

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 16-05
May 5, 2016
810 First Street, NE
Third Floor – Grand Hall B
Washington, DC 20002

10:30 a.m.

I. Call to Order

Commissioner Gailda Davis called the meeting to order at 11:07 a.m.

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 Advisor
Maia Turner, Administrative Assistant

Guests Present:

LBJ School of Public Affairs at the University of Texas, Austin
Thomas P. O'Donnell

Middlebury College
Leroy Graham
Fariha Haque

Allied Health
Bernadette Kamara
Frank Uzoma
William J. Quarles

Saint Michael's School of Allied Health
Michael Adedokun

AYT Institute

Jennifer Gibbs-Phillips
Gary Zhu
James Wilson

Technical Learning Center dba Prospect Career College
Mark Toufanian
Wayland Bryan
Milica Mitic

Lesley University
Jennifer Green
Jacqueline Greer
Patricia Crain de Galarce
Tammy Tuck

Radians College
Stephanie Jackson
Gail Myers

Nations Learning Center
Hope Harper-Stewart
Charles Stewart
Sekou Stewart

DC Board of Nursing
Bonita Jenkins

II. Ascertainment of Quorum

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

III. Approval of Agenda

The Commission voted to approve the May 5, 2016 agenda.

IV. Approval of March 17, 2016 meeting minutes

The Commission voted to approve minutes from the March 17, 2016 meeting with the following corrections:

- Page 4 under Bellevue University, 2nd row, strike provider and replace with provided

V. Approval of April 7, 2016 Meeting Minutes

The Commission voted to approve minutes from the April 7, 2016 meeting.

VI. Report of Executive Director

Following are updates on institutional compliance with Commission requests for additional information or conditions of licensure:

The Maxwell School at Syracuse University has still not submitted the provisional application, although they attended the new applicant workshop in September of 2015.

The [Notice of Intent to Deny] NOID from Medtech College is drafted and will be referred to OAG.

The Allied Health Institute has complied with some of the requirements. The institution will be reporting to the Commission later on the agenda.

The Southeast Welding Academy has not submitted the audited financial statement, but provided correspondence with an estimated timeframe for complying. They have not demonstrated financial commitments through partnership agreements. These executed agreements seem to be pending approval based on the Commission's decision.

The Art Institute of Atlanta has complied with the request for their status letter with the Georgia Nonpublic Postsecondary Education Commission.

The Excel Institute has complied with all but four of the requirements; including an explanation of reorganization process, the approved programs connected to the clusters, submission of the name correction, and the requested financial documents from the January 2016 meeting.

Prospect Career College has not updated the signs on their building, but will address later in the agenda as part of the request for name change.

The University of Potomac has complied with the request for staff listing.

The Western Governors University has complied with the accreditation.

Westlink Career Institute submitted the bond that is now set to expire in 2018.

General Assembly has not submitted a financial audit as requested at the March meeting. They have provided a letter of explanation.

Saint Michael's Institute has complied with three requirements and still has two outstanding items.

The Vets Training Academy has not yet submitted their financial audit.

The Home Care Partners has not yet submitted their student records; however they are not due until May 22, 2016.

Technical Learning Center complied with most of the requirements from their April 7th administrative hearing.

VII. Commission Approved Applications

A. One year approval list

The Commission approved the following applications for one (1) year, not to exceed May 31, 2017.

Renewals & Amendments submitted at time of renewal

<u>Institutions</u>	<u>License Type</u>
BUEI, LLC d/b/a Mentora College (ND)	Renewal/Amendment (New Program)
NCC Career Academy (ND)	Renewal/Amendment (New Program)

Conditional Exemptions

<u>Institutions</u>	<u>License Type</u>
Saint Francis University	Renewal
The University of Alabama	Renewal

ND = Degree Institution (ND) = Non-Degree Institution (D) = Doctoral (DR) = Renewal (R) = Amendment
 * The licensure period for institutions only amending for new programs or new faculty on their license will remain in effect.

VIII. Provisional Applications

A. Lyndon Baines Johnson School of Public Affairs, the University of Texas Austin

The Lyndon Baines Johnson School of Public Affairs at the University of Texas, Austin, submitted to the commission a provisional application to offer two programs, the Master of Public Affairs, and a Master of Global Policy Studies.

The Commission voted to approve the provisional license application of Lyndon Baines Johnson School of Public Affairs for a period of one (1) year not to exceed May 31, 2017 with the following conditions to be satisfied by June 30, 2016: (1) submission of the Certificate of Occupancy and (2) completion of a satisfactory site visit.

B. Middlebury College

The Middlebury College submitted an application for provisional licensure to offer programs in international trade policy and conflict resolution.

The Commission unanimously voted to approve the provisional license application of Middlebury College for a period of one (1) year not to exceed May 31, 2017 with the following conditions to be satisfied by June 30, 2016: (1) submission of copies of all advertisements, (2) copies of all syllabi, and (3) procedures for the evaluation, discipline, and dismissal of faculty.

IX. Renewals/Amendments

A. Allied Health & Technology Institute

Allied Health and Technology Institute submitted an application for license renewal to continue offering Home Health Aide (HHA), Nursing Assistant (NA) and converting Certified Nursing Assistant (CNA) to Home Health Aide (HHA) bridge training programs in the District of Columbia.

The Commission unanimously voted to deny the request for license renewal submitted by Allied Health and Technology Institute.

B. Saint Michaels School of Allied Health

The Saint Michaels School of Allied Health submitted to the Commission an application for license renewal to continue offering practical nursing, medical assistant, medical insurance billing and coding, pharmacy technician, computer network technology, and dental assistant programs.

The Commission voted to approve the license renewal application of Saint Michaels School of Allied Health for a period of six (6) months not to exceed November 30, 2016 with the following conditions to be satisfied by June 30, 2016: (1) submission of NCLEX pass rates for the entire year, (2) written explanation regarding inconsistencies in reporting between HELC and DC Board of Nursing, (3) written explanation of the reporting structure as presented on the organization chart, and (4) updated accreditation report.

C. AYT Institute

The AYT Institute submitted an application of license renewal to continue offering life skills, basic computer literacy, and automotive training.

The Commission voted to approve the license renewal application of AYT Institute for a period of one (1) year not to exceed May 31, 2017 with the following conditions to be satisfied by June 30, 2016: (1) submission of updated organizational chart, (2) updated surety bond, (3) updated handbook/catalog, (4) current resumes, and (5) revised refund policy.

D. Technical Learning Centers d/b/a Prospect Career College

The Technical Learning Center, dba as Prospect Career College, submitted an application for license renewal to continue offering allied health specific training and degree programs. Additionally, they submitted an amendment request to change its name from, Prospect Career College to Prospect College.

The Commission voted to approve the license renewal application of Technical Learning Centers d/b/a Prospect Career College for a period of one (1) year not to exceed May 31, 2017 with the following conditions to be satisfied by June 30, 2016: (1) listing of instructors and what they teach, (2) raw data used to calculate the retention and placement rates, (3) list of placements, (4) organization chart with faculty, and (5) full financial audit.

The Commission voted to approve the amendment request for name change from Prospect Career College to Prospect College.

E. Lesley University

The Lesley University submitted an application requesting license renewal to continue offering (1) Master of Education in Elementary Teacher (1-6) and Teacher of Students with Moderate Disabilities and (2) Master of Education in Secondary Math (7-12) and Teacher of Students with Moderate Disabilities (6-12), both affiliated with the Urban Teacher Center Program.

The Commission voted to approve the license renewal application of Lesley University for a period of one (1) year not to exceed May 31, 2017.

F. Radians College

Radians College submitted an application requesting license renewal to continue offering associate degrees in nursing and practical nursing certificates.

The Commission voted to approve the license renewal application of Radians College for a period of one (1) year not to exceed May 31, 2017 with the following conditions to be satisfied by June 30, 2016: (1) written statement regarding the institution's management of heightened cash monitoring, (2) articulation agreement with Washington Adventist University, (3) completion date for corrections made to student transcripts/miscalculation in GPA, (4) evidence that Doctor of Nursing is appointed and approved by the DC Board of Nursing, and (5) updates regarding candidacy status with accrediting body.

The Commission voted to approve the amendment request to utilize additional program space in the same location.

G. Nations Learning Center

Nations Learning Center submitted an application requesting license renewal to continue offering the following programs: Office and PC Specialists Certification, Customer Service and Call Center Specialist, and Mortgage Loan Processing Specialist.

The Commission unanimously voted to approve the license renewal application of Nations Learning Center for a period of one (1) year not to exceed May 31, 2017 with the following conditions to be satisfied by June 30, 2016: (1) submission of quarterly financial reports, (2) photograph of new sign on the building, (3) inspection of fire extinguisher, (4) evidence of first aid kit suitable for institution, and (5) copies of all marketing materials.

X. Provisional Conditional Exemptions

A. Lamar University

Lamar University submitted to the Commission an application for Conditional Exemption to offer internships in the District.

The Commission voted to approve the Conditional Exemption application for a period of one year not to exceed May 31, 2017 under the provisions of D.C. Official Code 38-1310(f) for education provided as a local offering of a foreign institution with the following conditions to be satisfied by June 30, 2016: (1) approval by the DC Board of Nursing for all of the nursing programs and (2) submission of an independent financial audit statement.

B. Appalachian State University

Appalachian State University submitted to the Commission an application for Conditional Exemption to offer internships in the District.

The Commission voted to approve the Conditional Exemption for a period of one (1) year not to exceed May 31, 2017 under the provisions of D.C. Official Code 38-1310(f) for education provided as a local offering of a foreign institution.

C. University of Michigan Flint

University of Michigan Flint submitted to the Commission an application for Conditional Exemption to offer internships and a postgraduate certificate in nursing for which no degree credits are issued.

The Commission voted to approve the Conditional Exemption application for a period of one (1) year not to exceed May 31, 2017 under the provisions of D.C. Official Code 38-1310(f) for education provided as a local offering of a foreign institution.

D. University of Delaware

University of Delaware submitted to the Commission an application for Conditional Exemption to offer internships in the District.

The Commission voted to approve the Conditional Exemption application for a period of one (1) year not to exceed May 31, 2017 under the provisions of D.C. Official Code 38-1310(f) for education provided as a local offering of a foreign institution.

XI. Southern Regional Education Board Affiliation Agreement

The Commission voted to enter into an affiliation agreement with the Southern Regional Education Board (SREB), for the purpose of the District's access to State Authorization Reciprocity Agreement (SARA).

XII. District's Application for National Council State Authorization Reciprocity Agreement

The Commission voted to submit an application to NC-SARA on behalf of the District of Columbia to become a State Authorization Reciprocity Agreement (SARA) state.

XIII. Correspondence and Communications

A. CAPTEC Professional Training Center

The CAPTEC Professional Training Center submitted a letter requesting to reinstate a lapsed license.

The Commission voted to approve the reinstatement of lapsed license for the period of August 2015-August 2016 with the following conditions: (1) payment of reinstatement fee for 2015-2016, (2) payment of renewal fee for 2015-2016, and (3) submission of application for license renewal for the 2016-2017 and corresponding renewal fees.

B. ACICS- Re: ITT Technical Institute, Leadership Change, BAU Visit

The Accrediting Council for Independent Colleges and Schools submitted three pieces of correspondence to the Commission: (1) show-cause directive to ITT Technical with four concerns regarding the institution's administrative capacity organizational integrity, financial viability, and service to students based on the ACICS standards, (2) Notification of a change in leadership to the board of directors, appointing Anthony Beta (ph) to serve as the executive in charge while they search for a president and chief executive officer, (3) Notification that the initial resource visit to BAU International University to assess the institution's eligibility for ACICS accreditation.

No action is required by the Commission at this time.

C. Distance Education Accrediting Commission

The Distance Education Accrediting Commission sent notification regarding actions during their January 29, 2016 meeting. None of the actions pertained to the institutions in the District of Columbia.

No action is required by the Commission at this time.

D. Accounting Firm representing Southeast Welding Academy

The TD Emory, CPA & Associates, on behalf of The Southeast Welding Academy sent notice to the Commission they have been engaged to perform the financial audit for the Southeast Welding Academy. The letter indicates that the report will be provided by May 16, 2016. However, they have requested an extension until May 18th to allow time for the management review.

The Commission voted to approve the request for an extension of the submission of the financial audit.

E. DeVry University

The DeVry University sent notice to the Commission that the Department of Veterans Affairs suspended DeVry University's status as a Principles of Excellence School(POE). Removal of the POE does not affect the institution's ability to serve veterans nor accept VA benefits.

No action is required by the Commission at this time.

F. Western Governors University

The Western Governors University sent an announcement that Scott Pulshiper, was selected by the WGU trustees as the institution's next president and CEO succeeding now president Emeritus Mendenhall.

No action is required by the Commission at this time.

G. Central Michigan University

The Central Michigan University sent notice about a change of reporting structure. The Licensure, Regulatory Services & Human Capital now reports to Dr. Ray Christie, Senior Vice Provost of Academic Administration.

No action is required at this time by the Commission.

H. Attorney representing National Trichology Training Institute

Deming Parker Hoffman Campbell & Daly LLC on behalf of National Trichology Training Institute presenting Connie Judge, sent a request to the Commission to investigate Ms. Evie Johnson of E&E Hair Studio located in Upper Marlboro, Maryland for advertising an alleged unqualified trichology program in the District.

The Commission directed the staff to respond notifying the organization that this request does not fall within the purview of the HELC.

I. Accounting Firm representing General Assembly

Withum Smith and Brown PC on behalf of General Assembly submitted two pieces of correspondence. The first was notification from the accounting firm that they are performing work to get the institution's books and records ready for an audit that will be performed by KPMG. The second was sent on May 2nd outlining the timeline for the submission, estimating that October 2016 would be the date the audit would be available.

The Commission agreed to accept the request for an extension of the submission of the audit.

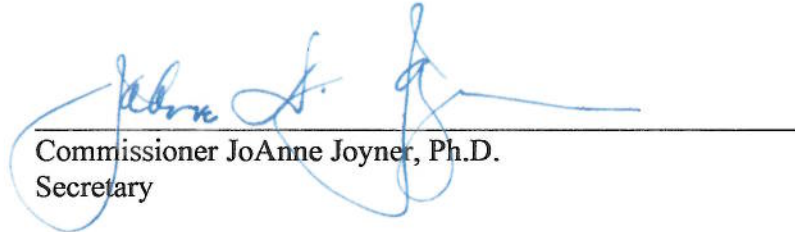
XIV. Public Comments

No public comments.

XV. Adjournment

Having no further business, the meeting was adjourned at 3:40 p.m.

Respectfully submitted,



Commissioner JoAnne Joyner, Ph.D.
Secretary