

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 19-01
January 15, 2019
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 11:12 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 Anita B. Shelton, MSW

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

Guests Present: Saint Michael College of Allied Health
Michael Adedokun
Patrick Harris
Natasha Cotton (former student)

Universidad Ana G. Mendez University
Carlos T. Aquino
Veronica Bermudez
Nicholas Natalizio
Maritza Caban

Florida International University
Carlos Becerra
Eric Feldman

MedStar Washington Hospital Center

Esperance Becton
Emily Briton
Jennifer Clarke
Shirley Douglass
Ira Rabin
Francisco Semiao
Gayle Smillie

Bennett Career Institute

Chet Bennett
Joyce Bennett

Thinkful, Inc.

Grae Drake
Mark Goldfarb
Kelly Kawa

BAU International University

Melek Edib
James Moses
Paolo Von Schirach

Teach-Now Graduate School of Education

Emily Feistritz
Kathleen Paliokas
Angela Hicks Skinner

University of the Potomac

Andrea Ford

University of Southern California

Bridget Ford
Marietta Watts

The Salon Professional Academy

Elena Gioacchini
Patrick Guarniere
Kim Hofer *

United Planning Organization Workforce Institute

Dianna Guinyard
Sheri Blue Jones

Middlebury College

Fariha Haque

Central East Coast University
Harr Jack Hlamsyah

Relay Graduate School
Brooke James
Brittni Johnson
Kajal Ravani

Infinite 8 Institute
Aledia Mikale
Ean Mikale
Bridget Piper

iTeach, D.C.
Andrew Rozell

Strayer University
Lisa Sincere

Transemanatics, Inc.
C. Fredrik Skoglund

Pepperdine University
David Smith
Brian Swarts

Daniel Morgan Graduate School of National Security
Jonathan Strum

University of the People
Asaf Wolfe *

PECB University
Toska Zajmi

*Present by teleconference

II. Ascertainment of Quorum

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

III. Approval of the Agenda

The Commission voted to approve the January 11, 2019 agenda.

IV. Executive Session

The executive session began at 9:33 am and concluded at 11:02 am.

V. Report of the Executive Director

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

- A. **Intellect Health Institute** has not submitted student enrollment cohort list.
- B. **The University of San Francisco** accreditation was reaffirmed. The Commission received the notice unofficially in December but are still awaiting official notice.
- C. **JJPG Corporation d/b/a Flair Beauty Institute** has requested a hearing in the matter of the licensure denial from the November public session. Staff are working to schedule for February.
- D. **Baylor University's** accreditation was reaffirmed.
- E. **The University of the Potomac** (see unfinished business)
- F. **The Vet's Group Training Academy** has supplied the updates to their catalogue and the explanation regarding their marketing and advertising.
- G. **RizeUp Technology Institute** was served a fine for their improper closure. It was issued on November 15, 2018. There has not been a response from the institution. The matter will be referred to the Office of Attorney General.
- H. **Aveda Institute (complaint #C2018-008)**, per the institution's enrollment manager, the student has not taken any steps to re-enroll. Staff are attempting to confirm this information with the student.
- I. **Bennett Career Institute** (see unfinished business)
- J. The **Saint Michaels School of Allied Health** corrected the documents to update the new address and their printed materials.
- K. The **University of the People** (see unfinished business)
- L. The **University of California, Berkeley** provided their diversity initiative plan.
- M. **The Certification School of Washington** received approval to use the name Washington in their name at the November 1, 2018 meeting; however, after further research it was determined that the institution operates as a for-profit entity and is unaccredited; therefore

ineligible for the name waiver. This information was provided to and acknowledged in December by its principal, Dr. Jordan.

- N. The **Daniel Morgan Graduate School** remitted the fine for advertising and operating a program prior to Commission approval.
- O. **Kaplan d/b/a Metis** surrendered the student list and has effectively closed.
- P. **Innovative Institute**, Case D2018-003, has verbally consented to the Commission's counter-offer to the offer of compromise, and staff are working with the respective institution's attorney to get the signed compromise.
- Q. The **Mid-Atlantic College**, Case D2018-002, has verbally consented to the Commission's counter-offer to the offer of compromise, and staff are working with the respective institution's attorney to get the signed compromise.

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

VI. Public Comment (reserved for agenda items only)

Ms. Natasha M. Cotton addressed the Commission regarding her complaint against Saint Michaels School of Allied Health.

VII. Consent Agenda

A. Approval of the November 1, 2018 meeting minutes

The Commission voted to approve the minutes from the November 1, 2018 meeting.

B. One-year approval list

The Commission voted to approve the following applications for one (1) year from the date of expiration.

RENEWALS & AMENDMENTS *submitted at time of renewal*

Institutions	Approval Type	Expiration Date if Approved
Catholic Charities (ND)	Renewal	November 30, 2019
University of Southern California (D)	Renewal & Amendments	January 31, 2020
Walden University (D)	Renewal	January 31, 2020
Middlebury College (D)	Renewal	November 30, 2019
Daniel Morgan Graduate School of	Renewal	January 31, 2020

National Security (D)		
------------------------------	--	--

CONDITIONAL EXEMPTIONS

Institutions	Approval Type	Expiration Date if Approved
Athabasca University (D)	Renewal	January 31, 2020
Southeastern Baptist Theological Seminary (D)	Renewal	January 31, 2020

APPROVAL LIST (2 year)

Recommended approval for the following applications for two (2) years from the date of expiration.

RENEWALS & AMENDMENTS *submitted at time of renewal*

Institutions	Approval Type	Expiration Date if Approved
LADO International Institute	Renewal	November 30, 2020
Washington School of Psychiatry	Renewal	January 31, 2021

STATE APPROVING AGENCY APPROVALS

November 1 – December 31, 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. Master of Arts in Applied Linguistics 2. Master of Arts in Global Infectious Diseases

LICENSURE AND CERTIFICATION

Institution Name	Examination
Pharmacy Technician Certification Board	Pharmacy Technician Certification Exam

The Commission removed from the consent agenda the Universidad Ana G. Mendez University, University of Southern California and Relay Graduate School of Education. With the stated changes, the Commission voted unanimously to approve the consent agenda.

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

A. University of Southern California

The Commission voted unanimously to approve the application for renewal and amendment submitted by the University of Southern California, for a period of one (1) year not to exceed January 31, 2020 with the condition of supplying responses to series of questions related to the Criminal Justice program, Master of Science in Geographic Information and Science and Technology program, an explanation regarding the reason for the program expansion and whether or not job trends or student interest prompted the expansion.

B. Relay Graduate School of Education

The Commission voted unanimously to approve the application for renewal submitted by the Relay Graduate School of Education, for a period of one (1) year not to exceed March 31, 2020.

IX. Unfinished Business

A. University of the Potomac

At the November 1, 2018 public session the Commission deferred action on the request for program amendment to add the Associates of Arts Degree in Early Childhood Development and the Bachelors of Arts Degree in early Childhood Development and requested that the University of the Potomac provide credentials for faculty in early childhood development, an explanation regarding how the program would qualify an individual to be a family support specialist, names of three experts consulted in the development of the program; and clarification regarding Dr. Rhodes licensure.

The institution having satisfactorily demonstrated the submission of the above, the Commission voted unanimously to approve the application for program amendment submitted by the University of the Potomac synchronous with the approval period, not to exceed January 31, 2019.

The institution was also alerted that their application for license renewal was past due.

B. Bennett Career Institute

Bennett Career Institute submitted an application requesting license renewal to continue offering non-degree programs in: Cosmetology, Manager, Instructor, Barber-Styling, Manicure I, Make-up Artistry, Esthetic Course, and Braiding.

RECAP from 11/1/2018 meeting:

During the November 1, 2018 meeting the Commission deferred action on the application and requested additional information: (1) provide clarification regarding completion rate, (2) an explanation regarding Vanita Brach's credentials "DCLC", (3) qualifications of Carolyn Bathia Smith, (4) qualifications of Dwayne Jones and (5) clarification regarding accreditation issues.

The institution having satisfactorily demonstrated the submission of the above, the Commission voted unanimously to approve the renewal application submitted by Bennett Career Institute synchronous to the last date of approval, August 31, 2019.

C. University of the People

University of the People submitted to the Higher Education Licensure Commission an application requesting provisional licensure to offer 100% online degree programs in: Associate of Science in Business Administration, Associate of Science in Computer Science, Associate of Science in Community and Public Health, Bachelor of Science in Business Administration, Bachelor of Science in Computer Science, Bachelor of Science in Community and Public Health, and the Master in Business Administration.

RECAP from 11/1/2018 meeting:

During the November 1, 2018 meeting, the Commission voted unanimously to defer decision on the application for provisional licensure and requests the following: (1) status of the information requested by their accrediting agency that had to do with student retention, graduation rates, faculty development, and attention to transfer credits for students; (2) that they accept an invitation to participate in a public meeting remotely and/or show cause why they cannot, (3) submit a recent financial audit and (4) explain the absence of the Masters of Art in Education from their official website.

Unable to hear the representative present by phone, Commission deferred action on the application and will revisit during the March 15, 2019 public meeting.

X. Applications for Licensure/Exemption

A. Provisional

i. MedStar Washington Hospital Center

MedStar Washington Hospital Center submitted to the Higher Education Licensure Commission an application for provisional licensure to offer certificate program in medical imaging through the Medstar Washington Hospital Center Medical Imaging School.

The Commission voted unanimously to approve the application for provisional licensure for a period of one (1) year, not to exceed January 31, 2020 with the condition to submit a letter detailing its process, procedures and policies regarding recruiting individuals within the District of Columbia no later than thirty (30) days from the meeting date.

ii. Thinkful, Inc.

Thinkful, Inc. submitted an application for provisional licensure to offer non-degree programs in:

Front End Basics, Full Stack Flex Program, Flexible Data Science Program, and Engineering Immersion.

The Commission voted unanimously to approved the application for provisional licensure for a period of one (1) year, not to exceed January 31, 2020, with the following conditions: provide an explanation of interactions with the Department of Employment Services to identify qualified job applicants, a financial breakdown of the lump sum figure provided as part the application indicating where that income is likely to come from, and a financial audit or a date that an audit will be provided to be submitted by March 15, 2019.

iii. Pepperdine University

Pepperdine University submitted an application for provisional licensure to offer degree programs in: Master of Legal Studies (MLS), Master of Dispute Resolution (MDR), Master of Arts in Psychology (MSP), Master of Arts in Clinical Psychology with an Emphasis in Marriage and Family, Master of Science in Behavioral Psychology (MSBP), DC Externship for 2nd and 3rd year J.D. candidates, and DC Internship and global leadership programs.

The Commission voted unanimously to approve the application for provisional licensure to offer degree programs for a period of one (1) year, not to exceed January 31, 2020, and that a fine be imposed in the amount of five hundred dollars (\$500.00) for operating without a license.

B. Renewals/Amendment Applications

i. TEACH-NOW Graduate School of Education

TEACH-NOW Graduate School of Education submitted an application requesting program amendment to offer professional development programs.

The Commission voted (2 affirmative, 1 negative, 1 abstention), to approve the application for program amendment submitted by TEACH-NOW Graduate School of Education synchronous to the current approval.

ii. BAU International University

The BAU International University submitted an application requesting program amendment to add the following programs: Political Science and International Relations, Economics and Finance undergraduate degrees and Global Affairs, Executive Master Business Administration and Management, MBA in Law and Economics graduate degrees, Bachelor of Arts in Accounting, Bachelor of Arts in Business Administration & Management, Bachelor of Arts in Data Science, Bachelor of Arts in Information Technology, Master of Science in Big Data Analytics and Master of Science in Cyber Security.

Additionally, they've submitted a request to modify the following programs: BA in Accounting, BA in Business Administration, BA in Data Science, BA in Economics, BA in Finance, BA in

Information Technology, BA in International Affairs, BA in Political Science and Master's in Business Administration.

Lastly, they've submitted a request for name change from BAU International University to Bay Atlantic University.

The Commission voted unanimously to approve the application for license renewal, program amendments to add and modify and the application for name change submitted by BAU International University synchronous with the current license approval.

iii. PECB University

The PECB University submitted an amendment application requesting new location and name change. The institution was required by landlord to move from 2nd floor to 7th floor in the same building and they wish to change name from PECB University to Washington Institute of Technology.

The Commission voted unanimously to approve the application for amendment of location change submitted by the PECB University synchronous with the current approval.

PECB University is for-profit entity and un-accredited which makes it impermissible by law for the Commission to approve the request for the Good Cause Waiver to use "Washington" in their name.

iv. Hamilton College

Hamilton College submitted an application requesting renewal of its conditional exemption to continue offering the Hamilton in Washington program.

The Commission voted unanimously to approve the application for Conditional Exemption Renewal submitted for a period of one (1) year, not to exceed November 30, 2019 conditioned upon satisfactorily securing the Home Occupation Permit, should it be required by the DC Department of Consumer and Regulatory Affairs.

v. Sistema Universitario Ana G. Mendez Universidad del Este

The Sistema Universitario Ana G. Mendez Universidad del Este submitted an application requesting license renewal to continue offering the degree program: Associate of Science in Culinary Arts, Bachelor of Science in Culinary Management, and Associate in Science Major in Culinary Arts; an amendment to add programs: Bachelor in Social Sciences-Psychology, Bachelor of Science in Public Health- Health Services Management, Master in Management-Health Service Management; & Master in Public Administration-Public and Non-Profit Management and an amendment to change name to: Universidad Ana G. Mendez- Carolina Campus

The Commission voted unanimously to approve the application for license renewal for a period of one year not to exceed January 31, 2020 as well as the applications for program amendments and name change to be synchronous with the institution's current approval.

vi. iTeach (DC)

iTeach,(DC) submitted an application requesting license renewal to continue offering non-degree programs in Teacher Certification.

The Commission voted unanimously to defer decision on the application for renewal submitted by iTeach, (DC) until clarification has been received from the OSSE Division of Teaching and Learning regarding the status of the their approval of the iTeach program.

vii. The Salon Professional Academy (DC)

The Salon Professional Academy (DC) submitted to an application requesting license renewal to continue offering non-degree programs in: Cosmetology, Esthetics, Master Esthetics and Instructor Program.

The Commission voted unanimously to approve the application for renewal submitted by The Salon Professional Academy for a period of one (1) year not to exceed January 2020, with the condition that there be a presentation of the sales agreement presented to the Commission within the next seven days (due January 22, 2019).

viii. United Planning Organization

The United Planning Organization submitted an application requesting license renewal to continue offering non-degree programs in: Emergency Medical Technician (EMT), IT Help Desk and Application Support Specialist, Hospitality Hotel and Tourism Industry Service Worker, Culinary Arts Professional, Building Maintenance Professional, Employment Workshop: Job Readiness Program, Electrical Technician, Hospitality Industry Food Service Worker, Plumbing Technician, Job Placement Employment Assistance and Case Management Services, Weatherization & Building Analyst, and Electrical Installation Professional (Telecom).

They've submitted an applications for program amendment to modify to the following programs: Emergency Medical Technician, IT Helpdesk, Culinary Arts, Building Maintenance, Electrical Technician, and Electrical Installation; program amendment to add Strength Base Family Worker, Child Development Associate and Commercial Drive License.

The institution submitted location amendments to add 601 Edgewood Terrace, NE and close two locations: 3230 Pennsylvania Ave, SE and 1401 H Street, NW.

The Commission voted unanimously to approve the application license renewal for a period of one (1) year, not to exceed November 30, 2020 and program amendments and the addition of two (2) locations synchronous with the current approval.

The Commission also requests that the credentials of new hires be forwarded to the Commission once they have been secured and prior to programming resumes.

ix. Transemantics Inc./International Language Institute

Transemantics Inc./International Language Institute submitted an application requesting license renewal to continue offering: Academic Preparation for standardized testing (GMAT, GRE, SAT, SSAT, LSAT, and Speed Reading); English as a Second Language (Intensive and Semi-Intensive); Foreign Languages (Arabic, Chinese, Farsi, French, Hindi, Italian, Korean, Japanese, Portuguese, Russian, Spanish, etc.); and TESOL/TEFL certificate programs.

The Commission voted unanimously to approve the application for renewal for a period of two years not to exceed January 31, 2021 with the conditions that the institution provide its insurance certificate by the end of February 2019, that it provides its emergency operations plan and that files cabinets containing student records are moved to a secure location.

C. Provisional Conditional Exemption

i. Infinite 8 Institute

Infinite 8 Institute submitted an application for Conditional Exemption or Exclusion under the provisions of DC Official Code 38-1310 (a)(5) to offer certificate courses in: Commercial Drone Pilot Apprenticeship and Commercial Drone Software Developer Apprenticeship.

The Commission voted (3 affirmative, 1 negative) to deny the request for Conditional Exemption or Exclusion submitted by Infinite 8 Institute.

ii. Florida International University

Florida International University submitted an application for Conditional Exemption or Exclusion under the provisions of DC Official Code 38-1310 (f) to offer degree programs in: Student Intern Support COM 4940: College of Communication and the Arts Internship Course, Journalism Internship Course, ISS 4382 Effective Governmental Communications: Washington Center/School of International and Public Affairs (offered online only), Executive Education: Training of Latin American Journalists on Emerging Tropical diseases, and Executive Education: Cybersecurity Policy for Member Country representatives of the Organization of American States.

The Commission voted unanimously to approve the application for Conditional Exemption submitted by Florida International University for a period of one (1) year, not to exceed January 31, 2020 and that a fine in the amount of five-hundred dollars (\$500.00) be imposed for unlicensed activity in the District of Columbia.

XI. Closure Plan

A. Launch Academy

Launch Academy submitted the school closure form, with an effective date of February 15, 2019 citing lack of interest in the program offerings in the District as the reason for the closure. The institution did not have any DC enrollments therefore there are no student records to account for.

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

XII. Pending Cases

A. Saint Michael School of Allied Health

Re: Complaint C2018-011

On October 11, 2018, the Commission received a complaint from Ms. Latasha Cotton against Saint Michael's School of Allied Health regarding concerns about being improperly dismissed, being refused her academic transcript and alleging discrimination.

On October 22, 2018 the Commission received a response from the institution addressing Ms. Cotton's concerns.

Ms. Cotton will be allowed to pick up her transcript without any conditions.

The other matters were referred to a hearing to be scheduled at a later date.

XIII. Correspondence and Communications

A. Excel Automotive Institute

Re: Acting Executive Director

In a letter dated January 3, 2019, from Henry G. Schultz, Vice Chairperson, BOT, on behalf of Excel Automotive Institute, Commission was notified that LaChaun Vire has resigned as Executive Director of the institute and that Alfonso Galvez has been appointed Acting Executive Director.

No action required by the Commission at this time.

B. Adtalem Global Education

In a letter dated December 14, 2018, from Mr. Dave Nichols, Senior Director of Educational Authorization the Commission was informed that the stock transfer of US Education LLC, DBA Carrington College Group to San Joaquin Valley College, Inc. and the stock transfer of DeVry University, Inc to Cogswell Education, LLC were both completed effective December 4, 2018 and December 11, 2018, respectively. Formal notice will be provided.

In addition, the correspondence was sent as official notification of administrative changes within Adtalem Global Education's Licensing Department and the introduction of Mr. Dave Nichols. No action required by the Commission at this time.

C. Strayer University – Office of General Counsel

Re: Proposed JWMI Healthcare Graduate Certificate & JWMI Human Resources Graduate Certificate

In letter dated November 2, 2018, from Ms. Lisa Sincere, Associate General Counsel, the Commission was notified of two proposed additions to Strayer University's program offerings: adding to The Jack Welch Management Institute (JWMI) program a Healthcare Graduate Certificate and a Human Resource Graduate Certificate. The new educational offerings were approved by the Curriculum and Assessment Committee of the Board of Trustees, as well as by the full Board of Trustees.

No action required by the Commission at this time.

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

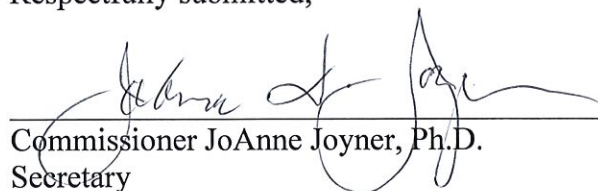
There were no comments from the public.

XV. Next Public Meeting: March 15, 2019

XVI. Adjournment

Having no further business, the meeting was adjourned at 4:58 pm.

Respectfully submitted,



Commissioner JoAnne Joyner, Ph.D.
Secretary