

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 18-07
July 12, 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 9:40 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 Anita B. Shelton, MSW

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

Guests Present: Baylor University
Mollie Moore
Grant Jones

Brown University
Jennifer Romano

D.C. Department of Health – Board of Nursing
Dr. Bonita Jenkins

Gallaudet University
Rosanne Bangura

Goodwill of Greater Washington

David Meloy
Coleen Paletta

Hillsdale College
Andrew Heim
Matthew Bullon
Matthew Spalding

Hogan Lovells
Greg Ferenbach

JJPG Corporation d/b/a Flair Beauty Institute
Daniel Balbuena
Paula Granados

Nexford University
Fadl Al Tarzi

Prospect College
Mark Toufanian

Served Academy
Jennifer Usis
Jamie Ryder

Smartly Institute
Tom Adams

St. Michael School of Allied Health
Michael Adedokun

TEACH-NOW Graduate School of Education
Emily Feistritz

University of Georgia
Donald DeMaria

University of San Francisco
Deborah Panter
Christina Tzagarakis-Foster
Eileen Fung
Seth Lynn

VMT Education Center
Amilia Alcema
Kevin Archer

Wake Forest University
Jennifer Richwine

Washington D.C. University (WDCU)
Raymond Umoh

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 12, 2018 agenda.

IV. Executive Session

The executive session began at 10:31 am and concluded at 10:39 am.

V. 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** still has not yet fully complied with the request for the closure plan and corresponding student records. The matter is under advisement and has been referred to the Office of the Attorney General.
- B. The **Allied Health Institute** is still scheduled to appear before the Commission at the September meeting.
- C. **PECB** has submitted the Office of Tax Revenue certificate as requested.
- D. **Four Walls Career & Technical Institute**
- E. **So Others Might Eat (S.O.M.E.)** has not yet submitted the proof of their certificate of occupancy. Contact has been made with the institution for the information.
- F. The **Intellect Health Institute** has not yet submitted the student enrollment after their last cohort. Contact has been made with the institution to request that information.

- G. **Aveda Institute** has not yet submitted the catastrophic event policy. Follow-up was made with the institution.
- H. The **Southeast Welding Academy** has supplied the financial audit as well as revisions to the catalog.
- I. The **VMT Education Center** will have an update during today's meeting. (see page 8)
- J. **The Washington Baltimore Center for Psychoanalysis** remitted the fine for failure to receive approval for the change in name before beginning using it.
- K. **Temple University** has not yet provided the request for an explanation regarding the frequency of agent changes, but follow-up has been made with the institution to request that information.
- L. **General Assembly** provided all of the documents as required following the sale of the institution.

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

VI. Public Comment (reserved for agenda items only)

There were no comments from the public.

VII. Consent Agenda

A. Approval of the May 3, 2018 meeting minutes

The Commission voted to approve the minutes from the May 3, 2018 meeting.

B. One-year approval list

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

RENEWALS & AMENDMENTS *submitted at time of renewal*

Institutions	Approval Type
Urban Ed, Inc. (ND)	Renewal
The New York Code & Design Academy (ND)	Renewal
Flatiron School, Inc. (ND)	Renewal
New York University (D)	Renewal
Drexel University (D)	Renewal
Saint Michael School of Allied Health (ND)	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.

CONDITIONAL EXEMPTIONS

Institutions	Approval Type
Bellevue University (D)	Renewal
Boston University (D)	Renewal
Brown University (D)	Renewal
The College of William & Mary in Virginia (D)	Renewal
University of Georgia (D)	Renewal

STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA)

Institutions	Approval Type
Gallaudet University (D)	Renewal
George Washington University (D)	Renewal

The Commission approved the following applications for two (2) years, not to exceed July 31, 2020.

RENEWALS & AMENDMENTS *submitted at time of renewal*

Institutions	Approval Type
Davis Memorial Goodwill Industries (ND)	Renewal

C. SAA-Veterans Education approval list

STATE APPROVING AGENCY APPROVALS May 1 - June 30, 2018

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

INSTITUTE OF HIGHER LEARNING (IHL)

New Programs

Institution Name	Program Name
Georgetown University	1. Graduate Certificate in Catholic Clinical Ethics
	2. Executive Graduate Certificate in Patient Safety and Quality
	3. Executive Graduate Certificate in Healthcare Safety and Leadership
Strayer University- District of Columbia	1. Bachelor of Applied Science in Management
	2. Graduate Certificate in Finance and Accounting for Entrepreneurs
	3. Graduate Certificate in Entrepreneurial Leadership

	<ol style="list-style-type: none"> 4. Graduate Certificate in Marketing and Branding for Entrepreneurs 5. Joe Gibbs Performance Management 6. Jack Welch Management Graduate Certificate in Leadership 7. Graduate Certificate in Digital Entrepreneurship
Strayer University- Online	<ol style="list-style-type: none"> 1. Bachelor of Applied Science in Management 2. Graduate Certificate in Finance and Accounting for Entrepreneurs 3. Graduate Certificate in Entrepreneurial Leadership 4. Graduate Certificate in Marketing and Branding for Entrepreneurs 5. Joe Gibbs Performance Management 6. Jack Welch Management Graduate Certificate in Leadership 7. Graduate Certificate in Digital Entrepreneurship
University of the Potomac	<ol style="list-style-type: none"> 1. Master of Science in Data Analytics 2. Master of Science in Health Informatics 3. Master of Science in Computer Science 4. Bachelor in Data Analytics and Management 5. Bachelor of Science in Health Information Management 6. Diploma in Data Science 7. Diploma in Software Developer 8. Diploma in Cyber Security
Career Technical Institute	<ul style="list-style-type: none"> • Associate Degree of Applied Science in Healthcare – Medical Assistant Concentration

NON-COLLEGE DEGREE (NCD)

New Programs

Institution Name	Program Name
Career Technical Institute	<ol style="list-style-type: none"> 1. PC Specialist Plus – Generalist Specialization 2. PC Specialist Plus – Computer Support Specialization 3. PC Specialist Plus – Bookkeeping Specialization 4. PC Specialist Plus – Medical Specialization 5. Help Desk Professional 6. Medical Office Professional 7. Medical Assistant 8. Hospitality

NON-COLLEGE DEGREE (NCD)

Institutional Changes

Institution Name	Application Type
International Language Institute	Change of Location
General Assembly	Change of Ownership

LICENSURE AND CERTIFICATION

Institution Name	Examination
Green Business Certification Inc.	WELL Accredited Professional
EC English	Meets requirements of excluded institution
University of MD College of Arts - Robert H. Smith School of Business	To correct the identification of the institution

The Commission voted unanimously to approve the Consent Agenda.

VIII. Non-Consent Agenda (items removed from agenda)

There were no items removed from the consent agenda.

IX. Unfinished Business

A. VMT Education Center

VMT Education Center submitted to the Higher Education Licensure Commission an application requesting ownership and change of name to Unity Education Center.

During the May 3, 2018 public meeting the Commission deferred action on the application submitted by VMT Education Center pending submission of financial information from the proposed new owner. The information was submitted.

The Commission voted unanimously to approve the application submitted by VMT Education Center.

X. Applications for Licensure/Exemption

A. Provisional

i. DC Central Kitchen

DC Central Kitchen submitted to the Higher Education Licensure Commission an application for provisional licensure to offer a non-degree program in Culinary Job Training.

The Commission voted unanimously to approve the provisional application submitted by DC Central Kitchen for one (1) year, not to exceed July 31, 2019.

ii. Served Academy

Served Academy submitted to the Higher Education Licensure Commission an application for provisional licensure to offer a non-degree Hospitality titled Serving 101.

The Commission voted unanimously to approve the application for provisional licensure submitted by Served Academy for one (1) year, not to exceed July 31, 2019.

iii. University of San Francisco

The University of San Francisco submitted to the Higher Education Licensure Commission an application for provisional licensure to offer the 100% Online Masters in Public Leadership and to continue offering degree programs in: Master of Science in Nursing, Master of Science in Public Health, Doctor in Nursing Practice (Family Nurse Practitioner and Psychiatric Mental Health), and Healthcare Systems Leadership.

The Commission voted (4 affirmative, 1 negative) to approve the application for provisional licensure submitted by University of San Francisco for one (1) year, not to exceed July 31, 2019.

iv. Hillsdale College

The Hillsdale College School of Government submitted to the Higher Education Licensure Commission an application for provisional licensure to offer a degree program- Master of Arts in Government.

The Commission voted unanimously to approve the application for provisional licensure submitted by Hillsdale College for one (1) year, not to exceed July 31, 2019.

Renewals/Amendment Applications

i. JJPG Corporation d/b/a Flair Beauty Institute

JJPG Corporation d/b/a Flair Beauty Institute submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering non-degree programs in: Cosmetology, Barbering, Cosmetology Manager, Cosmetology Instructor, Braiding, Manicuring, Esthetician and Board Refresher.

The Commission voted unanimously to defer action on the renewal application submitted by JJPG Corporation d/b/a Flair Beauty Institute until the September 13, 2018 with the following actions to be satisfied by August 13, 2018: signed license renewal application, corrected and updated catalog, organized student records, retention and job placement data, and proof of financial solvency.

ii. Smartly Institute

Smartly Institute submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering the following: Degree: Master of Business Administration (MBA), and Certificates Programs: Strategy and Innovation (Certificate), Data and Decisions (Certificate), Finance and Accounting (Certificate), Leading Organizations

(Certificate), MBA Fundamentals (Certificate), Markets and Economics (Certificate), Executive Master of Business Administration, Data Science (Certificate), Finance (Certificate), Marketing (Certificate), Entrepreneurship (Certificate), and Management (Certificate), Additionally they are requesting license amendment to offer the following non-degree certificate programs: Computer Science 101, Python, Get Hired, Get Ahead, Operations and Supply Chain Management, Corporate Financial Strategy. Lastly, the institution submitted a program modification request to change: graduation Requirements, Entrance Requirements, Length and/or content of courses, Tuition, fees, and/or other charges, and policies pertaining to attendance and/or satisfactory academic progress.

The Commission voted (3 affirmative, 2 negative) to approve the renewal application submitted by Smartly Institute for a period of one (1) year, not to exceed July 31, 2019.

The Commission voted (3 affirmative, 2 negative) to approve the amendment modification application submitted by Smartly Institute with the condition of providing information concerning the transfer of credits and the ability to transfer earned credits through their amended programs and existing programs to the Commission.

iii. A.T. Still University of Health Sciences (ATSU), School of Osteopathic Medicine in Arizona (SOMA)

A.T. Still University of Health Sciences (ATSU), School of Osteopathic Medicine in Arizona (SOMA) submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering degree programs in: Doctor of Osteopathic Medicine (DO) – Training.

The Commission voted unanimously to defer action on the renewal application submitted by A.T. Still University of Health Sciences (ATSU), School of Osteopathic Medicine in Arizona (SOMA) until September 13, 2018 pending the submission of proof that student records comply with HELC standards by August 13, 2018.

B. Conditional Exemption

i. Baylor University

Baylor University submitted to the Higher Education Licensure Commission an Application for Conditional Exemption to offer the Baylor in Washington Semester Program for undergraduate students pursuing their Bachelor's degree under the provisions of DC Official Code 38-1310 (f) (1) for "Education provided as a local offering of a foreign institution" based on the limitation that the educational activities in the District are only for students regularly enrolled in the institution's main campus and that the education does not fulfill more than 25% of the normal degree requirements.

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

ii. Wake Forest University

Wake Forest University submitted to the Higher Education Licensure Commission an application for conditional exemption to offer the Wake Washington Undergraduate program and the D.C. Summer Judicial Externship Program under the provisions of DC Official Code 38-1310 (f) (1) for “Education provided as a local offering of a foreign institution” based on the limitation that the educational activities in the District are only for students regularly enrolled in the institution’s main campus and that the education does not fulfill more than 25% of the normal degree requirements.

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

C. State Authorization Reciprocity Agreement

i. Howard University

Howard University submitted to the Higher Education Licensure Commission an application for institutional participation in the State Authorization Reciprocity Agreement (SARA).

The Commission voted unanimously to approve the SARA application submitted by Howard University for a period of one (1) year, not to exceed July 31, 2019.

XI. Complaints

A. TLC/Prospect College, Case No 2018-004

The Higher Education Licensure Commission (HELC) received a formal complaint from Ms. LaJetta McDowney dated June 1, 2018. The complainant alleges the institution failed to assign her an externship for required on-the-job training, a portion of the curriculum and withheld student records, transcript, and diploma. The institution was notified June 4, 2018 of this complaint and subsequently responded to the Commission.

The Commission voted unanimously, requesting that the institution submit the following documentation no later than August 13, 2018: (1) a written course of action that addresses the need for an assessment, the immunization record, and provisions for the clinical externship meeting students locale and mobility needs, (2) that the plan be shared with the complainant by HELC staff, (3) the matter be revisited at the September 13, 2018 meeting.

XII. Correspondence and Communications

A. TEACH-NOW Graduate School of Education

RE: Request to accept credits

In a letter dated 05/30/2018, Ms. Emily Feistritz, Ph.D., President and CEO of TEACH-NOW Graduate School of Education, requests the ability to accept credits from institutions of higher

education located outside of the United States and which aren't currently recognized as the equivalent to a baccalaureate degree as satisfactorily for and enroll into their Teacher Preparation Program. Upon completion, the student would have the equivalent of a U.S. 4-year baccalaureate degree, which is a basic requirement for obtaining a state teaching license.

Referred the matter to HELC staff for further research.

B. Laureate Education, Inc.

RE: Regarding Post-IPO Matters (June 2018)

In a letter dated June 13, 2018, from Ms. Deborah Zimic, Vice President and Assistant General Counsel of the Laureate Education, Inc. the institute raises questions regarding the application for license amendment. Staff have been in communication with the institution and the matter is resolved.

No action required by the Commission at this time.

C. Middle States Commission on Higher Education

RE: June 21 Summary of Actions on Institutions

Candidate for Accreditation

-Inter American Defense College, DC

Accreditation Re-affirmed

-George Washington University

Follow-Up Reports/Candidate Reports/Visits/Developments

-**Howard University:** supplemental report accepted, next evaluation scheduled for 2019-20

-**Institute of World Politics:** acceptance of periodic review report

-**Pontifical John Paul II Institute for Studies on Marriage and Families:** acceptance of monitoring report, next evaluation 2024-25

-**Strayer University:** additional info available on July 13

-**University of the Potomac:** 4/18/18- accepted monitoring report; requests that beginning in 2019 in conjunction with the Annual Institutional Update, the institution provide documentation implementation of an organized and systematic assessment process which evaluates the extent of student achievement of institutional and program level goals and which continues to employ defensible standards for evaluating whether students are achieving those goals (Standard V) and (2) fiscal and human resources as well as the physical and technical infrastructure adequate to support its operations wherever and however programs are delivered (Standard VI). The next evaluation visit is scheduled for 2023-2024.

No action required by the Commission at this time.

D. Relay Graduate School of Education

Re: FSA program approval

In an approval letter dated June 12, 2018 (received 06/20/2018) addressed to Mr. Norman Atkins, President of Relay Graduate School of Education, the USDOE FSA informs that based upon the information included in their application for Approval to Participate in Federal Student Aid Programs, the Secretary of Education has determined that Relay Graduate School of Education (Institution) satisfies the definition of an eligible institution under the Higher Education Act of 1965, as amended (HEA). Relay Graduate School of Education will be listed in the next edition of the Directory of Postsecondary Institutions published by the U.S. Department of Education.

No action required by the Commission at this time.

E. University of Saint Augustine

Re: Pre Closing Notice (proposed change of ownership)

In a letter dated June 1, 2018, from Divina Grossman, President and CAO of University of St. Augustine for Health Sciences the institution informs of plans for a proposed change of ownership which will not occur until late 2018, once all required regulatory approvals are obtained.

No action required by the Commission at this time.

F. Inter-American Defense

Re: Leadership Change

A letter dated June 29, 2018 from Dr. Martha Herb announces her retirement as Director for IADC and introduces her successor.

A letter dated July 11, 2018 from Major General James Taylor informing the Commission that he has assumed the duty as Director of the Inter-American Defense College attaching his biography and appointment document. Notification also introduced the new Licensure and Accreditation Manager, Dr. Marina Malamud.

No action required by the Commission at this time.

XIII. Extended Public Comments (limited to 2 minutes per person on any item/matter not listed on the agenda)


There were no comments from the public.

XIV. Next Public Meeting: September 13, 2018

XV. Adjournment

Having no further business, the meeting was adjourned at 2:22 pm.

Respectfully submitted,



Commissioner JoAnne Joyner, Ph.D.
Secretary