

DISTRICT OF COLUMBIA  
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 17-08  
August 30, 2017  
810 First Street, NE  
3<sup>rd</sup> floor – Grand Hall B  
Washington, DC 20002

10:30 a.m.

**I. Call to Order**

Commissioner Mary Dilworth called the meeting to order at 10:56 am.

Commissioners Present: Commissioner Mary E. 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.  
*\*present via videoconference*

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: Apollo Education Group  
Bridget Beville  
  
BAU International University  
Rosalind Rothwell  
  
Bennett Career Institute, Inc.  
Joyce Bennett  
Chet A. Bennett  
  
BUEI d/b/a Mentora College  
Tanesha Douglas  
Merek Edib  
  
Career Technical Institute

Sharon Conn

Catholic Charities of the Archdiocese of Washington

Nancy Butler

Rosio Gonzalez

Drexel University

Stephen Dipietro

John M. Gould

Joseph Hawk

Mac May

Dudley Beauty College

Melanie McClain

Gallaudet University

Rosanne Bangura

Helen Thumann

Georgetown University

Kimberly Sneed

George Washington University

Barrett Matthews

Greenscape Environmental Services

Teria Drayton

Inter-American Defense College

Lt. Col. Juan Gallego

Iron Yard Academy

Lauren Ellisberg

Eric Sledgister

Ohio University

Robert Stewart

Teach-Now d/b/a Educators School of Education

Emily Feistritz

University of California Washington Center

Rodger Rak

University of Georgia

Donald Demaria

Westlink  
Dasia Merriweather  
YWCA  
Aleathia Adams

## **II. Ascertainment of Quorum**

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

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

The Commission voted to approve the July 6, 2017 agenda.

## **IV. Approval of the July 6, 2017 meeting minutes**

The Commission voted to approve the minutes from the July 6, 2017 meeting with corrections as follows:

- Page 5, third paragraph of section B, the VMT vote needs to read four affirmative and one abstention.

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

The following are licensure action updates:

- **Arizona State University** has not yet submitted their annual data survey.
- The **Launch Academy** supplied proof of the wheelchair ramp installation.
- **Urban Ed Incorporated** provided the audit financial statement.
- **Catholic Charities of the Archdiocese of Washington** has submitted the application for new location.
- **AYT Institute** received the Notice to Deny on July 22, 2017. In response, the institution requested a hearing via a package dated August 4, 2017. The hearing has been scheduled for September 19, 2017.
- **Westlink Career Institute** was to submit an audited financial statement as well as complete the annual data survey. On August 22, 2017, the Commission received correspondence from Edson Richards, the CPA of record, requesting an extension for the submission of the audited financial statement until September 17, 2017. The institution also indicated that there was a technical challenge with reopening the data survey to satisfy that requirement. Our technical department is working to fix that issue.

- **BUEI d/b/a/ Mentora College** did not submit an audited financial statement by July 31, 2017.
- **Smartly** submitted their surety bond.
- **TEACH-NOW Inc. d/b/a Educators School of Education** submitted their surety bond as requested and are now fully approved as a SARA-recognized institution effective August 22, 2017.
- **Allied Health and Technology Institute** submitted a full catalog, but the content is not in compliance with the licensure standard for a catalog.
- **Prospect College** submitted the late payment fee in the amount of five hundred dollars. It was received on August 28, 2017.

**The Commission took the following actions:**

**A. Westlink Career Institute**

Westlink Career Institute appeared before the Commission on July 6, 2017. The Commission voted to approve the Application for Licensure Renewal for one (1) year, not to exceed August 30, 2018 conditioned upon the submission of the audited financial statement by August 30, 2017.

Westlink Career Institute has requested an extension on the submission of their audited financial statement to September 17, 2017.

The Commission voted unanimously to approve the request submitted by Westlink Career Institute for an extension to submit the required audited financial statement by until September 17, 2017.

**B. Allied Health and Technology Institute**

Allied Health and Technology Institute appeared before the Commission on July 6, 2017. The Commission voted to approve the Order in Offer of Compromise and the Application for Licensure Renewal, not to exceed December 31, 2017 conditioned upon the submission of the full catalog by July 31, 2017.

The student catalog that was submitted on behalf of Allied Health and Technology Institute does not comply with the licensure standard DCMR 8116- Catalog. Approximately 40 deficiencies were cited with the catalog including, for example, grammatical and spelling errors, references to appendices that did not exist in the document, inconsistencies in the fee estimates, fees that are listed but that are not on the fee schedule, abbreviations that are used without explanation, duplicative pages that don't seem to have logic, references to items that the school hasn't

demonstrated having, i.e. bookstores and other things that weren't identified as existing during site visits, unclear policies, and references to positions that are not cited on the organizational chart where the students are directed seek guidance.

The Commission voted (3 affirmative, 2 abstentions) to have the Executive Director correspond with the representatives of Allied Health and Technology Institute noting the deficiencies found in the catalog and give them thirty (30) days to correct those issues in compliance with D.C. Municipal Regulation 8116.

**VI. Commission Approved Applications**

**A. One year approval**

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

**Renewals & Amendments *submitted at time of renewal***

<u>Institutions</u>	<u>License Type</u>
NCC Career Academy (ND)	Renewal and Amendment (New Location)
TEACH-NOW Inc., dba Educators School of Education (D)	Renewal
Lyndon B. Johnson School of Public Affairs	Renewal
The University of Texas at Austin	
YWCA	Renewal
Inter-American Defense College (D)	Renewal
Washington Center for Psychoanalysis (ND)	Renewal
BAU International University (D)	Renewal and Amendment (New Programs)

**Amendments Only**

\* The licensure period for institutions seeking approval to amend by adding new programs, new location or name change will synchronize with the institutions current license.

<u>Institutions</u>	<u>Approval Type</u>
The New York Code + Design Academy, Inc. (ND)	New Program and Tuition Adjustments

**Conditional Exemptions**

<u>Institutions</u>	<u>Approval Type</u>
Hillsdale College	Renewal
University of South Florida	Renewal
EF International Language Centers (ND)	Renewal

**State Authorization Reciprocity Agreement (SARA)**

<u>Institutions</u>	<u>Approval Type</u>
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HELC Minutes  
Public Session No.: 17-08  
August 30, 2017

Career Technical Institute (D)	Renewal
The George Washington University (D)	Renewal
Wesley Theological Seminary (D)	Renewal
Gallaudet University (D)	Renewal
Georgetown University (D)	Renewal

## **VII. Unfinished Business**

### **A. Catholic Charities of the Archdiocese of Washington**

Catholic Charities of the Archdiocese of Washington submitted an application for license amendment to add non-degree certificate Professional Counseling Education program and to add an additional location.

The Commission voted unanimously to approve the request for license amendment to add non-degree certificate program and to add an additional location submitted by Catholic Charities of the Archdiocese of Washington for one (1) year, not to exceed August 31, 2018.

### **B. BUEI d/b/a Mentora College**

BUEI d/b/a Mentora College submitted an application for license renewal to continue offering non-degree programs in the following: English as a Second Language (ESL) Programs, Intensive ESL-(Specialized 1-month certificate courses (Business English/Legal English), TEFL Certificate program; ESL Deaf and Hard of Hearing, The American Experience, and Test Preparation Courses: TOEFL, IELTS, GMAT, GRE, SAT.

At the July 6, 2017 public session the Commission voted to defer decision on the renewal licensure application and requested that the institution submit a full financial audit by July 31, 2017. As of August 30, 2017, the financial audit has not been submitted.

The institution representative present provide the Commission with a letter from its auditor, Singh & Little CPAs, indicating that the audit is in progress.

The Commission voted (3 affirmative, 1 negative, 1 abstention) to approve the renewal licensure application submitted by BUEI d/b/a/ Mentora College for one (1) year, not to exceed August 30, 2018 with condition to submit the audit report and bank statements of the last nine (9) months by September 30, 2017.

## **VIII. Provisional Applications**

### **A. Drexel University**

Drexel University submitted to the Higher Education Licensure Commission an application for provisional licensure to offer degree programs as follows:

- EdD program in Education Leadership and Management.

The Commission voted unanimously to approve the provisional application submitted by Drexel University for one (1) year, not to exceed August 31, 2018.

## **IX. Renewal/Amendment Applications**

### **A. Dudley Beauty College**

Dudley Beauty College submitted to the Higher Education Licensure Commission an application requesting license renewal to continue non-degree certificate programs in Cosmetology, Nail Technology and Instructor Training.

The Commission voted unanimously to approve the request for license renewal submitted by Dudley Beauty College for one (1) year, not to exceed August 31, 2018.

### **B. Bennett Career Institute**

Bennett Career Institute submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering non-degree certificate programs in Cosmetology, Nail Technology and Instructor Training.

The Commission voted (4 affirmative, 1 abstention) to approve the request for license renewal submitted by Bennett Career Institute for a period of one (1) year, not to exceed August 31, 2018 with the following conditions to be satisfied by September 30, 2017: submit a five year financial plan, a retention plan and verification of the fire extinguisher inspection.

## **X. Provisional Conditional Exemption Applications**

### **A. The Board of Regents of the University System of Georgia by and on behalf of the University of Georgia**

The Board of Regents of the University System of Georgia by and on behalf of the University of Georgia submitted a conditional exemption application to offer three programs in accordance with D.C. Official Code 38-1310 (f) (1), including the Washington Semester Program, D.C. Semester in Practice, Grady in D.C. and the Washington Summer Program in Public History.

The Commission voted unanimously to approve the request for conditional exemption submitted by the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia for a period of one (1) year, not to exceed August 31, 2018, pursuant to D.C. Official Code 38-1310 (f) (1).

## **B. Ohio University**

Ohio University submitted to the Higher Education Licensure Commission an application for conditional exemption to offer the Scripps Semester in D.C. program in accordance with D.C. Official Code 38-1310 (f) (1).

The Commission voted (4 affirmative, 1 abstention) to approve the request for conditional exemption submitted by Ohio University for a period of one (1) year, not to exceed August 31, 2018.

## **C. University of California, Washington Program**

The University of California, Washington Program submitted to the Higher Education Licensure Commission an application requesting conditional exemption to offer the University of California Washington Program in accordance with D.C. Official Code 38-1310 (f) (1).

The Commission voted unanimously to approve the request for conditional exemption submitted by the University of California Washington Program for a period of one (1) year, not to exceed August 31, 2018 pursuant to D.C. Official Code 38-1310 (f) (1).

## **XI. Conditional Exemption Renewal**

### **A. Athabasca University**

Athabasca University submitted to the Higher Education Licensure Commission an application for conditional exemption renewal to continue offering degree programs in Master of Business Administration (MBA).

The Commission voted unanimously to defer decision on the application submitted by Athabasca University until the next public meeting scheduled for November 2, 2017.

## **XII. Closure Plan**

### **A. The Iron Yard Academy**

On July 17, 2017 the Board of Directors of The Iron Yard Academy decided to cease operations at all campuses after teaching-out all current students in the remaining summer cohorts. The last date of instruction was September 15, 2017 and the proposed closure date is October 13, 2017. The Custodian of student records is Parchment, Inc.; located at 7001 N. Scottsdale Road, Suite 1050 Scottsdale, AZ 85253 (480) 719-1645. Copies of student records will also be provided to the HELC.

The Commission voted unanimously to approve the closure plan submitted by the Iron Yard Academy.



## **B. Excelsior College**

The HELC received a closure plan from the Excelsior College on August 4, 2017. According to the closure plan, the closure was effective June 30, 2017. The rationale provided for the closure was primarily due to recent operational reorganization, and the decision not to offer face-to-face and/or hybrid instruction to students in the District of Columbia, as intended. All instruction was offered via distance education. A site visit on August 16<sup>th</sup> by HELC staff confirmed that the institution is no longer operating in the space. Excelsior College is providing support to staff directly affected by the reorganization and is assisting them in finding other positions within the College, as appropriate. The student records will be maintained in the Excelsior College Office of Registration and Records located at 7 Columbia Circle, Albany, New York 12203.

The Commission voted (4 affirmative, 1 abstention) to accept the closure plan submitted by Excelsior College.

## **XII. Correspondence and Communications**

### **A. LADO International Institute**

#### Re: Change in Refund Policy

In a letter dated 02/15/17, received from Celia Contreras Sigler, DSO/Compliance Coordinator of LADO International Institute, is a request for approval to modify the institutions refund policy by establishing the registration fee of \$70 as non-refundable. Program costs range from \$540-\$765 per session. The \$70 does not exceed twenty percent of the cost or \$100 as prescribed in DC Municipal Regulations Title 5, Sub-Chapter: 5-A81 for Postsecondary Non-Degree Schools 8119.5.

The Commission voted (3 affirmative, 1 negative, 1 abstention) to approve the request submitted by LADO International Institute to amend its refund policy by establishing that the registration fee of seventy dollars (\$70) be non-refundable.

### **B. Webster University**

#### Re: Joint Special Operations University Agreement

In a letter dated 07/26/17, received via email and U.S. Mail from Sean J. Coleman, Associate Vice President for Military and Government Affairs of Webster University informing that Webster University has been asked to participate in a program being developed by the Joint Special Operations University (“JSOU”) that would refer JSOU students to Webster to complete their undergraduate or graduate studies, paying tuition rates below the tuition Webster normally charges veterans.

The HELC Executive Director serving as the SAA Director will send a response indicating that the SAA is unable to make an approval determination based on a scenario, but what is described appears to be approvable within the law. This initial response is not binding and an official

determination will not be made until the SAA has received the necessary application and related materials.

### **C. University of the Potomac – Small Team Report**

The Middle States Commission on Higher Education small team report in response to the follow-up visit to the University of the Potomac on June 29-30, 2017 affirms that the institution continues to meet the Requirements of Affiliation.

No action is required by the Commission at this time.

### **XIV. Public Comments**

No public comments.

### **XV. Nominations & Election of Officers**

In accordance with DCMR Title 5 Chapter A82 the Commission shall choose annually from among its members a Chairperson, Vice Chairperson and Secretary. The Commission must elect its Officers at a public meeting.

The Commission voted unanimously to elect officers as follows: Dr. Mary E. Dilworth, Chairperson; Mr. John Cross, Vice Chairperson; and Dr. JoAnne Joyner, Secretary.

### **XVI. Adjournment**

Having no further business, the meeting was adjourned at 1:58 p.m.

Respectfully submitted,

  
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Commissioner JoAnne Joyner, Ph.D.  
Secretary