

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 17-05
May 04, 2017
810 First Street, NE
3rd floor – Grand Hall B
Washington, DC 20002

10:30 am

I. Call to Order

Commissioner Mary Dilworth called the meeting to order at 11:02 am.

Commissioners Present: Commissioner Mary Dilworth, Ed.D., Chair
Commissioner John Cross, A.B., A.M., M.S., Vice Chair
Commissioner Joanne Joyner, Ph.D., Secretary
Commissioner Janette Hoston Harris, Ph.D.
Commissioner Cheryl Steplight, Esq.

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

Guests Present: VMT Education Center
Kevin Archer

Contemporary Family Services, Inc. Career Training
Institute
Gable Barmer
Jacci Barmer
Shaniqua Gray
Robert Headen, Jr.
Andre Marr
Frederick Miller
Natoya Mitchell
Jerry Monroe
John L. Monroe, Jr.
Marco Price-Bey

Vincent Rucker
Nathalie Smith

Arizona State University
Melissa Valdez

Excel Automotive Institute
Lachaun Vire

Walden University
Jim Wilson

Hope Project
Raymond Bell

II. Ascertainment of Quorum

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

III. Approval of the Agenda

The Commission voted to approve the May 4, 2017 agenda.

IV. Approval of the March 2, 2017 meeting minutes

The Commission voted to approve the minutes from the March 2, 2017 meeting with corrections as follows:

- Page 5, second paragraph, needs to read the Commission voted to deny the application.
- Page 6, the last paragraph should read the Commission “imposed”, (past tense).
- Page 8, paragraph “A. University of Phoenix”, should read “it has completed the agreement to be acquired to be a consortium of investors”.

V. Report of the Executive Director

The following are licensure action updates:

- **Bennett Career Institute** still has their financial plan outstanding.
- **Toni Thomas & Associates d/b/a the Community Empowerment Training Academy** still needs to submit their audited financial statement.
- **BEI Capelli d/b/a The Salon Professional** has settled their order in offer of compromise and remitted the imposed fine paid on March 2, 2017.

- **Bethel Training Institute** has complied with all of the conditions. They have supplied résumés, updated the website, provided the audited financial report and evidence of their record keeping system as being fire safe.
- The **SOME Center for Employment** has provided the instructor résumé for the HVAC program.
- **South University** who was issued an NOID did not reply to appeal that NOID. Their application is now closed.
- **Technical Learning Center** remitted the fine for their improper advertising.
- **SOME Center for Employment Services** has until April 15, 2017 to satisfy the Commission's requirements.
- The **University of Potomac** has submitted both their bad debt expense account and provided the Commission with information about their most recent Middle States site visit.

VI. Commission Approved Applications

A. One year approval

The Commission approved the following applications for one (1) year, not to exceed May 31, 2018.

Renewals & Amendments *submitted at time of renewal*

<u>Institutions</u>	<u>License Type</u>
JJPG Corporation d/b/a/ Flair Beauty Institute (ND)	Renewal
St. Michael School of Allied Health (ND)	Renewal
Aveda Institute Washington, DC (ND)	Renewal

Conditional Exemptions

<u>Institutions</u>	<u>License Type</u>
University of Michigan-Ann Arbor (D)	Renewal
Bellevue University (D)	Renewal

B. Two year Approval

The Commission approved the following applications for a period of two (2) years, not to exceed May 31, 2019.

Institutions

License Type

SIT Graduate Institute (D)	Renewal/Amendment (New Program)
Academy of Hope Adult Public Charter School (ND)	Renewal/Amendment (New Location)
The Chicago School of Professional Psychology (D)	Renewal/Amendment (New Program)

C. State Approving Agency for Veterans Educational benefits

The HELC, acting as the District of Columbia State Approving Agency for Veterans Educational benefits, withdrew the following applications:

Institute of Higher Learning

Application Type

AYTI-NAMAD	Approved Programs (Life Skills and Basic Computer Literacy Training, Twelve-Month Automotive Training and Six-Month Automotive Training) Proposed Programs (Ten-Month Occupational Skills Career Certificate Program)
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VII. Unfinished Business

A. Mid-Atlantic College

On January 30, 2017, hearing officer Matthew Caspari heard case Number 2016-006, in the matter of Mid-Atlantic College’s application for provisional licensure. On February 28, 2017, the Commission received Mr. Caspari’s Findings of Fact, Conclusions of Law and his recommendation.

The Commission unanimously voted to accept the Findings of Fact and Conclusions of Law and Recommendation set forth by Hearing Officer Caspari and approved the provisional license application for a period of six months, not to exceed November 30, 2017 pursuant to a 5-A D.C. Municipal Regulation 8004.7 conditioned upon the submission of an affidavit attesting to the financial stability and financial independence of Mid-Atlantic apart from Innovative Institute. Additionally, Mid-Atlantic is to provide evidence that a Chief Financial Officer and financial staff have been hired by May 15, 2017.

VIII. Provisional Applications

A. Contemporary Family Services, Inc. Career Training Institute

Contemporary Family Services, Inc. Career Training Institute submitted an application for provisional licensure to offer non-degree programs in Barbering, Cosmetology, Electrical Technician Training, Hospitality Training, HVAC, Photography and Videography and Plumbing.

The Commission unanimously voted to approve the provisional license for the Contemporary Family Services, Inc. Career Training Institute for a period of one (1) year, not to exceed May 31, 2018.

B. Arizona State University

Arizona State University submitted an application for provisional licensure to offer degree programs as follows: Academy for Innovative Higher Educational Leadership, ASU Online, Business and Public Policy Residency Program, Capital Scholars Program, Cronkite News Service/Washington, Executive Masters in Public Administration, HSD 505 – Master of Science and Technology Policy Workshop, HSD 594 – Solar Energy Policy Workshop, LAW 791: DC Legal Externship Program, Mandela Washington Fellowship for Young African Leaders, McCain Institute for International Leadership Internship Program, Melikian Center, Massive Online Operating Course (MOOCs), Next Generation Leaders Program, Policy, Science, Technology & Society Scholars Program, ASU Continuing Education edX, Global Freshman Academy, Coursera, Future Tense/Futurography and then Next Generation Leaders Program, Policy Science Technology Society Scholars Program, Rule of Law and Governance, School of Behavioral Science Washington Internship, New College of Interdisciplinary Arts and Sciences, Science Outside of the Labs, Science Diplomacy, and Leadership Program Policy Design Studio and Young Southeast Asian Leaders Initiative.

The Commission voted to approve (4 affirmative, 1 negative) the provisional license for the Arizona State University for a period of one (1) year, not to exceed May 31, 2018.

IX. Renewal/Amendment Applications

A. Excel Automotive Institute

The Excel Automotive Institute submitted an application requesting license renewal to continue offering non-degree certificate training and professional development programs as follows: Maintenance & Light Repair, Cluster #1 (Electrical-Electronics, Brakes & Steering Suspension), Cluster #2 (Engine Repair, Heating-Air Conditioning & Engine Performance), and Cluster #3 (Manual Transmission & Automatic Transmission).

The submission failed to demonstrate compliance with the following standards: Administration Curriculum, Retention, Catalog, Student Records, Publications and Advertising. Additionally, the institution failed to seek approval prior to offering a new program.

The Commission unanimously voted to defer decision on the application for license renewal submitted by Excel Automotive Institute until the next scheduled public meeting. The institution is required to submit all documentation required to demonstrate compliance with the HELC licensure standards by June 5, 2017.

B. VMT Education Center

VMT Education Center submitted an application for license renewal to continue offering non-degree certificate training and professional development programs in Nursing Assistant (NA), Home Health Aide (HHA), and Nursing Assistant to Home Health Aide Bridge.

The submission failed to demonstrate compliance with the following standards: Retention, Job Placement, and Catalog.

The Commission voted to defer decision (4 affirmative, 1 abstention) on the application for license renewal submitted by VMT Education Center until the next public meeting scheduled for July 6, 2017. This institution is asked to submit the following documents as evidence of compliance by May 31, 2017: a revised catalog to include the school calendar and holidays, enrollment dates, start and ends of terms, a statement indicating whether or not placement assistance is available, a revised grievance policy which includes the name and contact information of the HELC and a revised standards of academic progress policy which includes assistance in tracking student's progress, the conditions under which a student may reenter if terminated for unsatisfactory progress, a description of the probation policy, a placement improvement plan and 2016 financial audit and current budget.

X. Provisional Conditional Exemption Applications

A. Quinnipiac University

Quinnipiac University submitted an application for Conditional Exemption to offer Doctorate of Physical Therapy.

The Commission voted unanimously to approve the request for conditional exemption pursuant to DC Official Code 38-1310 (f) for a period of one (1) year, not to exceed May 31, 2018 with the condition the institution must submit a listing of organizations that constitute the affiliates in the consolidated financial statement to the Commission due by June 5, 2017.

B. University of North Florida

The University of North Florida submitted an application for Conditional Exemption to offer a B.A. in Political Science, a Master's in Public Administration and a B.S. in Biology.

The Commission voted unanimously to approve the request for conditional exemption submitted by University of North Florida pursuant to DC Official Code 38-1310 (f) for a period of one (1) year, not to exceed May 31, 2018.

C. Brown University

Brown University submitted an application for Conditional Exemption application to offer the Brown in Washington DC program.

The Commission voted to approve (4 affirmative, 1 abstention) the request for conditional exemption submitted by Brown University pursuant to DC Official Code 38-1310 (f) for a period of one (1) year, not to exceed May 31, 2018.

D. American International College

American International College submitted an application for Conditional Exemption to offer an occupational therapy program.

The Commission voted to deny (4 affirmative, 1 abstention) the application submitted by American International College.

E. Touro University Nevada

Touro University Nevada submitted an application for Conditional Exemption to offer the Doctor of Osteopathic Therapy, Doctor of Physical Therapy, Master of Occupational Therapy, Master of Physician Assistant Studies, Master of Science in Nursing – Nurse Practitioner (this program was withdrawn from the application, as there are no internships to be offered in the District).

The Commission voted unanimously to approve the request for conditional exemption submitted by Touro University Nevada pursuant to DC Official Code 38-1310 (f) for a period of one (1) year, not to exceed May 31, 2018.

F. The College of William & Mary

The College of William & Mary submitted an application for Conditional Exemption to offer the following programs: GOVT 390-04: American Politics: A Government for the People; a GOVT 390-03: International Relations: The US Grand Strategy in the 21st Century; EDUC 400-03: Urban Education: Policy, Practice, and Leadership; Judicial Politics: Law & Politics in the Nation's Capital; Foreign Policy: International Development, Security and Commerce, American Politics Institute Leadership & Community Engagement New Media Institute, National Defense Politics and Budgeting, and Law School Externships Program Washington, DC.

The Commission voted unanimously to deny the request for conditional exemption submitted by The College of William & Mary based on failure of the institution to submit a complete application.

XI. Provisional Agent Applications

A. University of Wisconsin-Stevens Point (Scott West)

University of Wisconsin – Stevens Point submitted a provisional agent's license application for representative Scott West to recruit prospective students in the District.

The Commission voted unanimously to approve the request for provisional agent's license for representative Scott West for a period of one (1) year, not to exceed May 31, 2018.

XII. Closure Plan

A. Nationwide Training Institute

In December 2015, Nationwide Training Institute ceased operating nursing programs after approval was revoked by the DC Board of Nursing and subsequently submitted to the Commission a closure plan for the nursing programs and student records. Unable to sustain full operation with the decreased enrollment, the institution submitted a second closure plan on December 06, 2016.

The Commission voted unanimously to approve the closure plan submitted by Nationwide Training Institute.

XIII. Complaints

A. Complaint #2017-003, Innovative Institute

The Commission received complaint on February 23, 2017 alleging that the institution was in violation of facility standards including a rodent infestation and evidence of rodent droppings and that the facility had no hot water or heat. An unannounced site visit was performed by the Higher Education Licensure Commission on February 24, 2017, and an acknowledgment of receipt was sent to the institution on February 25, 2017. The HELC has subsequently received evidence that the institution entered into remediation contracts with a pest control company.

No action is required at this time by the Commission; however, the case remains open.

B. Complaint #C2017-004, University of the District of Columbia

The Commission received complaint on April 20, 2017 alleging improper hiring procedures, lack of diversity and improper organizational structure within the institution.

No action is required at this time by the Commission. This complaint is non-jurisdictional.

XII. Correspondence and Communications

A. James Loots PC on behalf of Allied Health and Technology Institute

Re: Case No. 2017-007D – Allied Health and Technology Institute

In a letter dated 04/14/17 the attorney representing Allied Health and Technology Institute requests a hearing for case number 2017-007D of the Notice of Intent to Deny License issued by the Higher Education Licensure Commission

No action is required at this time by the Commission. Once staff have identified a hearing officer the institution will be notified of a hearing date.

B. Strayer University

Re: Proposed Master of Science in Nursing, Proposed Bachelor of Applied Science in Management, Proposed Addition to the Master of Business Administration, and Proposed Curriculum Change to Health Services Administration Concentration in the Master of Business Administration

In a letter dated 03/10/17, Strayer University submitted notification information of four new programs (Master of Science in Nursing, Bachelor of Applied Science in Management, addition to the Master of Business Administration, curriculum change to Health Services Administration Concentration in the Master of Business Administration) proposed as an enhancement to its educational programs. The target implementation date is early Summer of 2017.

C. United States Department of Education – Federal Student Aid

Re: Approval Notice Effective 03/17/2017 – Additional Location, Address Change

In a letter dated 03/22/17- US DOE-FAS copied the HELC on a letter addressed to Strayer University's President, Mr. Brian W. Jones, providing information of the completion of its review and approval of the documentation that Strayer University submitted regarding its additional location and address change.

No action is required by the Commission at this time.

D. University of the Potomac

Re: Commencement Invitation

The University of the Potomac sent a formal to the institution's 28th Commencement ceremony scheduled for Saturday, June 17, 2017 9:00 a.m. at the Hyatt Regency Capitol Hill. RSVPs are requested by April 30, 2017.

No action is required by the Commission at this time.

E. Distance Education Accrediting Commission (DEAC) Notification

Re: Accreditation Notification

In the monthly communication dated 03/31/17 notification was provided that the Allied Business School located in Laguna Hills, CA voluntarily withdrew from accreditation.

No action is required by the Commission at this time.

F. Western Governors University DC Letter of Resignation

Re: SARA Approval and Application withdrawal

In a letter dated 04/21/17, Western Governors University (WGU) provided notification that is now officially recognized as a part of the National Council State Authorization Reciprocity Agreement effective October 14, 2016; therefore, they are no longer requesting renewal of their Conditional Exemption.

No action required by the Commission at this time.

G. University of Phoenix

Re: University of Phoenix – Appointment of President

In a letter dated 04/28/17, notifying that they have appointed Mr. Peter Cohen as the new President effective May 1, 2017.

No action is required by the Commission at this time.

H. Universidad Del Este

Re: Final Program Review Determination (Reissued for revised repayment instructions)

In a letter dated 04/25/17, addressed to Mildred Huertas-So'la, President from The U.S. Department of Education's (Department's) School Participation Division – New York/Boston issued report on September 30, 2015 covering Universidad Del Este's (UDE's) administration of programs authorized by Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. && 1070 et seq. (Title IV, HEA programs), for the 2013-2014 and 2014-2015 award years reviewed. Providing information of letters purpose, which was: (1) identify liabilities resulting from the findings of the program review report, (2) provide instructions for payment of liabilities to the Department, and (3) notify the institution of its right to appeal

No action is required by the Commission at this time.

I. DevBoot Camp

Re: Closure Decision

DevBoot Camp sent notification to the Commission notifying of their decision to close the campus in Washington DC. They anticipate submitting a closure plan to be ready for consideration at the next public session.

No action is required by the Commission at this time.

J. Fortis College
Re: Teach-Out

In an email communication dated April 27, 2017 the institution requested the opportunity to teach out four students (District residents) who are enrolled prior to the establishment of District laws governing the regulation of distance education. Two of students have an anticipated graduation in May of 2018.

No action is required at this time by the Commission.

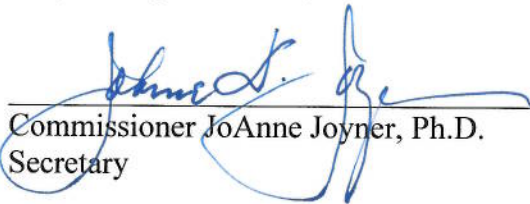
XIII. Public Comments

No public comments.

XIV. Adjournment

Having no further business, the meeting was adjourned at 2:11pm.

Respectfully submitted,



Commissioner JoAnne Joyner, Ph.D.
Secretary

