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AGENDA

STATEWIDE PROGRAMS COMMITTEE

Wednesday, August 23, 2017 at 11:00 a.m.

Claiborne Building

Louisiana Purchase Room

1201 North Third Street, First Floor

Baton Rouge, Louisiana

I. Call to Order

II. Roll Call

III. Consent Agenda

- A. Publication of Final Rule – LOSFA Advisory Board By-laws
- B. Approval of the LOSFA Internal Audit Plan for SFY 2017-2018
- C. Approval of Rulemaking for Scholarship and Grants Program – TOPS Core Curriculum Courses beginning with 2018 graduates, implement Act 18 of the 2016 Regular Session and implement Act 44 of the 2017 Regular Session
- D. Approval of Exceptions

IV. Other Business

V. Adjournment

Committee Members: T. Jay Seale III, Chair, Jacqueline Wyatt, Vice Chair, Claudia Adley, Marty Chabert, Thomas Henning, Robert Levy, Charles McDonald, Wilbert Pryor and Collis Temple III.

**Consent Agenda
Agenda Item III.A.**

The Board of Regents authorize publication of final rule to repeal the by-laws for the Louisiana Student Financial Assistance Commission (LASFAC) and to convert the by-laws of the LASFAC Advisory Committee to by-laws for the LOSFA Advisory Board.

BACKGROUND:

At its February 24, 2017, meeting, the Board of Regents authorized publication of a Notice of Intent to effect the below described rule changes. The Notice of Intent was published in the *Louisiana Register* on April 20, 2017.

This rulemaking repeals LAC 28:V.101-123 pertaining to the Louisiana Student Financial Assistance Commission and amends LAC:28.V.201-245 to convert the LASFAC Advisory Committee bylaws to bylaws for the LOSFA Advisory Board.

Agenda Item III.B.

The Board of Regents approve the LOSFA Internal Audit Plan for SFY 2017 -2018.

BACKGROUND:

The Internal Audit Plan for FY 2017-2018 targets those areas identified by management and through the risk assessment process and takes into consideration staffing and available time. The risk assessment process is a systematic method used in auditing to rank the potential auditees.

Internal Audit used the following risk factors in making a determination as to which areas to audit:

1. Time Since Last Audit: The number of years since the date of the previous internal or external audit affecting the unit.
2. Results of Last Audit: The number, significance and resolution of findings from previous internal or external audits.
3. Changes in Operations: Changes in operations can impact the efficiency and effectiveness of the organization's performance. Criteria include changes in staff size, processing changes (manual to computerized), systems (input and/or output), as well as staff turnover. Includes concerns of rapid growth.
4. Risk of Financial Loss/Materiality: Includes the risk of financial loss from not having effective controls in the audit area. Includes materiality of budget size (unit, asset, etc.).
5. Complexity of Operations: Complexity includes amount of time, number of steps, techniques or procedures, degree of difficulty, training necessary, and interaction with other agencies/divisions necessary to complete a work task or process a transaction. Complexity can increase both the probability of error and the effort required to monitor the system. Includes technology change.

Three internal audits have been planned as a result of the risk assessment process:

<u>Section</u>	<u>Area of Focus</u>	<u>Risk Score</u>
Information Technology	Disaster Recovery Plan	4.20
Legal	TOPS Exceptional Circumstances	4.00
Scholarship & Grants	TOPS Exception Requests	3.90

One audit has been planned at Management's request:

<u>Section</u>	<u>Area of Focus</u>
Fiscal	ED FORM 2000

Agenda Item III.C.

The Board of Regents adopt rulemaking to amend Sections 703 and 803 of the Scholarship and Grant Program Rules to add equivalents for TOPS core curriculum courses beginning with 2018 graduates and to amend Sections 301 and 505 to implement Act 18 of the 2016 Regular Session of the Louisiana Legislature and Act 44 of the 2017 Regular Session of the Louisiana Legislature.

BACKGROUND:

The TOPS statutes authorize the Board of Regents to "establish course equivalencies for any course included in the definition of core curriculum" provided that the Board of Elementary and Secondary Education (BESE) has given prior approval. The statute also requires recommendations from the Board of Regents on establishing a TOPS Core Curriculum course equivalency.

At its meeting of June 21, 2017, BESE approved the addition of AP Psychology as an equivalent to the third or fourth unit of Social Studies in the TOPS academic core curriculum. It also approved Mandarin Chinese I-IV, Hindi I - IV, Portuguese I-IV, and Vietnamese I-IV as acceptable foreign language courses. In addition, BESE approved Probability and Statistics as an equivalent to the second, third, or fourth Math for the TOPS Tech core curriculum.

It should be noted that BESE also approved a change to AP Physics I and AP Physics II such that a student will be able to earn one Carnegie unit of credit for each course for purposes of high school graduation. This change was not brought before the Advisory Board for its consideration because it is inconsistent with current TOPS statute. The TOPS Core Curriculum specifically uses the word *and* regarding AP Physics I and AP Physics II. The requirements provided in statute (LSA R.S. 17:5025) specify that a student must enroll in and receive credit for both AP Physics I *and* AP Physics II to receive credit for the 3rd and 4th sciences required for the TOPS Core Curriculum. A student completing both courses will receive the remaining 2 science credits for TOPS; a student completing only one course will not receive credit for either course to satisfy the TOPS requirement for the 3rd and 4th science units.

In addition to the above core curriculum additions, the proposed rulemaking clarifies the implementation of Act 18 of the 2016 Regular Session of the Louisiana Legislature and Act 44 of the 2017 Regular Session of the Louisiana Legislature. Act 18 provided a floor for the TOPS Award Amount paid during the 2016-2017 academic year. Act 44 clarifies that the floor for TOPS awards is the TOPS Award Amount *established* by the administering agency for the 2016-2017 academic year rather than the TOPS Award Amount that was *paid* during the 2016-2017 academic year. The proposed rulemaking amends the definitions of Average Award Amount and Weighted Average Award Amount to clarify that the TOPS Award Amount calculated according to the formulas provided in these definitions will use the 2016-2017 TOPS Award Amount.

Agenda Item III.D.

Requests for exception to the TOPS regulatory provision that require students to enroll full-time, to remain continuously enrolled, and to earn at least the minimum annual credit hours required during the academic year.

BACKGROUND:

Sections 705.A.6 and 7 of the TOPS administrative rules require TOPS recipients to continue to enroll full-time for the fall and spring semesters of each academic year, to remain enrolled throughout the semester, and to earn a minimum of 24 credit hours by the end of the academic year. Section 2103.E authorizes the governing body to grant an exception to the full-time, continuous enrollment and minimum annual earned hour requirements when the "student/recipient has exceptional circumstances that are beyond his immediate control and that necessitate full or partial withdrawal from or non-enrollment in an eligible postsecondary institution."

Two requests for exception to the full-time, continuous enrollment, and annual hour requirements were reviewed and approved by the LOSFA Advisory Board at its meeting of July 13, 2017. The students have presented facts and circumstances that the students believe justify the granting of an exception as an exceptional circumstance.