Council for another review period of no fewer than 30 days, after which the revised proposal will be placed on the agenda for the next meeting of the Academic Council for discussion, with similar steps taken as outlined above.
- If following a second round of feedback the Academic Council there is indication that the proposed degree program could have a negative on other institutions, the proposing institution may request that the proposal be brought to the Commission for discussion. In preparing the agenda item for the Commission, Department staff will summarize all feedback received during the review process and may recommend that the Commission approve or not approve the program. The Commission may choose to act by approving or not approving the program, or may request additional information and postpone action to a future meeting.

4.02.053 In the case of new or substantively modified program proposals that are not subject to the statutory requirements outlined above (which will be the majority of new program proposals), if the Department determines that the proposed program is consistent with an institution's statutory role and mission and meets the other applicable statutory requirements outlined above then the Department shall enter the new or substantively modified program into the Student Unit Record Data System (SURDS) and notify the institution.

Following notification to the institution, the new or substantively modified program will be added to the agenda for the next meeting of Academic Council for information purposes.

- If the Department determines that the proposal is not consistent with the institution's statutory role and mission or credit cap and GT Pathways requirements (if applicable), it will so inform the governing board. The Department shall take credit cap and GT Pathways (where applicable) waiver requests to the Commission for action.
- If disagreement on Department staff's determination arises then the review and ensuing discussion shall be elevated to Academic Council for its advice. The Commission shall have final authority as to whether or not the proposed program is approved.

5.00 Non-Substantive Modifications to and Discontinuance of Existing Programs

Following institutional and/or governing board approval, proposals that involve non-substantive modification to or discontinuance of an existing program, must be reported to the Department for appropriate entry in the list of approved programs in SURDS and do not require action by the Commission. Following notification by the institution to the Department, the discontinued or non-substantively modified program will be added to the agenda for the next meeting of the Academic Council for information purposes.

HISTORY: CCHE Agenda Item III, B – November 6, 2014; CCHE Agenda Item III, B – December 4, 2014; CCHE Agenda Item VI, A – October 23, 2017; CCHE Agenda Item V, B - December 7, 2017; CCHE Agenda Item III, E – December 6, 2018; CCHE Agenda Item IV, B – September 5, 2019; CCHE Agenda Item IV, B – October 24, 2019.

TOPIC: FUNDING ALLOCATION FORMULA REVISION AND NOVEMBER 1 BUDGET REQUEST

PREPARED BY: JASON SCHROCK, CHIEF FINANCIAL OFFICER; EMILY BURNS, SENIOR FINANCE ANALYST; EMMA FEDORCHUK, BUDGET AND FINANCE ANALYST

I. SUMMARY

This action item is to provide approval and/or guidance to staff for the new proposed higher education funding allocation formula, the annual General Fund request, student financial aid calibration, funding allocations to governing boards, and tuition recommendations for FY 2020-21.

II. BACKGROUND

Statute requires the Colorado Commission on Higher Education annually submit (1) a budget request that includes: allocations to governing boards, the financial aid calibration, and tuition policy recommendations.

Annual Budget Request

The annual budget request is developed by the Department, in consultation with the Office of State Planning & Budgeting (the Governor's budget office), to provide annual funding for higher education. Included in the budget request are the allocations to each governing board pursuant to the allocation formula; the level of state financial aid investment requested, which must at least increase at the same overall percentage as state operating funds; and tuition policy recommendations.

State Financial Aid

Section 23-3.3-103, C.R.S., requires the level of state financial aid to increase at the same overall percent as the increase in state funding for higher education. The types of student financial aid include: undergraduate and graduate need-based aid (colloquially referred to as the Colorado Student Grant, and the Graduate Grant, respectively), state work-study aid, and merit aid.

The Department allocates the various types of student financial aid to individual governing boards based on CCHE approved methodology. In 2013, Colorado implemented a new methodology for allocating state need-based financial aid to the public institutions of higher education. The model provides an incentive for timely completion by providing a set funding amount to institutions for each Pell-eligible student by grade-level. This amount increases as students move to a new grade-level, with the highest allocation being awarded to senior-level students, thereby incenting institutions to retain and complete Pell-eligible students in a timely manner.

Higher Education Funding Allocation Formula

HB 14-1319 required a funding formula for allocating state funds to Colorado's public higher education institutions. Specifically, the legislation required that funding be awarded to institutions based on: Role and Mission Factors, which offset the cost of providing programs, while acknowledging the uniqueness of the individual institution, as well as Performance Metrics, which capture the number of students transferred, retained, and conferred. The formula was employed beginning in fiscal year (FY) 2015-16.

SB 19-095, enacted during the 2019 legislative session, requires that the Colorado Commission on Higher Education (CCHE) conduct a review of the existing allocation formula by November 1, 2019 and every five years thereafter, and if applicable, develop a set of recommended changes to the formula. The CCHE established a working group to review the formula in April, meeting several times to discuss potential changes to the formula. Staff worked with the working group, other commissioners, and stakeholders, including the institutions, the legislature and the governor's office, to develop a new proposed formula.

The main themes heard throughout the review process were that a revised formula must: 1) have improved alignment with the Master Plan, including addressing the state's equity gaps in higher education; 2) be more simple, understandable, and transparent; 3) and address concerns regarding the volume-driven nature of the existing formula that makes it difficult for smaller institutions to compete for funding with larger institutions. Staff believes the new formula largely meets the goals outlined by the review process and more clearly communicates the behavior and outcomes that drive funding to institutions.

One notable change with the new proposed formula is that it is not intended to allocate all state funding to higher education institutions. Instead, the proposed formula allocates any increase in funding, and potentially a certain percentage of existing base funding. Staff believes that this approach allows for the development of a more simple, understandable formula with less complexity and arbitrary components.

The proposed structure of the new formula allocates funding as follows:

- 40 percent for institutions' operational support through a flat increase off the prior year's base, with higher growth factors to recognize unique needs in varying geographic locations;
- 20 percent for completions based upon the completion metrics in the existing, current law "1319" formula, with weightings based on degree level, degree field (STEM-H and educator preparation programs are weighted higher), and student demographics (Pell-eligible students and underrepresented minority students are weighted higher);
- 30 percent for equity-focused enrollment, with funding tied to enrolling Pell-eligible students and underrepresented minority (URM) students (higher proportions of enrolled Pell and URM students results in a greater funding weight); and
- 10 percent for graduation rates, with institutions rewarded for performing well in relation to their peers and for having improving graduation rates (includes graduation rate within 100 percent of time and 150 percent of time).

The methodology for funding allocations for the local district colleges, area technical colleges, and specialty education programs (CU's Health Science Center and CSU's Veterinary Medicine Program) remains the same as in the existing, current law model. These entities receive the same percentage change as the overall percentage change in state appropriations for the state's public higher education institutions. Under the proposed new formula, the Colorado School of Mines is allocated funding as a specialty education program. If the proposed formula is approved, legislation would need to be introduced during the 2020 legislation session to make the necessary statutory changes to implement the new formula.

Because the proposed formula is not current law, the Department will also be submitting the budget request with the existing, current law "1319" formula which presents another scenario to determine funding allocations to each governing board. The 1319 formula has been revised for this year's budget request to include additional funding weights for underrepresented minority students. If the proposed new formula is not approved by the Commission, only the "1319" formula would be used in the budget request.

The current law formula included "guardrails" so that no institution's funding change from the prior year would be more than five percentage points above or below the overall percent change in funding. However, these guardrails were only in place for the first five years of the formula and are no longer applicable for FY 2020-21. There are large differences in funding allocations among institutions in the current law formula for FY 2020-21, with some institutions' funding change more than five percentage points different from the overall percent change in funding.

Tuition Policy

Under current law, tuition revenue is appropriated at all state institutions except the Colorado School of Mines. General Fund and tuition spending authority are the funding sources utilized in the state budget to help cover the budget needs of the state's institutions. Therefore, there is a direct link between state General Fund investment and the tuition rate charged to students and families. In other words, an increase in General Fund investment results in lower tuition increases, while a decrease in General Fund investment results in higher tuition increases. To ensure the Governor and General Assembly are appropriately informed on how state General Fund impacts affordability, analysis is provided to demonstrate the impact levels of state investment have on tuition in conjunction with the Department's annual General Fund budget request.

In past years, the budget request contained the link between the General Fund investment and the level of resident undergraduate tuition only. With this year's budget request, the Governor's office has asked that nonresident tuition, as well as resident graduate tuition, also be incorporated to help cover the budget needs of the state's institutions for state budgeting purposes.

III. STAFF ANALYSIS

The Governor's request for state-supported institutions of higher education, and other budget requests for the Department of Higher Education - such as Operating Investment and Student

Financial Aid - are not public until the entire executive budget request is submitted to the legislature on November 1, 2019. Recognizing that the Governor's request is not public, staff will provide potential General Fund scenarios for the Commission to evaluate at the meeting. The scenarios will use both the existing, current law formula as well as the proposed formula.

IV. STAFF RECOMMENDATIONS

Staff recommends CCHE approve the new proposed funding allocation formula as well as the funding allocations and corresponding tuition recommendation based on the scenarios staff will provide at the meeting.

V. STATUTORY AUTHORITY

Budget Request:

C.R.S. § 23-1-105(8)

The funding recommendations made by the commission for state-supported institutions of higher education and by the executive director for the divisions of the department of higher education shall be made to the governor and to the general assembly as part of the budget request for the department of higher education and shall be submitted in accordance with the budget procedures of part 3 of article 37 of title 24, C.R.S., and in conformance with section 24-75-201.1 C.R.S.

Higher Education Funding Allocation Formula:

C.R.S. § 23-18-307

(3) For the 2016-17 state fiscal year and each fiscal year thereafter, the department and the commission shall submit a budget request by November 1 of each year that includes:

(a) A detailed description of the fee-for-service contract role and mission funding factors and the performance funding metrics and the values assigned to each factor and metric; and

(b) The fee-for-service contract provisions of section 23-18-303 as applied to each institution, including details of the funding requested for each institution for each role and mission funding factor and each performance funding metric.

(4) In developing the annual general appropriations bill, the joint budget committee shall follow the provisions of section 23-18-303 in calculating the amounts of fee-for-service contracts, including the role and mission funding factors and performance funding metrics as determined by the commission, but may apply different weights to the factors and metrics than the values determined by the commission. If the joint budget committee alters the value of a factor or metric, the new value shall be applied to the determination of all fee-for-service contracts pursuant to section 23-18-303.

(5.5) (a) Commencing in 2019 and every five years thereafter, the commission shall review the funding formula established pursuant to this section and, by November 1, 2019, and November 1 every five years thereafter, submit a report to the governor, the joint budget committee of the general assembly, and the education committees of the senate and the house of representatives, or any successor committees, containing changes to the funding formula and any recommendations for legislative changes.

(b) In conducting the review required by subsection (5.5)(a) of this section, the commission and the department shall:

(I) Convene one or more meetings with interested parties to discuss the existing funding model and to learn of issues raised by the interested parties;

(II) Conduct an analysis of the issues identified by interested parties and possible solutions;

(III) Engage directly with the institutions to strive for consensus among the institutions on any proposed changes; and

(IV) If applicable, develop a set of changes to recommend to the governor and committees of the general assembly.

(c) Notwithstanding the provisions of section 24-1-136 (11)(a)(I), the reporting requirement pursuant to this subsection (5.5) continues indefinitely.

Tuition Recommendation:

C.R.S. § 23-1-108(12)(b):

For fiscal years beginning on or after July 1, 2016, the Commission shall establish tuition policies based on institutional role and mission, and the governing boards shall set tuition consistent with said policies.

Financial Aid:

C.R.S. § 23-3.3-102

(1) The general assembly hereby authorizes the commission to establish a program of financial assistance, to be operated during any school sessions, including summer sessions for students attending institutions.

(2) The commission shall determine, by guideline, the institutions eligible for participation in the program and shall annually determine the amount allocated to each institution.

TOPIC: COLORADO EDUCATOR LOAN FORGIVENESS PROGRAM
POLICY APPROVAL

PREPARED BY: ANDREW CRISPIN, PROGRAM COORDINATOR
EMILY BURNS, SEINOR FINANCE ANALYST

I. SUMMARY

This action item seeks approval of the policy for the Colorado Educator Loan Forgiveness Program, created by Senate Bill 19-003: Concerning the Educator Loan Forgiveness Program to Address Educator Shortages, and, in Connection Therewith, Making an Appropriation.

II. BACKGROUND

This item is part of the state's efforts to address the problem of teacher shortages and declining educator preparation program completion throughout the state. House Bill 17-1003, signed into law in May 2017, required the Colorado Department of Higher Education (DHE) and the Colorado Department of Education (CDE) to develop a collaborative plan outlining the necessary steps to resolve the state's current and expected educator shortages. As a part of that plan, the CDE created the Educator Shortage Survey report, which is an annual statewide survey for all school districts and Boards of Cooperative Educational Services (BOCES) that employ educators.

From these results, and to support rural educator retention and help alleviate the shortages, the Colorado legislature passed Senate Bill 19-003 in May 2019. This law funds the Teacher Loan Forgiveness Pilot Program, which was created in 2001 but was unfunded for many years. This program was renamed the Educator Loan Forgiveness Program, and in addition to teachers, made school principals and school Special Services Providers, such as counselors and other support staff, eligible for the program. The Colorado Commission on Higher Education (CCHE) is tasked with developing a policy for administration of this program.

The Educator Loan Forgiveness Program specifies that eligible educators may receive up to \$5,000 in loan forgiveness for each year of employment in a qualified position, for up to five years. The CCHE must approve up to 100 educators per year for participation in the program. If more than 100 applications are received, CCHE must first prioritize applicants who have contracted for a qualified position in a rural school and in a content shortage area, followed by those who have contracted for a qualified position in a rural school, and finally those who have contracted for a qualified position in a content shortage area. The Educator Loan Forgiveness Program requires that CDE identify rural schools and districts, content shortage areas, and positions that are hard to fill due to geographical and/or content shortage areas.

The policy recommendations adopted by the Commission will be used to ensure that the program directives and considerations outlined in the authorizing statute are met. In accordance with the

approved policy, DHE will create a set of guidelines, an application and selection process, and a comprehensive informational website, which will include a series of Frequently Asked Questions and other resources, which will be useful to program applicants. The CCHE will also prepare an annual report for the General Assembly that includes information concerning the content shortage areas identified by the department and information concerning the selected program participants.

III. STAFF ANALYSIS

In developing the policy that will govern this program, the Department sought feedback from program stakeholders, such as the Colorado Center of Rural Education (CCRE), as well as other interested parties. Through that process, some institutions offered feedback on options for allocation methods for the funding that will be appropriated.

The Educator Loan Forgiveness Program Policy proposed in this agenda item includes the following components:

- Qualified educators eligible for selection will be those holding a Colorado license, graduated from an approved educator preparation program or a degree program in their content subject area, and currently working in their content subject area (C.R.S. §23-3.9-102).
- Recipients will be chosen equitably across the state geographically.
- Recipients will be chosen equitably across the three job categories- teachers, principals, and SSPs- by a proportion of each working in the state as established by CDE.
- The program may employ a random lottery selection of eligible applicants if more applications are received than the maximum 100 allotted recipients for FY2019-2020.
- Qualified loan characteristics have been ascertained, with the aid of the Student Loan Ombudsman, of the state Department of Law office.
- Payments will be made by the Department, on behalf of program participants, to the necessary loan servicing organization in March-May of each fiscal year.

Colorado's recent investment in rural educators, with the work initiated by HB 17-1003, is a strong foundation for addressing a difficult problem facing the state. The Educator Loan Forgiveness Program, along with the Rural Alternate Licensure Stipend (SB 18-085), Teacher Preparation Support (SB 19-190), Teacher Fellowship Program (HB 18-1002), and Grow Your Own Educator Program (HB 18-1309) all exist as a joint effort to address the state-wide educator shortage. These legislative actions attempt to address the shortages in a multi-dimensional manner, and especially those being experienced most acutely in rural areas.

Department staff will present a report to the Commission in June detailing the selection and payment processes implemented in this first full year of the program's existence. Staff will also

report on the status of appropriations to the Educator Loan Forgiveness Fund for the upcoming fiscal year (FY 2020-21).

IV. STAFF RECOMMENDATION

Staff recommends the approval of the policy in Attachment A as the Commission's Policy of the Colorado Educator Loan Forgiveness Program.

V. STATUTORY AUTHORITY

C.R.S. 23-3.9-102 (1): Educator loan forgiveness program – administration – fund - eligibility

(1) The general assembly authorizes the commission to develop and maintain an educator loan forgiveness program for implementation beginning in the 2019-2020 academic year for payment of all or part of the principal and interest of the qualified loans of an educator who is hired for a qualified position.

(2) The commission shall develop loan repayment policies that ensure that money in the educator loan forgiveness fund is used for the repayment of qualified loans of educators employed in qualified positions.

ATTACHMENTS:

Attachment A: Student Services Policy VI. – O. – Colorado Educator Loan Forgiveness Program

(Attachment A) SECTION VI. PART O.
EDUCATOR LOAN FORGIVENESS PROGRAM POLICY

1.00 Introduction

This policy describes the goals, program, procedures, and eligibility criteria for the program, and eligibility standards for institutions participating in Colorado's Educator Loan Forgiveness Program.

2.00 Statutory Authority

Statutory authority for the Educator Loan Forgiveness (ELF) Program is contained in 23-3.9-100.2, C.R.S.

2.01 Program Funding

- a. The General Assembly has authorized the Educator Loan Forgiveness Program for the 2019-2020 academic year. Funding in future years is subject to available appropriations.
- b. This program is designed to make one payment per year for up to five years of up to \$5,000 per payment on qualified loans for a qualified educator in a qualified position who is accepted into the program. Subject to available appropriations, one payment will be made per year for each qualified, accepted educator.
- c. Initial program eligibility will be determined through an application and document verification process run by the Colorado Department of Higher Education (CDHE).
- d. Continued program eligibility will be confirmed on an annual basis through official Colorado Department of Higher Education communication with schools, school districts, and the Colorado Department of Education (CDE).

- e. The ELF program fund consists of all money appropriated to the fund by the General Assembly for the ELF program, and any gifts, grants, and donations received for that purpose.
- f. At the end of any fiscal year, all unexpended and unencumbered money in the fund remains in the fund and is not credited or transferred to the general fund or any other fund.
 - i. Exception - On August 30, 2033, any unexpended and unencumbered money in the fund shall be transferred to the general fund.
- g. Subject to available appropriations, the CDHE as an extension of the Commission shall annually approve applications for up to 100 new participants in the ELF program.
- h. The total number of loan forgiveness awards and the amount of those awards is subject to available appropriations.

3.00 Goals, Principles, and Terminology

3.01 Policy Goals for Educator Loan Forgiveness

CCHE’s Educator Loan Forgiveness Policy is designed to help keep educators employed in their education positions, and to address shortages in rural geographic areas and content areas.

3.02 Principles

The Educator Loan Forgiveness Program is a way of delivering financial support to rural educators and content-area shortage educators, in order to incentivize them to remain working in their positions into the future.

3.03 Terminology

- a. Educator – A Teacher, Principal, or Special Services Provider (SSP) as defined by CRS 22-60.5-102
 - i. Special Services Provider is further defined by CDE as a School: Audiologist, Counselor, Nurse, Occupational Therapist, Orientation and Mobility Specialist, Physical Therapist, Psychologist, Social Worker, or Speech-Language Pathologist.

- b. Qualified Loan – an educational loan incurred from an approved student loan financing institution while completing an educator preparation program; or while completing a bachelor’s or a master’s degree in the educator’s subject area.
- i. This includes loans made, insured, guaranteed under Title IV of the Higher Education Act, 20 U.S.C. 1070 et seq.
 - ii. Private education loans as defined in the Truth in Lending Act 15 U.S.C. 1650(a)(8):

(A) means a loan provided by a private educational lender that—

(i) is not made, insured, or guaranteed under of [1] title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.); and

(ii) is issued expressly for postsecondary educational expenses to a borrower, regardless of whether the loan is provided through the educational institution that the subject student attends or directly to the borrower from the private educational lender; and

(B) does not include an extension of credit under an open-end consumer credit plan, a reverse mortgage transaction, a residential mortgage transaction, or any other loan that is secured by real property or a dwelling;

- c. Qualified Position –
- i. An Educator as defined above in a rural school district as defined annually by the CDE, pursuant to 23-3.9-102 (6)(a)(I).
OR
 - ii. An educator in a content-shortage area as defined annually by CDE pursuant to 23-3.9-102
- d. Rural District – A school district identified as having less than 6,500 total enrolled students. These districts will be identified annually by the CDE.
- e. Content-Area Shortage - includes those identified by the Colorado Department of Education. The CDE will also identify content shortage areas for specific or general geographic areas of the state. The CDE can also consider education and community stakeholder feedback.
- f. Award Year – Begins July 1 and ends June 30.

4.00 School or District Eligibility

- a. School or Public Schools - Identified pursuant to 22-1-101; includes Charter School authorized by: Part 1, Article 30.5, Title 22; Part 5, Article 30.5, Title 22.
- b. BOCES (Board of Cooperative Education Services) Schools – Identified pursuant to Article 5 of Title 22.
- c. Facility Schools – Statewide schools, having an identified content-area shortage, pursuant to 23-3.9-102.

5.00 Educator Eligibility

To qualify for the ELF program, an educator shall:

- a. Graduate from an approved educator preparation program, defined in 23-1-121; or, if an SSP, satisfy SSP requirements for licensure.
- b. Meet initial or professional licensure requirements pursuant to 22-60.5-201 (1)(b) or (1) (c); or 22-60.5-301 (1)(a) or (1)(b); or 22-60.5-210.
- c. Demonstrate professional competencies consistent with state Board of Education rules in the subject matter in which the educator obtains a qualified position; or be fully qualified under a training program approved by a federal court or agency or the state Department of Education.
- d. Contract for a qualified position, as defined in 23-3.9-101, no earlier than June 2019 and no later than the end of the 2027-2028 academic year.
- e. Be liable for an outstanding balance on a qualified loan.

6.00 Program Procedures

6.01 Application Procedure and Prioritization

- a. An applicant must complete and submit an application with the ELF program for an Educator Loan repayment award and include documentation that he or she qualifies for loan forgiveness by virtue of service performed in Colorado, and as defined in 5.00.
- b. The amount repaid will be based on the borrower's outstanding balance not to exceed \$5,000 annually. Each recipient will have a lifetime eligibility cap of \$25,000 received through this program.
- c. Upon selection, all educators will provide proof of their current employment status, to be verified by the ELF program. Upon selection, all educators will provide proof that the loan for which they are seeking repayment is a qualified loan, being serviced by a qualified loan servicer.
- d. Loan payments will be remitted directly to the loan servicer, to be paid after the beneficiary designates the DHE/CCHE/ELF program as their disbursing agent (third-party payer) for this purpose.
- e. An eligible educator may continue to qualify each year without having to reapply as long as the educator remains in the original qualifying position. If the educator changes positions, but both the former and latter position are equally qualifying (rural and content shortage) the educator need not reapply. If the latter position only fulfills one of the priority qualifications, rural but not content shortage or content shortage but not rural, the educator must reapply.
- f. ELF Program staff will annually verify that educators who were selected for the program in the prior year have not changed positions or otherwise changed their eligibility status.
- g. Eligible educators will be awarded a loan forgiveness award based on the directives as defined in 23-3.9-102, (1)(c)(I-III), with highest priority given to rural area educators in content-area shortages, second highest priority given to rural area educators not in content-shortage areas, and third highest priority given to educators in content-shortage areas not located in rural areas.
- h. The ELF program will select the 100 recipients each year based on a proportion of the number of educators in each category (Teacher, Principal, SSP) working in Colorado. This proportion will be based on reports from the CDE, which will be updated annually. This effort is contingent upon the number of and nature of applications received.

6.02 Professional Judgment

The state ELF program eligibility parameters are designed to apply to all currently licensed educators serving as Teacher/Principal/SSP in qualified positions in Colorado public schools holding education loans, within the constraints of the program. This policy recognizes, however, that circumstances may exist in which the state program parameters do not adequately address a particular educator's situation. ELF program administrators may exercise professional discretion on a case-by-case basis. The need for special treatment as well as the action taken, if any, must be adequately documented in the educator's application record.

6.03 Reporting

Pursuant to **23-3.9-103**, on or before December 15, 2019, and on or before December 15 each year thereafter, the Commission shall prepare an annual report that includes, but is not limited to:

- a. The content shortage areas identified by the Department of Education.
- b. The number of applications received.
- c. The number of participants awarded loan forgiveness.
- d. The public schools/districts/BOCES in which the participants are employed.
- e. Demographic information for the participants.
- f. The approved educator preparation programs attended by the participants.
- g. The amount of money applied toward loan forgiveness and the sources of the money.
- h. For all participants awarded loan forgiveness, the length of time each participant has remained in the program and has remained serving in the public school or within the same school district or BOCES.

The Commission shall provide notice to the education committees of the Senate and the House of Representatives, or any successor committees, that the report is available to the members of the committees upon request.

TOPIC: OPEN EDUCATIONAL RESOURCES (OER) UPDATES & REVIEW OF ANNUAL REPORT

PREPARED BY: SPENCER ELLIS, DIRECTOR OF EDUCATIONAL INNOVATION

I. SUMMARY

This agenda item serves as an update for the Commission to review the progress of the open educational resources (OER) initiative currently pursued by Department staff. Since the last update given to this Commission in June 2019, Department staff have been executing various components of the initiative in accordance with the previously outlined timeline. Moreover, Department staff issued its first comprehensive report, *Colorado Rises: Transforming Education Practices through Open Educational Resources*, in collaboration with members of the OER Council, October 1, 2019, to the Commission as well as the Joint Budget and Education Committees of the Colorado General Assembly. Issuance of said report has prompted this agenda item for the review of the Commission.

II. IMPACT ON MASTER PLAN GOALS

The OER initiative addresses the goals of the CCHE strategic plan, *Colorado Rises*, broadly. Specifically, OER aligns with strategic goal four, *Invest in Affordability and Innovation*. Implementation and adoption of OER in place of traditional, high-cost text and course materials is seen as a cost-saving measure for students. Further, Department staff embrace the innovation inherent in the OER movement, which grants faculty, instructors and subject matter the academic freedom to pursue specific learning outcomes and classroom goals through course and material redesign. For this reason, the Department enthusiastically pursues this initiative as a priority for innovation in higher education.

III. BACKGROUND

Containing costs for students in higher education is paramount to the Colorado Department of Higher Education (CDHE) and the State of Colorado. Since 2018, CDHE has been working to assist public higher education institutions in lowering learning material costs by developing and expanding the use of OER in tandem with the Colorado OER Council, pursuant to H.B. 18-1331. Colorado OER initiative was established to address these rising costs, and encourage innovative practices in higher education.

Over the last half century, textbook and other educational resource prices have increased at an unparalleled rate compared to all consumer goods, contributing to the rising cost of college. In the last decade, the average cost of college textbooks has risen four times faster than the rate of inflation. National organizations, the state of Colorado and Colorado institutions of higher education estimate that college students should budget anywhere from \$900 to \$1,800 for books and course materials in the 2018-19 academic year.

To continue the momentum and build a culture around open education as a best practice in Colorado institutions of higher education, Department staff have set forth an agenda to provide staff and faculty professional development and engagement opportunities at the state level. Moreover, the OER Grant Program is helping campuses build content, capacity, and expertise in championing open education and furthering the adoption of OER at their campuses.

OER Statewide Activities

In alignment with the innovation and capacity-building goals inspired by statute, the OER staff and Council continue to administer capacity-building and professional development opportunities to grow and expand this initiative. As a reminder, the OER Council is a group of 15 representatives from the public institution of higher education and the Departments of Education and Higher Education. This group is the primary steering committee for OER action at the statewide level in Colorado. In collaboration with many from across the state, the OER Council hosted several professionally focused activities, beginning with [Open Education Week](#), a global interactive established in 2013 to “raise awareness and showcase impact of open education on teaching and learning worldwide.” During this week, national and local experts highlighted practical implementation workshops as well as strategic-level sessions as an offering to staff, faculty and administrators in Colorado. All activities were recorded and archived on the [Department YouTube channel](#) for future utilization and access. Moreover, the Department gained membership with the [Open Textbook Network](#) in March, which in turn led to the first statewide training with this organization in May of 2019. Approximately 70 attendees engaged in this session, which aims to continue scalable OER implementation, as part of the launch of the Department’s [Open Education Ambassadors](#) program. Following that training, the Department hosted the first Colorado OER Conference at Lowry Campus. Approximately 220 attended the event to hear speakers and experts from Colorado and across the country. The Department was also fortunate to have the Executive Director, Governor and local Congressman participate in the event as they led the morning charge preceding the opening plenary. This concludes the summary recent activities.

Grant Program Updates

In early March 2019, the twenty OER grantees received the grant funding for their proposed projects, which was approved by this Commission in February. Most grantees began their projects in spring 2019 term or will begin their projects of implementation this summer. A progress report from grantees was submitted to the Department by all grantees in July of 2019, at which time various quantitative and qualitative metrics will be gathered to judge initial impacts of the grant funds. These progress reports informed the recently issued annual report entitled *Colorado Rises: Transforming Education Practices through Open Educational Resources*. In the first year of the OER Grant Program, institutional grantees are projecting savings of more than \$3.4 million to the students of Colorado at their respective institutions. This figure represents more than six times the return on the State’s initial investment into this initiative.

The Council and Department recently requested proposals for a second round of grant funds, in the amount of \$1 million, in early of August of 2019, and will be following a similar process for reviewing, granting and reporting as was followed in year one. This means the OER Council and staff will return in February to share the recommendations for grantees seeking final

confirmation from the Commission. The report outlines summaries of each grantees project and summarizes key findings from the current work.

National and International Engagement

Along with statewide activity, members of the OER Council have been active nationally to participate in the global dialogue of the open education movement. Activities include presentations at regional and national conferences and involvement with leading organizations in open education. This participation is critical for the continued success of this initiative in Colorado, as it allows for participation in national-level opportunities to collaborate and further propel the work being done for the people of Colorado.

IV. STAFF ANALYSIS

The intent of this summary is twofold: 1) to assure the Commission that the Department and OER Council are continuing to build capacity and infrastructure for scaled implementation of OER work in the institutions of higher education in Colorado and 2) to review the annual OER report with the Commission.

In conjunction with the OER Council and other advisory groups as well as stakeholder groups, Department staff are developing a sustainable vision for open education in the state of Colorado. It is important that a sustained vision and policy agenda are planned and executed in order to ensure a high-quality, sustainable approach to this work in support of the Department's current and future goals. Thus, over the course of the next several months, the OER Council and Department staff will embark on constructing a policy framework and strategic implementation guide to inform future efforts in open education in Colorado. Future engagement of this Commission and endorsement from advocates in leadership will be key for this initiative.

V. STAFF RECOMMENDATIONS

This is an informational update only, so there are no recommendations at this time; however, Department staff should assist the Commission in considering policy implications in future recommendations. The current recommendation is for this Commission to consider how a sustainable open education initiative can augment Department efforts to reach Commission goals.

Open educational resources, practices and philosophy have inspired educators to innovate by reinvigorating curricula, starting free textbook campaigns and more. This is a direct result of two key factors for institutional capacity: 1) State-supported OER grant funding and training opportunities and 2) the willingness of expert educators from all disciplines to continue to innovate their educational practices for the learning and financial benefit of the students.

Acknowledging the progress so far, the OER Council recommends the following considerations for continued momentum: building structure, building culture and building evidence around the impact of open educational resources and practices. Current indications from this work at the

statewide level demonstrate the current state of the open education movement in Colorado is radiant, and the potential for the future is just as bright.

VI. STATUTORY AUTHORITY

Pursuant to HB 18-1331, the Commission shall award grants through the grant program and shall take into account, but is not bound by, the recommendations of the council and staff in doing so. The OER Council and Department are required to submit an annual report the Commission, Joint Budget and Education Committees.

ATTACHMENT(S):

Agenda Item V, A - ATTACHMENT A – [*Colorado Rises: Transforming Educational Practices through Open Educational Resources*](#)

TOPIC: EQUITY TOOLKIT: INCLUSIVE TEACHING AND LEARNING

PREPARED BY: SHELLEY BANKER, DIRECTOR COLORADO OPPORTUNITY SCHOLARSHIP INITIATIVE

I. SUMMARY

This agenda item serves as an overview for the Commission of the recently published equity toolkit on inclusive teaching and learning. Funded by the Talent, Innovation and Equity Grant (TIE) from Lumina Foundation, CDHE officially launched the toolkit on September 25, 2019. The toolkit is available at <http://masterplan.highered.colorado.gov/equitytoolkit/>. The toolkit is intended first on faculty development in three specific areas and is part of the department's broader goals to support equity in educational attainment for Coloradans.

II. IMPACT ON MASTER PLAN GOALS

The work of the TIE grant and the equity toolkit support the goals of the CCHE strategic plan, *Colorado Rises*, broadly. Specifically, TIE aligns with strategic goal two, *Erase Equity Gaps*. Implementation and adoption of the toolkit allows higher education leaders, administrators and faculty to foster welcoming, thriving learning environments for all—especially in the classroom.

III. BACKGROUND

The Colorado Department of Higher Education statewide plan for higher education, *Colorado Rises*, calls for 66 percent of Colorado adults ages 25-34 to earn a degree or certificate by 2025. The only way to reach this goal—the only way that we can provide the skills our employers and shared economic future depend on—is to make major progress on closing equity gaps.

It is this reality that drives our equity agenda, which received a major boost thanks to a \$500,000 Talent, Innovation and Equity (TIE) grant from Lumina Foundation in 2017. As part of this project, Colorado is advancing several key strategies with the goal of increasing African American, Hispanic, and Native American attainment by 6-8 percent in four years: Staging three campuses interventions; creating a faculty toolkit for inclusive teaching, presented here; and recruiting an Equity Champions Coalition and Steering Committee to ground our work in best practices and lived experiences.

The project to create the equity toolkit for inclusive teaching and learning was led by Co-Chairs of the TIE Steering Committee, Dr. Brenda Allen, former Vice Chancellor for Diversity and Inclusion at the University of Colorado Denver and the Anschutz Medical Campus, and Quill Phillips, College Equity Officer at Community College of Aurora and CEO of QP Equity and Inclusion Consulting, who curated the inclusive teaching resources available in the toolkit. The full TIE Steering Committee members provided ongoing input and insights into make the toolkit the most relevant resource possible. Additionally, Brandon Bishop, a current Policy Analyst with

SHEEO, conducted hours of research on behalf of this project. The Department thanks the faculty and staff across the state who shared resources and insights with the research team.

Drawing from evidence-based best practices, the equity toolkit is organized in three categories: Engaging in Ongoing Self-Inquiry, Creating and Maintaining a Culturally Relevant Classroom Community, and Designing and Implementing an Inclusive Course.

IV. STAFF ANALYSIS

Anecdotal feedback on the toolkit has been overwhelmingly positive, and the event evaluation provided similar findings. The time is right for our momentum to continue, and further dedicated resources will be necessary to carry the work beyond that of the TIE funding.

Additionally, the Department must find way to further support the implementation and work at the institution through professional development and technical assistance and develop more advanced resources—through partnership with thought leaders already doing this work in-state and nationally—that can be used more broadly.

Last, one specific comments in the evaluation indicated that “mandates, directives, and measurables that would require compliance with state educational and equity objectives” would help to feel more supported in this work. Perhaps this is an area of consideration for the commission.

V. STAFF RECOMMENDATIONS

This is an informational update only, so there are no recommendations at this time; however, Department staff should assist the Commission in promotion and awareness of these resources and understand how to continue building this resource beyond the TIE grant to further support Master Plan goals.

VI. STATUTORY AUTHORITY

None.

ATTACHMENT(S):

None.

COLORADO COMMISSION ON HIGHER EDUCATION - BYLAWS

Section 1. Organization and Meetings

- 1.1 **Organization:** Pursuant to C.R.S. §23-1-102, the Commission shall consist of eleven members appointed by the Governor with the consent of the Senate. The members of the Commission are selected on the basis of their knowledge of and interest in higher education and shall serve for four-year terms. No member of the Commission may serve more than two consecutive full four-year terms.
- 1.2 **Officers:** Pursuant to C.R.S. §23-1-110, the officers of the Commission shall be the Chair and Vice Chair. The Secretary shall be the Executive Director of the Commission and the Department and is a non-voting member of the Commission. The Governor appoints, with the consent of the Senate, the Executive Director to serve as the executive officer of the Commission and the Department.
- 1.3 All officers shall be elected at the May meeting of the Commission to serve a term of one year, except the Secretary whose term shall be coterminous with his or her term as Executive Director. Any member may nominate themselves or another member to be chair or vice-chair. Members will vote on each position; if there is more than one nomination the vote will be conducted by private ballot to be counted by the Secretary. Officers shall be limited to two consecutive terms, unless an exception is approved by a vote of more than 60 percent of the Commission. When possible, a Commissioner is encouraged to serve as vice-chair prior to becoming chair.
- 1.4 **Regular Meetings of the Commission:** The Commission shall adopt at the October Commission meeting a schedule of regular meetings of the Commission for the following calendar year.
- 1.3 **Notice of Meetings:** Any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public. In addition to any other means selected by the Commission for giving notice to the public, the Commission shall post notice of its meetings at the office of the Colorado Department of Higher Education located at 1560 Broadway, Suite 1600, Denver, Colorado 80202 and on the Colorado Department of Higher Education website. Notices shall be posted no less than two days prior to the holding of the meeting. The posting shall include specific agenda information where possible.
- 1.4 **Special Meetings:** Special meetings of the Commission may be held at the call of the Chair on two days' notice, or at the request of five members of the Commission who may petition the Chair to call such a meeting. Notice of special meetings shall be made electronically or by telephone and posted at the office and on the website of the Colorado

Department of Higher Education no less than two days prior to the meeting date.

- 1.5 **Conduct of Meetings:** The Chair shall preside at all meetings at which he or she is present. In the Chair's absence, the Vice Chair shall preside, and in the event both are absent, those present shall elect a presiding officer. All meetings shall be conducted in accordance with all State laws and regulations. The parliamentary rules contained in Robert's Rules of Order, latest revision, shall govern in all cases to which they are applicable, except as modified herein.
- 1.6 **Attendance at Meetings:** The term of any member of the Commission who misses more than two consecutive regular Commission meetings without good cause, as determined by the Chair, shall be terminated and his successor appointed in the manner provided for appointments under C.R.S. §23-1-102.
- 1.7 **Preparation of Agenda:** Meeting agendas shall be prepared by the Executive Director of the Department. A monthly agenda call will be scheduled with the Chair, Vice Chair, and Executive Director, or his or her designee, to discuss and approve the proposed agenda. At a regular or special meeting, an item of business may be considered for addition to the agenda by a majority vote of the Commissioners present.
- 1.8 **Minutes of the Commission:** The Secretary shall maintain an accurate set of minutes of Commission meetings, which shall include a complete record of all actions taken by the Commission. Such minutes shall constitute a permanent record. After the minutes of each meeting are completed they shall be reviewed by the Commission and, after approval, posted on the CCHE website and made available to the public for inspection upon written request.
- 1.9 **Standing Committees:** The Commission may create standing or ad hoc committees comprised of Commissioners to research and make recommendations on specific issues for the full Commission to consider and act on.

Section 2. Duties and Responsibilities of Officers

- 2.1 **Chair of the Commission:** The Chair of the Commission shall preside at meetings of the Commission at which he or she is in attendance.
- 2.2 **Vice Chair of the Commission:** The Vice Chair shall perform all duties of the Chair in the Chair's absence.
- 2.3 **The Secretary/Executive Director of the Commission:** In addition to performing those duties established by law, the Executive Director of the Commission and Department shall: (a) serve as the Secretary of the Commission, (b) meet with the officers and staff of institutions of higher learning as the needs dictate for a mutual discussion of the matters affecting the responsibilities of the Commission, (c) meet with appropriate state and federal groups and/or officials on matters pertaining to the Commission, (d) meet with appropriate committees of the General Assembly on matters pertaining to the

Commission's responsibilities, (e) appoint such professional staff as in his or her judgment are required and are within the budget approved by the Commission and for which funds are available, (f) prepare an annual operating budget and work program for approval by the Commission, (g) implement the policies of the Commission and communicate those policies to interested parties as appropriate.

Section 3. The Advisory Committee

3.1 There is hereby established an advisory committee pursuant to C.R.S. §23-1- 103).

Advisory Committee Members: The advisory committee shall consist of not less than thirteen members, to be designated as follows:

(a) Six members shall be appointed from the General Assembly, including three senators, two of whom shall be from the majority party, appointed by the President of the Senate and one of who shall be from the minority party appointed by the Minority Leader of the Senate, and three representatives, two of whom shall be from the majority party, appointed by the Speaker of the House of Representatives and one of who shall be from the minority party appointed by the Minority Leader of the House of Representatives. Said six members shall be appointed for terms of two years or for the same terms to which they were elected to the general assembly, whichever is the lesser. Successors shall be appointed in the same manner as the original members;

(b) One member shall be selected and designated by the Commission, as recommended by the Colorado Faculty Advisory Council, to represent the faculty in the state;

(c) One member shall be selected and designated by the Commission, as recommended by the Student Affairs Council, to represent the students in the state for a term of one year, commencing on July 1 of the year appointed;

(d) One member shall be selected and designated by the Commission who is a parent of a student enrolled in a state supported institution of higher education in Colorado to represent the parents of students for a term of two years, commencing on July 1 of the year appointed.

(e) Not more than four additional members representing educational or other groups may be selected and designated by the Commission to serve on the advisory committee.

The Commission has designated the four additional advisory committee members to represent:

- Chief Academic Officers of Colorado's state supported institutions of higher education, as recommended by the Colorado Academic Council;
- Chief Financial Officers of Colorado's state supported institutions of higher education, as recommended by the, as recommended by the Chief Financial Officers group;

- Independent Higher Education Institutions in Colorado (Colorado College, Regis, and Denver University), as recommended by the Independent Higher Education Council; and,
- The K-12 system, as recommended by the Colorado Department of Education.

All such appointments shall be for a term of two years, commencing on July 1 of the year appointed.

- 3.2 Notice and Agendas: All members of the advisory committee shall receive agendas and background material and be notified of all public meetings of the Commission and shall be invited to attend for the purpose of suggesting solutions for the problems and needs of higher education and maintaining liaison with the general assembly.
- 3.3 Recommendations of the Advisory Committee: The members of the advisory committee shall have full opportunity to present their views on any matter before the Commission.

Section 4. Change in Bylaws

- 4.1 Bylaws shall be subject to amendment at any meeting of the Commission provided any such proposed change is listed on the agenda in accordance with the procedure outlined in Section 1.5 Notice of Meetings. Bylaw changes must be approved by a majority of the Commission.

HISTORY: Adopted on September 10, 1965. Amended January 14, 1966; February 25, 1972; June 1, 1978; July 1, 1993; October 7, 2004; May 6, 2011; CCHE Agenda March 3, 2017 Item V; April 5, 2019



COLORADO COMMISSION ON HIGHER EDUCATION

- Interim Chair Vanecia Kerr (*D- 6th Congressional District*) 1st term ends June 2018
- Commissioner Paul Berrick Abramson (*U-7th Congressional District*) 1st term ends July 2023
- Commissioner Mary Beth Buescher (*D-3rd Congressional District*) 1st term ends June 2020
- Commissioner Luis Colón (*R-4th Congressional District*) 2nd term ends June 2021
- Commissioner Cassie Gannett (*U-5th Congressional District*) 1st term ends June 2020
- Commissioner Sarah Hughes (*D-3rd Congressional District*) 1st term ends July 2023
- Commissioner Tom McGimpsey (*R-2nd Congressional District*) 1st term ends June 2021
- Commissioner Charlotte Olena (*D-1st Congressional District*) 1st term ends July 2023
- Commissioner Brittany Stich (*D-1st Congressional District*) 1st term ends July 2022
- Commissioner Steven Trujillo (*D-3rd Congressional District*) 1st term ends July 2023
- Commissioner Eric Tucker (*U-5th Congressional District*) 1st term ends July 2023

ADVISORY COMMITTEE

Legislative Advisors

- Representative Julie McCluskie, *House Majority Appointment*
- Representative Cathy Kipp, *House Majority Appointment*
- Representative Kevin Van Winkle, *House Minority Appointment*
- Senator Nancy Todd, *Senate Majority Appointment*
- Senator Tammy Story, *Senate Majority Appointment*
- Senator Paul Lundeen, *Senate Minority Appointment*

Subject Matter Advisors

- Mr. Wayne Artis, *Faculty Representative*
- Mark Cavanaugh, *IHEC Representative*
- Mr. Brad Baca, *Institutional Finance Representative*
- Dr. Rick Miranda, *Academic Council Representative*
- Ms. Misti Ruthven, *K-12 Representative*
- Ms. Christina Powell, *Parent Representative*
- Kim Johnson, *Student Representative*





INSTITUTION AND SYSTEM LEADERS

<u>INSTITUTION</u>	<u>CEO</u>	<u>LOCATION</u>
Adams State University	Dr. Cheryl Lovell, President	Alamosa
Aims Community College	Dr. Leah Bornstein, President	Greeley
Community College System	Joe Garcia, Chancellor	Denver
Arapahoe CC	Dr. Diana Doyle, President	Littleton
Colorado Northwestern CC	Ron Granger, President	Rangely
CC of Aurora	Dr. Betsy Oudenhoven, President	Aurora
CC of Denver	Dr. Everette Freeman, President	Denver
Front Range CC	Andy Dorsey, President	Westminster
Lamar CC	Dr. Linda Lujan, President	Lamar
Morgan CC	Dr. Curt Freed, President	Ft. Morgan
Northeastern JC	Jay Lee, President	Sterling
Otero JC	Jim Rizzuto, President	La Junta
Pikes Peak CC	Dr. Lance Bolton, President	Colorado Springs
Pueblo CC	Dr. Patty Erjavec, President	Pueblo
Red Rocks CC	Dr. Michele Haney, President	Lakewood
Trinidad State JC	Dr. Carmen Simone, President	Trinidad
Colorado Mesa University	Tim Foster, President	Grand Junction
Colorado Mountain College	Dr. Carrie Besnette Hauser, President	Glenwood Springs
Colorado School of Mines	Paul Johnson, President	Golden
Colorado State System	Dr. Tony Frank, Chancellor	Denver
CSU-Ft Collins	Dr. Joyce McConnell, President	Fort Collins
CSU-Pueblo	Dr. Timothy Mottet, President	Pueblo
CSU-Global Campus	Dr. Becky Takeda-Tinker, President	Greenwood Village
CU System	Mark Kennedy, President	Denver
CU – Boulder	Dr. Philip DiStefano, Chancellor	Boulder
UCCS	Dr. Venkat Reddy, Chancellor	Colorado Springs
UCD	Dr. Dorothy Horrell, Chancellor	Denver
UC-Anschutz	Don Elliman, Chancellor	Aurora, Denver
Emily Griffith Technical College	Stephanie Donner, Executive Director	Denver
Ft. Lewis College	Dr. Tom Stritikus, President	Durango
Metropolitan State University of Denver	Janine Davidson, President	Denver



Pickens Technical College	Teina McConnell, Executive Director	Aurora
Technical College of the Rockies	Michael Klouser, Director	Delta
University of Northern Colorado	Dr. Andy Feinstein, President	Greeley
Western State Colorado University	Dr. Gregory Salsbury, President	Gunnison

Higher Education Glossary

529 Savings Plan - 529 plans are more than just savings accounts. These state-sponsored college savings plans were established by the federal government in Section 529 of the Internal Revenue Code to encourage families to save more for college. They offer unique state and federal tax benefits you can't get from other ways to save, making them one of the best ways to save for college.

Accuplacer - A suite of computer-adaptive placement tests that are used as assessment tools at institutions to evaluate the level of course work for a student. Students measured as needing additional course work will be assigned to remediation.

Admission Standard - includes both Freshman and Transfer standard. The freshman standard applies to all in-state and out-of-state new freshmen applicants and to transfer applicants with 12 or fewer college credit hours, except freshmen and transfer applicants who meet one of the admissions standards index exemptions. The transfer standard applies to all degree-seeking undergraduate transfer applicants with more than 12 college credit hours who do not meet one of the exemptions

Admission Window - Defined in Admission policy, "The maximum allowable percentage of admitted students who are not required to meet the CCHE admission standards within a specific fiscal year is referred to as the admissions window. Separate windows exist for the freshmen and transfer standards. The allowable percentage is determined by the Commission." The percentages vary by institution.

CAP4K - SB08-212, Preschool to Postsecondary Education Alignment Act; Colorado Achievement Plan for Kids.

CHEA - Council for Higher Education Accreditation. As described on their website, CHEA is "A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations."

CIP - Classification of Instructional Program; The purpose of which is to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity. (Relevant in Role & Mission)

CLEP - College Level Examination Program; Earn college credit for passing a subject specific examination.

COA - Cost of Attendance; in the context of financial aid, it is an estimate of what it will reasonably cost the student to attend a given institution for a given period of time.

Concurrent Enrollment – A high school student enrolled for one or more classes at a college or university in addition to high school courses.

Dually Enrolled - A student enrolled at two institutions at the same time. This may affect enrollment reports when both institutions count that student as enrolled.

EFC - Expected Family Contribution; in the context of financial aid, it is calculated by a federally-approved formula that accounts for income, assets, number of family members attending college, and other information.

FAFSA - Free Application for Federal Student Aid. This is a free service provided by the Federal government under the Department of Education and students are not charged to complete/file the FAFSA.

FAP – Financial Aid Plan (HESP specific)

FERPA - Family Educational Rights and Privacy Act, view federal website. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FFS – Fee-For-Service Contracts; A portion of the College Opportunity Fund program in addition to COF stipends, this contract provides funding to certain higher education institutions to supplement high cost programs and purchase additional services (such as graduate programs).

Floor - In reference to the admission window, the floor is the minimum requirements for admission without requiring an exception of some kind. This usually coincides with the Index score.

FTE - Full-time Equivalent; a way to measure a student's academic enrollment activity at an educational institution. An FTE of 1.0 means that the student is equivalent to full-time enrollment, or 30 credit hours per academic year for an undergraduate student.

GEARUP - Gaining Early Awareness and Readiness for Undergraduate Programs; A Federal discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

Guaranteed Transfer, GT Pathways - gtPATHWAYS applies to all Colorado public institutions of higher education, and there are more than 900 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved at least twice per academic and calendar year and apply the next semester immediately following their approval.

HB 1023 - In most cases, refers to HB 06S-1023, which declares "It is the public policy of the state of Colorado that all persons eighteen years of age or older shall provide proof that they are lawfully present in the United States prior to receipt of certain public benefits."

HB 1024 - In most cases, refers to HB 06-1024, which declares "On or before September 1, 2006, each governing board of a state institution of higher education shall submit to the Colorado commission on higher education and the education committees of the senate and the house of representatives, or any successor committees, a report regarding underserved students".

HB 1057 - In most cases, refers to HB 05-1057, which declares "a college preparation program operating within the school district that the college preparation program shall provide to the Colorado commission on higher education, on or before December 31 of each school year, a report specifying each student, by unique identifying number."

HEAR - Higher Education Admission Requirements, 2008-2010.

Index, Index Score - This index score is a quantitative evaluation that is part of a larger student application evaluation. The score is generated from academic achievement (GPA or High School Rank) and college placement tests (ACT or SAT). You can calculate your index score online. Index varies by institution depending on that institutions selection criteria.

IPEDS - Integrated Postsecondary Education Data System; Run by NCES, this system collects statistical data and information on postsecondary institutions. The Colorado Department of Higher Education submits aggregated data on public institutions to IPEDS.

Need - In the context of student financial aid, Need is calculated by the difference between the COA (Cost of Attendance) and the EFC (Expected Family Contribution)

NCATE - National Council for Accreditation of Teacher Education; NCATE is the profession's mechanism to help establish high quality teacher preparation.

NCLB - No Child Left Behind; The No Child Left Behind Act of 2001 (NCLB) reauthorized the Elementary and Secondary Education Act (ESEA) -- the main federal law affecting education from kindergarten through high school.

PSEO - Post Secondary Enrollment Option; A program that offers concurrent enrollment in college courses while in high school.

PWR - Postsecondary and Workforce Readiness; Definition was created during the SB08-212 CAP4K meetings.

QIS - Quality Indicator System; Implemented in HB96-1219, the specific quality indicators involved in QIS are similar to those used in the variety of quality indicator systems found in other states: graduation rates, freshmen retention and persistence rates, passing scores or rates on tests and licensure examinations, undergraduate class size, faculty teaching workload rates, and institutional support/administrative expenditures.

REP - Regional Education Provider; Colorado Statute authorizes Adams State College, Fort Lewis College, Mesa State College and Western State College to function as regional

educational providers and “have as their primary goal the assessment of regional educational needs...”
Regional education providers focus their attention on a certain geographical area.

SB 3 – In most cases refers to SB10-003, the Higher Education Flexibility Bill.

SB 212 - In most cases, refers to HB 08-212, the CAP4K legislation.

SBE - State Board of Education; As described on their website, "Members of the Colorado State Board of Education are charged by the Colorado Constitution with the general supervision of the public schools. They have numerous powers and duties specified in state law. Individuals are elected on a partisan basis to serve six-year terms without pay."

SFSF – State Fiscal Stabilization Fund; A component of the ARRA legislation and funding.

SURDS - Student Unit Record Data System

WICHE - Western Interstate Commission for Higher Education; A regional research and policy organization that assists students, policymakers, educators, and institutional, business and community leaders. WICHE states include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

WUE - Western Undergraduate Exchange Program, managed by WICHE