



WCET State Authorization Network (SAN) Statement of Work & Call for Participation – Year 11

July 1, 2021– June 30, 2022

<https://wcetSAN@wiche.edu>

Who is SAN?

The leader for guidance and support for navigating regulatory compliance for out-of-state activities of post-secondary institutions.

What is a Statement of Work?

SAN's statement of the work is a description of SAN's focus areas and the work we plan to do in order to meet the needs of members for the upcoming academic year. The statement of the work also summarizes the benefits for SAN members, because we work hard to provide these.

Activities and Benefits for Year 11 (July 1, 2021 - June 30, 2022):

SAN Coordinators.

- Each State Authorization Network (SAN) membership (whether an organization, state system, consortium of colleges, or individual institution) appoints **one to three SAN Coordinators**, depending on the number of institutions within the membership, to manage the membership.
- SAN Coordinators must supply contact information about the institutions that are part of their membership including: institution name, contact person with email, FTE range, WCET membership status, and SARA membership status.
- **Coordinator are expected to share the information with other institutions within their membership.**

Activities reserved solely for the SAN Coordinators:

- **Monthly Calls.** Compliance and Membership Updates and Guests sharing timely information.
- **SAN Coordinators' Community in wcetMIX.** A discussion forum facilitating questions and best practices.
- **Annual Coordinators' Meeting.** A virtual or in-person meeting with special guests and resources.
- **Website Access.** Coordinators will receive a personal log in to the new password protected SAN website. Coordinators are responsible for distribution of the membership log in (which will be provided to the coordinators) to the institution contacts within their membership.

Benefits for all staff members at SAN participating institutions/agency. Everyone employed by a SAN participant (including coordinators) may take part in the activities listed below. If the SAN member is an institution/agency, all employees of the institution/agency may participate. If the SAN member is a state system or consortium of institutions, employees of the institutions designated by the coordinators of the membership are eligible to participate.

- **SAN Website.** The SAN website includes public facing and member only content. The Coordinator for the membership supplies staff institutional log in to member contacts. Look for new content.
- **Open Forum.** Monthly 30 minute Q & A opportunity for all members to discuss the identified topic of the month and ask questions of the expert of the month.
- **eNewsletter.** Monthly summary and updates of news, resources, and events.
- **Podcasts.** SAN offers monthly podcasts that provide conversations with practitioners across the field.
- **SAN Network Community in wcetMIX.** A member discussion board and avenue for member alerts.
- **Compliance Training.** SAN will provide compliance training in a variety of ways, including:

- Webcasts & Virtual Seminars - Provide advice for both new and experienced compliance officers as well as information for other key stakeholders at the institution.
- Collaborative meetings and webinars with partners such as [NC-SARA](#) and [NASASPS](#).
- State Authorization Basics Compliance Workshops, which is an annual workshop that focuses on the foundations of state authorization. SAN members attend the workshops at a reduced cost.
- State Authorization Advanced Topics Workshops, which is an annual workshop that provides in-depth analysis for managing complex aspects of state authorization and related regulations. SAN members attend the workshops at a reduced cost.
- **Reciprocity Advice.** Updates on the State Authorization Reciprocity Agreements (SARA) including steps that institutions can take to join and renew participation in SARA, support and clarification regarding the institution's compliance requirements under SARA, and any changes to SARA policy.
- **Examine State Requirements.** Examine state requirements outside of reciprocity policy.
- **Emerging Federal Regulations.** Track the Departments of Education and Department of Defense state authorization regulations as well as other related Federal regulations. SAN will inform members about ways to provide input to the process and implementation of any regulations.
- **Reauthorization of the Higher Education Act (HEA).** HEA touches nearly every aspect of federal higher education policy. SAN will keep members informed of any proposed changes to state authorization and related regulations.
- **SAN Advisory Group.** Panel of SAN members serve the membership by making recommendations on programmatic issues of interest to the membership at-large.
- **Special Interest Teams.** Small working groups performing research and providing deliverables on the issue areas to benefit the network.

Focus Areas. SAN will share information, provide research, and develop training on the following issues that members identified:

- New and existing Federal & State laws and regulations adjacent to out-of-state activity approval.
 - Tax and benefit implications to the institutions regarding out-of-state employees.
 - Web accessibility/ADA
 - Accreditation issues
- Institutional communication and shareholder engagement.
- Professional Licensure Board Research and Best Practices.
 - Developing contacts with the various program accreditors and licensing boards.
 - Collaboration strategies with the institution stakeholders for compliance structure.
 - Facilitating the collaboration with national licensing boards to address this issue with their state members.
- Research project: How states adjusted interstate educational activity regulation--either higher education authorization or professional licensure--during covid, and whether those changes will stick.
- Research project: Virtual clinical placements. What is their present and future? How did covid accelerate their growth?
- International compliance, starting with a deeper look at Canada and Mexico.
- Develop opportunities for Institution Sectors to interact to share related compliance concerns.
- Develop an updated survey about what staff members are the point people for out-of-state activity compliance and from what department at the institution.
- Determination of meeting quality standards to participate in reciprocity (C-RAC Guidelines or other newly developed required standards)
- Provide support for institutions that seek institutional compliance state by state.
- Development of the Peer Support Opportunities

Membership & Renewals – view the current list of [SAN participants](#).

Higher Ed. Offices, State Portal Entities, Companies & Organizations* (office only)	1 Coordinator	\$3,000
1 Institution	2 Coordinators	\$4,000
2-15 Institutions	2 Coordinators	\$6,000
16+ Institutions	3 Coordinators	\$8,000

*Higher Ed Offices and State Portal Entities, Companies, and Organizations may choose from the larger memberships if they wish to include institutions.

- **Coordinators are responsible for sharing information with the other institutions/organizations within their membership.**
- **Coordinators are responsible for sharing the SAN Website log in with institution contacts.**
- At least one institution/organization within a membership must be a [WCET member](#).
- Memberships held by more than one institution must designate a single point of contact for the invoice; management of the division of the payment will be the responsibility of the institutions involved.

How to Join?

NEW MEMBERSHIPS -

- Step 1: Review the Statement of Work and Call for Participation Invitation for SAN Year 11.
- Step 2: New members must complete a short online application: <http://stateauthorization.org/>
- Step 3: An Invoice for payment will be emailed after receipt of the online membership application.
- Deadline for new member application submission: June 1, 2020 with payment due by July 1, 2021.

RENEWALS -

- Step 1: Coordinators will consult with all member institutions to update contact information.
- Step 2: If there are changes, ONE COORDINATOR will contact [Dan Silverman](#) with the changes.
- Step 3: If there are no changes, the membership automatically will be renewed and the invoice sent.
- Deadline for changes: May 15, 2021, with payment due by July 1, 2021.

Beyond the Deadline? Contact us about the possibility of a partial year membership!

Questions and Contact Information	
<p>WCET SAN Website: https://wcetSAN.wiche.edu</p> <p>WCET Frontiers: https://wcetFrontiers.org</p> <p>WCET Website: https://wcet.wiche.edu</p>	<p style="text-align: center;">WCET SAN Team</p> <p>Cheryl Dowd - Senior Director, Policy Innovations cdowd@wiche.edu; (303)541-0210</p> <p>Coming Soon – Director, Interstate Policy & Compliance</p> <p>Leigha Fletcher - Administrative Assistant lfletcher@wiche.edu; (303)541-0211</p>