

DISTRICT OF COLUMBIA  
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 16-09  
September 1, 2016  
810 First Street, NE  
3<sup>rd</sup> floor – Grand Hall B  
Washington, DC 20002

10:30 am

**I. Call to Order**

Commissioner Gailda Davis called the meeting to order at 11:10 am.

Commissioners Present: Commissioner Gailda Davis, Ed.D., Chair  
Commissioner Johnetta Davis, Ph.D., Vice Chair  
Commissioner Mary Dilworth, Ed.D.  
Commissioner Joanne Joyner, Ph.D., Secretary  
Commissioner John Cross, A.B., A.M., M.S.

Staff Present: Angela Lee, Executive Director  
Jocelyn Harris, Education Compliance Specialist  
Alesia Henry, Education Compliance Specialist  
Dorothy Thomas, Education Compliance Specialist  
Michael Aniton, Attorney General Counsel  
Maia Turner, Administrative Assistant

Guests Present: YWCA National Capital Area  
Aleathia Adams  
Tamara Smith

DevBootcamp  
Caryn Pochron  
Alexandra Kehoe  
Andrea Sheehan  
Tarlin Ray

Immaculate School of Allied Health  
Winstina Taylor  
Laura G Taragley  
Ronald Lewis

Amala Lives Institute  
Gail Oliver  
Brandi Forte

Citiwide Computer Training Center  
James Lindsay

Bennett Career Institute  
Chet Bennett

Toni Thomas Associates, Inc., dba Community Empowerment  
Training Academy  
Toni Thomas

MedTech College  
Todd Harlow

Radians College  
Tamika Haynes  
Carol Jeffers  
Martine Maiceti  
Afoma Ofinnaka  
Brittany Richard  
Ornica Balin  
Billirt Z Ambe  
Juliana Wusi  
Grace Fuh  
Blandine Evva  
Judith Ngwa  
Stephanie Jackson  
Augustine Bangué  
Shabria Holmes  
Victor James  
Antoine Williams  
Augustine Fombah  
Lynette Justin  
Shantae Whittle  
Katoya Harvell  
Babette R. Ngouajw  
Trudy Thompson  
Lydia Cheruiyot  
Eunice Fongwa  
Maritza Jenkins  
Rozelle Rich  
Simone Nugent  
Talaya Cobb  
Nina Martin  
Nell Angela Dizon  
Brunhilda Kenyong  
Gnima A Diaw  
Jude Nde  
Beatrice Sidze

George Washington University  
Mina Markus  
Barrett Matthews

DC Board of Nursing  
Bonita Jenkins

US Dept. of Education/Federal Student Aid  
Joseph Smith

## **II. Ascertainment of Quorum**

Five (5) Commission members were present constituting a quorum.

## **III. Approval of the Agenda**

The Commission voted to approve the September 1, 2016 agenda with one correction. The application from Radians College requesting program modifications was stricken.

## **IV. Approval of the July 7, 2016 meeting minutes**

The Commission deferred action on the minutes from the July 7, 2016 meeting to the next public session.

## **V. Report of the Executive Director**

Below are the updates to requests for follow-up and conditions of approval as required of applicants and licensees:

- The Maxwell School and Syracuse University had their meeting with Angela Lee and subsequently submitted their application for provisional licensure.
- The Excel Institute still needs to comply with a number of requirements, as itemized on the After Action Report.
- The Flair Beauty Institute has now come into compliance with the request for job placement.
- The Technical Learning Center has come into compliance with the request for updated signage and printed materials.
- General Assembly's financial audit is scheduled to be submitted on October 1<sup>st</sup>.
- Home Care Partners still needs to submit revised copies of their student records to redact personal identifying information of the students.
- LBJ School of Public Policy has satisfied the requirement of the Certificate of Occupancy and satisfactory site visit.

- Middlebury College has complied with a request for copies of their advertisement, syllabi and the procedures for evaluating their staff and faculty.
- The AYT Institute has complied with the request for the updated organizational chart surety handbook, catalog, current resumes and refund policy.
- Technical Learning Center, now Prospect College has complied with the request for their instructor information, data around their retention and placement, a list of placements, the organizational chart and the full financial audit.
- Radians College items that have not been submitted will be addressed later in the agenda.
- The Nations Learning Institute has not yet demonstrated compliance with the submission of their financial reports, the new signature, the updated fire inspection, first aid kit, or copies of their marketing materials.
- The Lamar University has complied with the request for the audit and is still pending the okay from the DC Board of Nursing for their proposed nursing programs.
- Smartly has yet to submit the written explanation about the employees and faculty engagement agreement.
- The Mid-Atlantic Institution has not complied with the request for evidence of library resources, a qualified financial officer. They have not submitted the faculty student ratio corrections, or the discrepancy in application fee or evidence of financial assets sufficient for the proposed new institution.
- Innovative Institute has not submitted the list of graduate placement, the home health aide course list or description in their student catalog, the advertisements or corrections to tuition and fee information. They have not provided evidence of correction to the grammatical and spelling errors in their materials. Their annual data survey still remains outstanding and there has not been a subsequent facility inspection to demonstrate compliance with the cleanliness of organization of the institution and the student records.
- The University of Phoenix has yet to submit their annual report. They are still waiting for it to be published, or copies of the articulation agreements with DC schools nor decision letters from the United States Department of ED or Higher Learning Commission.
- The Iron Yard has successfully completed the site visit.
- Dudley Beauty Institute has complied with all of the requests, including the submission of the revised organizational chart. They have fixed confusion around other terminology in their printed materials. They have updated their refund policy and supplied a written retention and recruitment plan.
- Allied Health and Technology Institute has received the disposition form from their status hearing.

- The Opportunities Industrialization Center has remitted their \$500 late fee.

## VI. Commission Approved Applications

### A. One year approval list

The Commission approved the following applications for one (1) year, not to exceed September 30, 2017.

#### Renewals & Amendments

<u>Institutions</u>	<u>License Type</u>
BAU International University (D)	Renewal
Excelsior College (D)	Renewal
Washington University St. Louis-Olin Business School at the Brookings Institute (D)	Renewal
Case Western University Reserve School of Medicine	Renewal
Inter-American Defense College	Renewal
Teach-Now d/b/a Educators School of Education	Renewal
Catholic Charities Archdiocese of Washington, Inc.	Renewal
Four Walls Career & Technical Education Center (ND)	Renewal

#### Conditional Exemption

<u>Institutions</u>	<u>License Type</u>
Arcadia University	Renewal
EF International Language Schools	Renewal
Lock Haven University	Renewal
National Technology Transfer, Incorporated	Renewal
Kaplan International	Renewal

### B. Two year Approval list

The Commission approved the following applications for two (2) year, not to exceed September 30, 2018.

<u>Institutions</u>	<u>License Type</u>
Opportunities Industrialization Center of DC (OIC/DC) (ND)	Renewal

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## VII. Unfinished Business

- The Mid-Atlantic College submitted an application for provisional licensure to operate an RN to BSN program in the District of Columbia.

At its July 7, 2016 public session the Commission voted to defer action on the application submitted by Mid-Atlantic College and unanimously voted to deny the application at the September 1, 2016 public session.

- B. The Innovative Institute submitted an application for renewal to continue offering programs in Home Health Aide, Nursing Assistant, and a version of certified nursing assistants and home health aide training.

During the July 7, 2016 public session the Commission requested evidence that the institution complied with the following licensure standards and requirements: physical plant, student records, library, publications & advertising, annual data survey to be submitted by July 31, 2016. As of the September 1, 2016 public session the HELC was not in receipt of the requested documentation.

The Commission unanimously voted to defer the application submitted by Innovative Institute until November 3, 2016 and requested that the institution supply requested information by October 3, 2016.

### **VIII. Provisional Applications**

#### **A. YWCA National Capital Area**

YWCA National Capital Area submitted to the Commission a provisional application for licensure to offer programs in customer service, hospitality and administrative support services.

The Commission unanimously voted to approve the provisional license for the YWCA National Capital Area for a period of one (1) year, not to exceed September 30, 2017.

#### **B. Dev Bootcamp**

Dev Bootcamp submitted to the Commission a provisional application for licensure to operate an 18-week web development program.

The Commission unanimously voted to approve the provisional license application for Dev Bootcamp for a period of one (1) year, not to exceed September 30, 2017 with the following condition to be satisfied by October 1: submission of a revised organizational chart.

#### **C. The Immaculate School of Allied Health**

Immaculate School of Allied Health submitted to the Commission a provisional application of licensure to offer non-degree courses and programs in Home Health Aide training.

The Commission unanimously voted to defer action on the provisional license application submitted by Immaculate School of Allied Health with a request that by October 3, 2016 the institution provide a revised organizational chart, evidence of corrected facility safety

matters, clarification regarding the permitted use on the Certificate of Occupancy, and corrections to typographical errors.

#### D. Amala Lives Institute

The Amala Lives Institute submitted a provisional licensure application to offer non-degree programs in hospitality and culinary arts.

The Commission advised that the institution provide better clarification regarding the time frame/length of program(s).

The Commission unanimously voted to approve the application for provisional licensure submitted by Amala Lives Institute for a period of one (1) year, not to exceed September 30, 2017.

#### E. The Citiwide Computer Training Center

The Citiwide Computer Training Center submitted to the Commission a provisional application for licensure to offer a non-degree program in Information Technology, Retail and Hospitality.

The Commission unanimously voted to deny the application submitted by Citiwide Computer Training Center.

### **IX. Renewals/Amendment Applications**

#### A. Bennett Career Institute

Bennett Career Institute submitted an application requesting a license renewal to continue offering non-degree programs in Cosmetology including Manager, Instructor, Barber Styling, Manicure I , and Makeup Artistry.

Additionally, Bennett Career Institute submitted an amendment request to add a new Aesthetics course.

There was one abstention and four votes in the affirmative to approve the Aesthetics program and the renewal application submitted by Bennett Career Institute for a period of one (1) year, not to exceed September 30, 2017, with the following conditions to be satisfied by October 3, 2016: provide a plan to improve the institution's retention rate, an outline of the procedures that are being implemented to avoid Heightened Cash Monitoring (HCM) status with US Department of Education, and a financial plan. The Commission also requested that it be notified of changes with the institution's HCM status.

#### B. Toni Thomas Associates, Inc., dba Community Empowerment Training Academy

Toni Thomas Associates, Inc. (TTAI), dba Community Empowerment Training Academy (CETA) has submitted applications for both license renewal and program amendment to add

a new program- Armed Security Guard and a request for a waiver of the requirement for an audited financial statement.

The Commission cited concerns in the following areas: lack of an audited financial statement, content in the organizational chart, lack of a published website, clerical errors in the application, catalog errors including a listing of courses that are not approved by the Commission.

The Commission unanimously voted to deny the request for the audit waiver.

There were two votes in the negative and three votes in the affirmative to defer the application for renewal and amendment for a period of sixty (60) days or until next public session.

#### C. Captec Professional Training Center, Inc.

Captec Tech Professional Training Center, Inc. (CapTec) submitted to the Higher Education Licensure Commission an application for renewal of its educational license to continue operating in the District of Columbia.

There were no representatives from CapTec present. There was one abstention and four votes in the affirmative to defer decision on the application for license renewal submitted by Captec until November 3, 2016 with a request the following deficiencies be addressed by October 3, 2016: library, website, catalog, and annual data survey.

### X. Status Hearing

#### A. Medtech College

On August 18, 2016 the HELC received notice from JTC Education Holdings, Inc., under the signature of Patrick O'Keefe representing the Board of Directors informing that Medtech College closed the Washington, DC campus effective August 10, 2016.

Mr. Todd Harlow provided an overview of the actions which led to the decision by JTC executives to close the institution and updates to the Commission regarding the current status of students affected by the closure.

The Commission requested that the closure plan be submitted by Friday, September 9, 2016. The Commission also requested the Patrick O'Keefe be present at the next public session.

#### B. Radians College

On August 24, 2016 the HELC received notice from Patrick O'Keefe, Board of Directors for JTC Education Holdings, Inc. to inform that Radians College will close the Washington, DC campus no later than September 23, 2016.

Ms. Stephanie Jackson provided updates to the Commission regarding the current status of students affected by the closure.

The Commission requested that the closure plan be submitted by Friday, September 16, 2016.

The Commission requested that Mr. O’Keefe be present at the next public session November 3, 2016.

## **XI. Provisional Conditional Exemption Requests**

### **A. South University**

South University has submitted to the Commission an application requesting provisional license of approval to continue offering programs in Associate of Science in Paralegal Studies, Bachelor of Science in Behavioral Sciences, Bachelor of Science in Information Technology, Bachelor of Science in Legal Studies, Master of Public Health, and Doctorate in Ministry.

The Commission voted to defer the provisional application submitted by South University until an update on the current warning status slated for December 16, 2016.

### **B. University of Connecticut – School of Law**

The University of Connecticut – School of Law has submitted to the Commission an application requesting conditional exemption approval.

The Commission unanimously voted to approve the conditional exemption application submitted by University of Connecticut – School of Law for a period of one (1) year, not to exceed September 30, 2017

### **C. University of San Francisco**

The University of San Francisco has submitted to the Commission an application for conditional exemption approval.

The Commission unanimously voted to approve the conditional exemption application for licensure submitted by the University of San Francisco for a period of one (1) year, not to exceed September 30, 2017.

### **D. Clarion University of Pennsylvania**

Clarion University of Pennsylvania has submitted to the Commission an application for conditional exemption approval.

The Commission unanimously voted to approve the conditional exemption application submitted by Clarion University of Pennsylvania for a period of one (1) year, not to exceed September 30, 2017.

### **E. Utah Valley University**

Utah Valley University has submitted to the Commission an application for conditional exemption approval.

The Commission voted to approve the conditional exemption application submitted by Utah Valley University for a period of one (1) year, not to exceed September 30, 2017.

## **XII. State Authorization Reciprocity Agreement (SARA) Applications**

### **A. Gallaudet University**

Gallaudet University has submitted to the Commission an application requesting a SARA approval.

The Commission voted to approve the SARA application for licensure submitted by Gallaudet University for a period of one (1) year, not to exceed September 30, 2017.

### **B. Career Technical Institute**

Career Technical Institute has submitted to the Commission an application requesting SARA approval.

The Commission voted to approve the SARA application for licensure submitted by Career Technical Institute for a period of one (1) year, not to exceed September 30, 2017.

### **C. George Washington University**

The George Washington University has submitted to the Commission an application for SARA approval.

The Commission voted to approve the SARA application for licensure submitted by the George Washington University for a period of one (1) year, not to exceed September 30, 2017 with condition of submission of the Annual Data Survey and update to the catastrophic events policy specifically addressing the safeguarding of student records by October 30, 2016.

### **D. Georgetown University**

Georgetown University has submitted to the Commission an application for SARA approval.

The Commission voted to approve the SARA application for licensure submitted by Georgetown University for a period of one (1) year, not to exceed September 30, 2017.

### **E. Wesley Theological Institute**

Wesley Theological Institute has submitted to the Commission an application for SARA approval.

The Commission voted to approve the SARA application for licensure submitted by Wesley Theological Institute for a period of one (1) year, not to exceed September 30, 2017.

### **XIII. Correspondence and Communications**

#### **A. US Department of Education – Federal Student Aid**

##### **i. Medtech**

Notification letter dated 7/26/16 regarding the denial of Medtech's recertification application for qualification Title IV programs.

No action is required at this time by the Commission.

##### **ii. JTC Holdings**

Copy of notification letter dated 7/26/16, addressed to JTC Holdings, the parent company of Medtech and Radians, regarding the institution's financial composite score determination. The institution's rating is one point out of three points; therefore, below the minimum required 1.5 score.

The institution was offered options to provide a letter of credit or provisional certification alternative to be made eligible for Title IV funding.

No action is required at this time by the Commission.

##### **iii. University of Potomac**

Copy of letter addressed to the University of Potomac confirming the institution's offsite program review scheduled for August 22<sup>nd</sup> at the University of Potomac regarding the administration of their Title IV and HEA programs.

No action is required at this time by the Commission.

#### **B. Radians College – Program Modifications**

The University of Phoenix provided initial notice that the Apollo Education Group, which is the parent company of the University of Phoenix, entered into a definitive agreement to be acquired by consortium investors including the Vistria Group, funds affiliated with Apollo Global Management, LLC, and Najafi Companies.

No action is required at this time by the Commission.

#### **C. Strayer University**

There were two correspondences from Strayer University:

- Dated 7/28/2016 - Notification of proposed modification to their Master of Business Administration program effective Fall 2016. Their proposed changes eliminate the requirement pursuant to selected concentration.

- Dated 8/16/16- Notification of an addition of a new healthcare concentration within the Master of Business Administration program.

No action is required at this time by the Commission.

#### D. Middle States Commission on Higher Education (MSCHE)

The MSCHE provided a letter as Strayer's accreditor notifying the HELC that the proposed program changes were not considered substantive and, therefore, fall within the institution's current accreditation.

No action is required at this time by the Commission.

### **XIV. Public Comments**

The Commission heard comments from the following attendees:

- Simone Nugent, Radians Student, Senior, RN Program  
Ms. Nugent shared communication that was received regarding the potential outcome ACICS and its impact on the operating status of Medtech.
- Shantae Whittle – Radians Student, Senior  
Ms. Whittle shared that she was among a cohort of seniors that were not being included in the group of students currently participating in the teach-out. Ms. Whittle's concerns included the unavailability of student financial aid, limited options for academic progression for students in her cohort (i.e. starting over in 4-year programs, inconvenient locations, lack of affordability), a lack of support from Radians representatives in locating comparable teach-out options, and inability to secure enough transcripts to be used to apply to other programs.
- Eunice Fongwa – Radians Student, Senior (in teach-out graduating with the final class)  
Ms. Fongwa's concerns included the affordability of the out-of-pocket expense required of students enrolled in the teach-out and post-graduation assistance (test registration, diplomas).
- Trudi Thompson – Radians Pediatrics Instructor  
Ms. Thompson's expressed concerns regarding the quality of the education the students in the teach-out were receiving and the ability of students to pay the out-of-pocket expenses for the teach-out instruction.
- Katoya Harvell – Radians Student, Senior  
Ms. Harvell shared her personal story regarding her inability to graduate.

### **XV. Election of Officers**

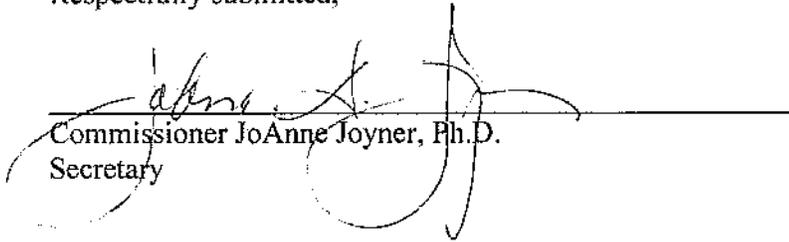
In accordance with D.C. M.R. Title 5, Chapter 882, the Commission shall choose annually from among its members a chairperson, vice chairperson, and secretary at a public meeting.

The Commission voted on the appointments of Mary Dilworth as Chair, John Cross as Vice Chair and Joanne Joyner as Secretary.

**XVI. Adjournment**

Having no further business, the meeting was adjourned at 4:00 pm.

Respectfully submitted,



Commissioner JoAnne Joyner, Ph.D.  
Secretary