

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 18-03
March 1, 2018
1050 First Street, NE
1st floor – Eleanor Holmes Norton I (108)
Washington, DC 20002

9:30 am

I. Call to Order

Commissioner Mary Dilworth called the meeting to order at 9:45 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.

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: Allied Health and Technology Institute
Frank B. Uzoma
James M. Loots

Argosy University
Lorraine Beach
Kimberly Walsh

Aveda Institute
Lauren Fender

Chamberlain University
Patricia Hughes

Community Empowerment Training Institute
Toni Thomas

DC Board of Nursing
Bonita Jenkins

Graduate School USA
Carolyn Nelson
James Green

Healthwrite Training Academy
Zerita Hudson

Innovative Institute
Brian R. Bregman

Mid-Atlantic Institute
Brian R. Bregman

Nursing Assistant Academy
Valerie Washington

Olivet University
Tracy Davis
Lillian Kwon
Sarah LaFleur

OSSE/Postsecondary & Career Education
Elizabeth Schieman

Relay Graduate School of Education
Brooke Buerkle
Shani Dowell
Pamela Inbasekaran
Kajal Ravani

Smooth Academy
Chezbert Carter

The Catholic University of America
Vin Lacovara
James Monaghan
Margaret O'Donnell

University of Notre Dame
Thomas Kellenberg

II. Ascertainment of Quorum

Four (4) Commission members were present constituting a quorum.

III. Approval of the Agenda

The Commission voted to approve the March 1, 2018 agenda.

IV. Approval of the January 11, 2018 meeting minutes

The Commission voted to approve the minutes from the January 11, 2018 meeting.

V. Executive Session

The executive session began at 9:49 am and concluded at 11:00 am.

VI. Report of the Executive Director

The following are updates to conditions of license approval and other requests made by the Commission:

- A. The **AYT Institute** needs to submit a closure plan. On February 27, 2018, an AYT representative made contact with staff requesting the form. The matter has also been referred to OAG, in that the Commission's denial occurred in September and a response from the institution was not received until of February 27, 2018.
- B. **BUEI Institute** has submitted the requested bank statements; however, they have not yet submitted the audited financial statement.
- C. The **Paralegal Institute** has submitted the requested documentation reflecting their new ownership. Site visit were conducted both November 2, 2018 and February 28, 2018.
- D. The **University of Southern California** provided documentation of their practicum processes which are in compliance.
- E. **Four Walls Career and Technical Education Center** submitted a written statement of their contingencies should funds no longer be available from the grant they received through Adult Family Education awarded by the Office of the State Superintendent of Education. The current financial audit has not been submitted and remains an outstanding condition.
- F. **Olivet University's** update is provided during Unfinished Business.

- G. **Daniel Morgan Graduate School of National Security** has not yet submitted the enrollment data that was requested.
- H. **Sistema Universitario Ana G, Mendez-Universidad Del Este** has submitted the audited financial statement and are in compliance.
- I. **Beauty Basics, Inc. d/b/a Aveda Institute** has submitted the requested evidence of corrected deficiencies.
- J. **Captec Professional Training and Health Services** has not responded to the request on the matter of the denial from the last meeting. (see also Unfinished Business)
- K. The **National Customs Brokers & Forwarders Association of America Educational Institute**, although denied, was deemed to be excluded. Therefore, nothing else is required of the institution.

The Commission did not raise any questions, concerns or guidance on these matters.

VII. Commission Approved Applications

A. One year approval

The Commission approved the following applications for one (1) year, not to exceed March 31, 2019.

Renewals & Amendments submitted at time of renewal

Institutions

License Type

Career Technical Institute – Licensure Renewal and;

New Programs

1. Degree of Applied Science in Human Resources
2. Associate Degree of Applied Science in Information Technology
3. Information Technology diploma
4. Medical Office Administration diploma

Amendments - Program Length and Tuition Changes

1. PC Specialist Plus – Generalist Specialization diploma (**addition of \$495 fee**)
2. PC Specialist Plus – Computer Support Specialization diploma (**Increase in credits from 36 to 42 and addition of \$495 fee**)
3. PC Specialist Plus – Bookkeeping Specialization diploma (**addition of \$495 fee**)
4. PC Specialist Plus – Medical Office Specialization diploma (**addition of \$495 fee**)
5. Help Desk Professional diploma (**Increase of credits from 29 to 39 and addition of \$495 fee**)
6. Office Support Specialist diploma (**addition of \$495 fee**)
7. Medical Office Specialist diploma (**addition of \$495 fee**)
8. Medical Office Professional diploma (**addition of \$495 fee**)
9. Medical Assistant diploma (**addition of \$995 fee**)
10. Microsoft Certified Solutions Associate diploma (**Increase in credits from 29 to 38.25 and addition of \$495 fee**)

11. **ESL I diploma (tuition change from \$6,945 to \$7,440)**
12. **Hospitality Management diploma (Increase in credits from 29 to 37.5 and addition of \$495 fee)**
13. **Associate Degree of Applied Science in Hospitality (tuition increase from \$24,300 to \$25,945 and addition of \$995 fee)**
14. **Associate Degree of Applied Science in Allied Healthcare – Medical Assistant Concentration (tuition increase from \$24,300 to \$25,945, and addition of \$995 fee)**

HealthWrite Training Academy	Renewal
Nursing Assistant Academy	Renewal
Toni Thomas Associates, Inc. Community Empowerment Training Academy	Renewal
University of Connecticut School of Law	Renewal
Relay Graduate School of Education	Renewal
Graduate School USA	Renewal
University of Notre Dame	Renewal
Lesley University	Renewal
Syracuse University	Renewal

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.

Institutions

License Type

The New York Code & Design	Amendment (new programs & program modifications)
The Chicago School of Professional Psychology	Amendment (two new programs)
Lesley University	Amendment (program name change/closing of programs)

Conditional Exemptions

Institutions

License Type

The University of Texas at Dallas – The Archer Center	Renewal
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State Authorization Reciprocity Agreement (SARA)

Institutions

Approval Type

Catholic University	Renewal
Trinity Washington University	Renewal

STATE APPROVING AGENCY APPROVALS

January 1 – February 28, 2018

The HELC, acting as the District of Columbia State Approving Agency for Veterans Education benefits,
 HELC Minutes
 Public Session No.: 18-03
 March 1, 2018

approved the following applications:

Institute of Higher Learning

New Programs

Georgetown University	<p>New Programs:</p> <ol style="list-style-type: none"> 1. Executive Master of Professional Studies in Global Higher Education 2. Master of Professional Studies in Design Management and Communications 3. Master of Professional Studies in Higher Education Administration 4. Master of Science in Data Science for Public Policy 5. Master of Science in Health and the Public Interest
Webster University	<p>New Programs:</p> <ol style="list-style-type: none"> 1. Master of Science in Cybersecurity 2. Cybersecurity – Threat Detection Certificate 3. Government Contracting Certificate

Institute of Higher Learning

Program Amendments

Webster University	<p>Program Name Change:</p> <p>Master of Arts in Management changed to Management and Leadership</p> <p>Master of Business Admin changed to Masters in Business Administration</p> <p>Program Withdrawals:</p> <p>Master of Arts in International Relations</p> <p>Master of Arts in International Nongovernmental Organizations</p> <p>Master of Arts in Public Relations</p>
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VIII. Unfinished Business

A. Olivet University

Olivet University submitted a provisional application to offer the following programs: Master of Arts in Journalism Program, Advanced News Writing Certificate Program, Multimedia Journalism Certificate Program, and Digital Journalism Certificate Program. During the January 11, 2018 public meeting, the Commission voted to defer decision until the March 1, 2018 public meeting to allow time for review of the audited financial statement and to seek clarity regarding the institution’s admissions policy in terms of alignment with the District of Columbia Human Rights Law.

The Commission voted unanimously to approve the provisional application submitted by Olivet

University for a period of one (1) year, not to exceed March 31, 2019 with the condition of submitting documentation of the status of the audit no later than March 31, 2018.

B. Captec Professional Training Center & Health Care Services, Inc.

Captec Professional Training Center & Health Care Services, Inc. submitted an application requesting license renewal to continue offering non-degree programs in Home Health Aide (HHA), Nurse Assistant (NA), and Bridge program – converting Certified Nurse Assistant (CAN) to Home Health Aide (HHA). During the January 11, 2018 public meeting the Commission voted to deny the application based on the institution’s failure to demonstrate compliance with the following licensure standards: Integrity, Retention, Job Placement, Library, Physical Plant, Services/Resources, Student Records, and Publications and Advertising. Additionally, the institution failed to notify the HELC of significant changes and submit a catastrophic events policy.

The institution was sent a Notice of Intent to Deny via the contact information provided in the application, via email on January 29, 2018. A hard copy, sent certified mail, was signed for on February 5, 2018. The institution had 10 days from date of receipt to respond. As of today, March 1, 2018, the HELC has not received a response from Captec Professional Training Center & Health Care Services, Inc.

The Commission voted unanimously to deny the request for license renewal submitted by Captec Professional Training Center & Health Care Services, Inc.

IX. Renewal/Amendment Applications

A. Allied Health and Technology Institute

Allied Health and Technology Institute submitted an application requesting license renewal to continue offering non-degree programs in Home Health Aide (HHA), Nurse Assistant (NA), and Bridge program – converting Certified Nurse Assistant (CNA) to Home Health Aide (HHA).

The Commission voted unanimously to defer action on the application submitted by Allied Health and Technology Institute until its next public meeting on May 3, 2018 and directed the institution to submit additional information.

B. Innovative Institute

Innovative Institute submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering non-degree programs in Home Health Aide (HHA), Nurse Assistant (NA), and Bridge program – converting Certified Nurse Assistant (CNA) to Home Health Aide (HHA).

The Commission voted (3 affirmative, 1 abstention) to deny the application submitted by Innovative Institute.

C. Argosy University

Argosy University has submitted to the Higher Education Licensure Commission an application requesting ownership change. Dream Center Education Holdings, LLC entered into an asset purchase with Education Management Corporation to purchase Argosy University, Virginia to provide opportunities in education for the Dream Center Foundation.

The Commission voted unanimously to defer decision the application submitted by Argosy University until the May 3, 2018 public meeting.

D. Mid-Atlantic College

Mid-Atlantic College submitted an application requesting license renewal to continue degree programs in: Registered Nurse (RN) to Bachelor of Science (BSN) program.

The Commission voted unanimously to deny the application submitted by Mid-Atlantic College.

X. Provisional Conditional Exemption Applications

A. Chamberlain University

Chamberlain University submitted an application requesting conditional exemption under the provisions of DC Official Code 38-1310 (f) to offer practicum credit in the following programs: Master of Science in Nursing Degree with four specialty tracks: (Educator, Executive, Healthcare Policy and Informatics); Master of Public Health; and Graduate Certificate in Nursing Education.

The Commission voted unanimously to approve the request for conditional exemption submitted by Chamberlain University for a period of one (1) year, not to exceed March 31, 2019.

XI. Status Hearing (Beauty Basics d/b/a Aveda Institute)

A. Case No 2017-004

The Higher Education Licensure Commission (HELC) received two formal complaints. The staff investigation into these complaints offered evidence that the institution failed to comply with HELC standards as it pertains to Faculty, Instructional Program, Admission, Catalog and Physical Plant.

At the January 11, 2018 public session the Commission unanimously voted to impose an infraction and required that the institution provide evidence that all deficiencies were corrected by February 15, 2018.

The institution requested an appeal to the Notice of Infraction dated January 22, 2018; which charged the institution with failure to submit an amended application for change in institution leadership and failure to keep equipment in good working order and to maintain a safe working environment. In accordance with 5 DCMR A8133 Attorney Barak Alan was designated as the Hearing Officer. An initial prehearing conference was held February 13, 2018. During the second preconference hearing held February 26, 2018 the two parties presented a proposed settlement. The Agreed Order (also referred to as Order in Offer of Compromise drops one of the two charges, requires payment of a \$500 fine, and fixes to office features and equipment. The Hearing Officer's full report has been distributed and his recommendation is for the Commission to adopt the settlement, and issue the Agreed Order.

The Commission voted unanimously to accept the Order of Compromise for Case Number 2017-004. Pursuant to DC Official Code § 38-1312(a)(1) the Commission imposed a fine in the amount of \$500 due payable to the DC Treasurer within 15 days of execution. For the record; Payment was remitted during the public meeting.

XII. Correspondence and Communications

A. Strayer University

Re: New Proposed Concentrations in Bachelor of Business Administration and Master of Business Administration New Proposed Graduate Certificate in Performance Management

In a letter dated 01/12/2018, from Darlene Bell-Alexander, Sr. Associate General Counsel, notification provided regarding three enhancements to Strayer University's online educational programs Joe Gibbs Performance Management Concentration in the Bachelor of Business Administration, Joe Gibbs Performance Management Concentration in the Master of Business Administration and Joe Gibbs Performance Management Graduate Certificate Program with a proposed to implementation in Winter 2018.

No action required by the Commission at this time.

B. Strayer University

In notice dated 02/8/2018, that Strayer Education, Inc., the parent company of Strayer University, announced on October 30, 2017, an agreement of merger with Capella Education Company, which owns and operates Capella University. The proposed merger will not change the ownership of Strayer University. The daily operations and management as well as the mission, scope and administration of Strayer University will remain substantially unchanged. As a result of the merger, Capella University will become an additional wholly owned subsidiary of Strayer Education, Inc. The merger is expected to be finalized in the Summer 2018.

No action required by the Commission at this time.

C. University of St. Augustine for Health Sciences

In a letter dated 02/15/2018, from Kim Reffner, Compliance Officer, notice was provided that the University of St. Augustine for Health Sciences President/CAO, Dr. Wanda Nitsch, has announced that she will be retiring effective March 1, 2018. The Board has named Dr. Divina Grossman to succeed Dr. Nitsch in the role of President/CAO effective March 1.

No action required by the Commission at this time.

D. National Intelligence University

In an email dated 01/18/2018, the HELC received notice that NIU moved out of the District of Columbia February 2017 and is now located at 4600 Sangmore Road Bethesda, MD.

No action required by the Commission at this time the institution operated under an exemption based on status as instrumentality of the government.

E. The Vets Group Training Academy

In an email received 02/07/2018, from Joe Wynn, Director, VETS Group, the institution is requesting an extension of time to submit our renewal application until our pending VA application process has been completed and implemented.

The Commission voted unanimously to approve the request for extension on the submission of application for license renewal by The Vets Group Training Academy, until June 30, 2018.

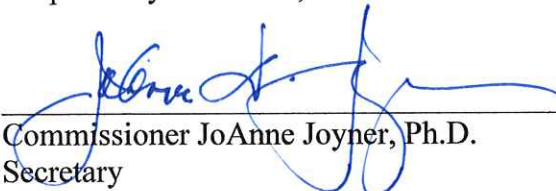
XIII. Public Comments

No public comments.

XIV. Adjournment

Having no further business, the meeting was adjourned at 2:05 pm.

Respectfully submitted,



Commissioner JoAnne Joyner, Ph.D.
Secretary