

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 19-03
March 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 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

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

Guests Present: Toni Thomas Associates
Raquel Williams Jones
Toni Thomas

D.C. Board of Barber and Cosmetology
Mark Wills
Sharon Young

University of the People
Asaf Wolff *
Pascaline Servan-Schreiber *

SOME Center for Employment Training
Veronica Wright
Emily Price
Suzanne Jayaraman

Innovative Institute
Christopher Azoroh

Aveda Institute
Jason Blackwell
Daniel Buckingham
Nicki Morant

D.C. Central Kitchen
Kimberly Brown

The Archer Center
Michelle Chin

Olivet University
Christopher Chu
Sarah Lafleur

Flatiron School
Josh Daniell
Alan Gallegos
James Leslie

Bay Atlantic University
Timur Edib
Sinem Vatanartiran

Excel Automotive Institute
Andra Fields
Alfonso Galvez

University of the Potomac
Andrea Ford
Rick Murphree

General Assembly
Paul Gleger

Graduate School USA
James Green

Certification School Worldwide
Jacqueline Howard-Matthews
Robert Jordan

iTeach, D.C.

Andrew Rozell
HealthWrite Training Academy
Zerita Hudson
Calvary Bible Institute
Karen McNair, DSL
The Catholic University of America
James Monaghan
Byte Back, Inc.
Derrick Washington
Eastern Academy of Health Sciences at Eastern High School
Commander Julius Jackson
*Present by teleconference

II. Ascertainment of Quorum

Three (3) Commission members were present constituting a quorum.

III. Approval of the Agenda

The Commission voted to approve the March 15, 2019 agenda.

IV. Executive Session

The executive session began at 9:42 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. **JJPG Corporation d/b/a Flair Beauty Institute** initially requested a hearing on the matter of the denial. That hearing was scheduled for March 13, 2019. On March 11, 2019 the institution submitted a letter requesting that the hearing be cancelled and has indicated a desire to move forward with the closure.
- B. **The University of the Potomac** will provide the Commission with a site visit once the renovations have been completed. The institution will remain on the after action report until the renovations have been completed.

- C. **Aveda Institute (complaint #C2018-008)**, versus Sophia Kelly will be addressed on the full agenda.
- D. **The University of the People** (see unfinished business)
- E. **Innovative Institute (case #D2018-003)**, will need to sign the Offer of Compromise today.
- F. **Mid-Atlantic College (case #D2018-002)**, will need to sign the Offer of Compromise today.
- G. The **MedStar Washington Hospital Center** submitted the Commission's request for a policy or process regarding their recruitment practices, as well as their projections as it relates to a relationship with the Department of Employment Services.
- H. **The University of Southern California** responded to the Commission's January 15, 2019 request providing clarification around the proposed criminal justice program and the Masters of Science in Geographic Information Science and Technology.
- I. **Bennett Career Institute** has been removed from probation, confirmed in correspondence received from the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS).
- J. **Pepperdine University** remitted the fine for the unlicensed activity.
- K. The **Salon Professional Academy** provided the Commission with the insurance certificate, surety bond for the new owners, as well as the final sales transaction with the new buyer.
- L. **Thinkful, Incorporated** has submitted the operating plan detailing their income expectations.
- M. The **Infinite 8 Institute** responded to the notice of infraction requesting to appeal, and they have until today, March 15, 2019, to reply to the Notice of Intent to Deny.
- N. The **Florida International University** remitted the fine for operating without a license.
- O. **The St. Michael's School of Allied Health versus Latasha Cotton (complaint #C2018-011)** has a hearing scheduled for April 4, 2019 at 10:00 a.m. at the Office of the State Superintendent of Education (OSSE).

- P. **iTeach, D.C.** (see unfinished business for an update regarding their status with the Division of Teaching and Learning here at the Office of the State Superintendent of Education.)
- Q. **Hamilton College** (see unfinished business for update regarding the relocation in lieu of securing a home occupation permit.)

The Commission voted to issue a fine to Thinkful, Inc. for operating without a license. There were no additional questions, concerns or guidance.

VI. Public Comment (reserved for agenda items only)

Ms. Jennifer Usis requested a private conversation with the Commission regarding her concern about a complaint process.

VII. Consent Agenda

A. Approval of the January 15, 2019 meeting minutes

The Commission voted to approve the minutes from the January 15, 2019 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
Career Technical Institute	Renewal and amendments (9)	March 31, 2020

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	Current Expiration
Drexel University	Amendment	7/31/2019
General Assembly (ND)	New Programs – Cybersecurity for Developers; Cybersecurity for Developers Remote Modifications - Web Development Immersive; Web Development Immersive Remote	5/31/2019

CONDITIONAL EXEMPTIONS

Institutions	Approval Type	Expiration Date if Approved
The University of Texas at Dallas- The Archer Center	Renewal	March 31, 2020

STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA)

Institutions	Approval Type	Expiration Date if Approved
The Catholic University of America	Renewal	March 31, 2020
Trinity Washington University	Renewal	March 31, 2020

STATE APPROVING AGENCY APPROVALS

January 1 – February 28, 2019

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 International Business and Policy 2. Bachelor of Science in Business and Global Affairs 3. Graduate Certificate in Lean and Agile Practices 4. Graduate Certificate in Competitive Business Intelligence
George Washington University	1. 45 new programs approved.
Middlebury College	1. Initial Approval (Facility) 2. Master of Arts, Intl Trade and Economic Diplomacy
Catholic University of America	1. Bachelor of Science in Nursing

Program Amendments

Institution Name	Program Name
The Chicago School of Professional Psychology	1. 11 programs were amended.
American University	2. 27 programs amended

Program Withdrawals

Institution Name	Program Name
University of Phoenix	1. Facility withdrawn; 48 programs were withdrawn.
Graduate School	2. Facility withdrawn; 19 programs withdrawn

NON-COLLEGE DEGREE (NCD)

New Programs

Institution Name	Program Name
Georgetown University-School of Continuing Studies	1. Certificate in Strategic Management

The Commission removed from the consent agenda the University of the Potomac, Graduate School USA, Toni Thomas Associates, Inc. Community Empowerment Training Academy, HealthWrite Training Academy, Calvary Baptist Institute and SOME Center for Employment Training. 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 the Potomac

The Commission voted unanimously to approve the application for renewal submitted by the University of the Potomac, for a period of one (1) year not to exceed January 31, 2020.

B. Graduate School, USA

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

C. Toni Thomas Associates d/b/a Community Empowerment Training Academy

The Commission voted unanimously to approve the application for renewal and amendment to offer the Entrepreneurship and Small Business certificate program submitted by Toni Thomas Associates d/b/a Community Empowerment Training Academy, for a period of one (1) year not to exceed March 31, 2020.

D. HealthWrite Training Academy

The Commission voted unanimously to approve the application for renewal submitted by the HealthWrite Training Academy, for a period of one (1) year not to exceed March 31, 2020.

E. Calvary Bible Institute

The Commission voted (2 affirmative, 1 negative) to approve the application for renewal submitted by the Calvary Bible Institute, for a period of two (2) years not to exceed March 31, 2021 with conditions to complete the emergency plan and submit a copy of the memorandum of understanding with Lancaster College within thirty (30) days.

F. S.O.M.E. Center for Employment Training

The Commission voted unanimously to approve the application for renewal submitted by the S.O.M.E. Center for Employment Training, for a period of one (1) year not to exceed January 31, 2021.

IX. Unfinished Business

A. University of the People

The University of the People submitted 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.

RECAP from 1/15/2019 meeting:

At the January 15, 2019 public session the Commission due to technical difficulties with the phone connection, rescheduled the matter for the March 15, 2019 public meeting.

The Commission voted unanimously to approve the request for provisional licensure submitted by the University of the People for one (1) year, not to exceed March 31, 2020 with the condition that the institution submit a written response to the accreditation status, catastrophic event policy, a financial audit and the absence of the Master of Art in Education of the official website.

B. iTeach, D.C.

iTeach, D.C. submitted an application requesting license renewal to continue offering non-degree programs in: Teacher Certification.

RECAP from 1/15/2019 meeting:

At the January 15, 2019 meeting, the Commission voted unanimously to defer decision on the application for renewal submitted by iTeach, D.C. until clarification has been received from OSSE's Division of Teaching and Learning pertaining to their approval of iTeach as a qualified teacher preparation program.

The Commission voted unanimously to defer action on the application for renewal submitted by iTeach, D.C. until the July 2019 public session.

C. Hamilton College

Hamilton College submitted an application requesting a location change.

RECAP from 1/15/2019 meeting:

At the January 15, 2019 public session the Commission approved the conditional exemption renewal contingent upon the institution securing a home occupation permit, if required by DCRA. The institution instead opted to find an alternative location to offer the Hamilton in Washington program.

The Commission voted unanimously to approve the application for location change submitted by Hamilton College synchronous to the current approval.

X. Pending Cases

A. Aveda Institute

Re: Complaint C2018-017

On December 18, 2018, the Commission received a complaint from Ms. Nikki Morant via email against Aveda Beauty Institute regarding concerns about inadequate teaching materials, poorly maintained facility, instructional quality and institutional policies.

The Commission voted unanimously to refer case C2018-017 and C2018-018 to a hearing and that the admissions be suspended to the AVEDA program until after the report of the hearing.

Re: Complaint C2018-018

On December 17, 2018, the Commission received a complaint from Ms. Stephanie Walker against Aveda Institute stating concerns about externship locations, racism, constant turn-over in staff and faculty, failure to provide transportation stipends and theft.

The Commission voted unanimously to dismiss the complaint C2018-018 as resolved.

Re: Complaint C2018-008

The Commission voted unanimously to dismiss the complaint C2018-008 as resolved.

XI. Applications for Licensure/Exemption

A. Provisional

i. Certification School Worldwide

Certification School Worldwide submitted an application for provisional licensure to offer certificate programs in: Business & Entrepreneurship, IT Administration, Cyber Security, Green Infrastructure, Style and Wellness and Early Education.

The Commission voted (2 affirmative, 1 negative) to approve the application for provisional licensure submitted by the Certification School Worldwide for a period of one (1) year, not to exceed March 31, 2020.

B. Renewals/Amendment Applications

i. Excel Automotive Institute

Excel Automotive Institute submitted an application requesting license renewal to continue offering certificate programs in: Auto Tech Specialist I, Auto Tech Specialist II, Auto Specialist III and Maintenance and Light Repair.

The Commission voted unanimously to defer action on the application submitted by the Excel Automotive Institute until the May 2, 2019 public meeting with the conditions to submit a financial audit or statement of financial stability that references the individual responsible for the finances, proof of library holdings, proof of records security, proof of record organization, and the catastrophic events policy due no later than April 2, 2019.

ii. Innovative Institute

Innovative Institute submitted an application requesting license renewal to continue offering non-degree certificate programs in: Certified Nursing Assistant (CNA) Training, Home Health Aide (HHA) Training and CNA to HHA Bridge Program.

The Commission voted unanimously to approve the application for license renewal submitted by the Innovative Institute for one (1) year, not to exceed November 30, 2019 with conditions to submit bank statement documentation that demonstrates financial stability, an annual data survey, a plan to return to the Comprehensive Adult Student Assessment System (CASAS), and correction to the student records, to include a general ledger due no later than April 15, 2019.

iii. Mid-Atlantic College

Mid-Atlantic College submitted an application requesting licensure renewal to continue offering the RN to BSN degree program.

The Commission voted (2 affirmative, 1 negative) to defer decision on the application for licensure renewal submitted by the Mid-Atlantic College until the May 2, 2019 public meeting with condition of providing proof of six (6) months operating expenses in the Mid-Atlantic bank account, and a full disclosure of the arrangements with the University of America.

iv. Olivet University

Olivet University submitted an application requesting licensure renewal to continue offering certificate and degree programs in: Washington Journalism Major Program, Master of Arts in Journalism Program, Advanced News Writing Certificate Program, Multimedia Journalism Certificate Program and Digital Journalism Certificate Program.

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

v. Byte Back

Byte Back submitted an application requesting license renewal to continue offering the non-degree programs in: PC for Beginners, Office Track, Computer Literacy Training and Office Track in Spanish, Microsoft Office Specialist Training, Microsoft Office Specialist Excel (MOS Excel) Training, Microsoft Office Specialist (MOS Outlook) Training, PC Hardware and Network Fundamentals Training, Microsoft Technology Associate: Networking Fundamentals Certification Training(MTA), CompTIA A+ Certification Training and CompTIA IT Fundamentals Certification.

The Commission voted unanimously to approve the application for license renewal submitted by Byte Back for a period of one year not to exceed March 31, 2020 with the understanding that they need to submit an Emergency Operations Plan.

vi. Flatiron School

Flatiron School submitted an application requesting license renewal to continue offering non-degree certificate programs in: Data Science – On-campus, Data Science – Online, Full Stack Web Developer Immersive – Online, Full Stack Web Developer Immersive On-Campus and Introduction to Data Science,

Program Amendment to add new programs in: Data Science Fellowship, Full-Time Online Data Science, Part-Time Online Data Science, Full-Time Online Software Engineering, Part-Time Online Software Engineering,

Program Modifications to existing programs: Data Science and Full Stack Web Developer Immersive On-campus, Full Stack Web Developer Immersive On-campus, Data Science – Online, and Full Stack Web Developer Immersive – Online.

The Commission voted unanimously to approve the application for renewal, program amendment to add new programs and program modification submitted by the Flatiron School for a period of one (1) year, not to exceed January 31, 2020.

vii. DC Central Kitchen

DC Central Kitchen submitted an application requesting license amendment to add a new location (THEARC, 1901 Mississippi Avenue, SE WDC 20020) to continue offering non-degree programs in: culinary job training.

The Commission voted unanimously to approve the application for license amendment to add a new location submitted by DC Central Kitchen synchronous with the current approval, with the conditions to submit a Certificate of Occupancy and have a site visit to ascertain the readiness of operation.

viii. General Assembly

General Assembly submitted an application requesting program amendment to add two (2) new programs in part-time Cybersecurity for Developers and Cybersecurity for Developers Remote and an application for location change to 509 7th Street, NW Washington, DC 20004.

The Commission voted to approve the program amendments and unanimously to defer decision on the application requesting location change until the May 2, 2019 public meeting with the conditions to submit a Certificate of Occupancy and complete a second site visit.

C. Conditional Exemption/Exclusion

i. Colgate University

Colgate University submitted an application for Conditional Exemption under the provisions of DC Official Code 38-1310 (f) to offer degree courses in: Washington DC Study Group and undergraduate courses.

The Commission voted unanimously to approve the request for Conditional Exemption or Exclusion submitted by Colgate University for a period of one (1) year, not to exceed March 31, 2020 with a fine of five-hundred dollars (\$500.00) levied for unlicensed activity.

ii. Michigan State University

Michigan State University submitted an application for Conditional Exemption under the provisions of DC Official Code 38-1310 (f) to offer degree courses: Elements of Federal Policy Development in the Natural Resources Arena and Freshman Seminar, Washington DC.

The Commission voted unanimously to approve the application for Conditional Exemption submitted by Michigan State University for a period of one (1) year, not to exceed March 31, 2020.

XII. Fact Finding Hearing

A. Bay Atlantic University (formally BAU International University)

Bay Atlantic University (formally BAU International University) was deemed to be revoked of accreditation pursuant to Section 2-3-401 of the Accreditation Criteria, by the Accrediting Council for Independent Colleges and Schools (ACICS) effective January 7, 2019, due to failure to submit AFR and audited financial statements. The action was not appealable. BAU representatives appeared before the Commission on Jan 15, 2019 and did not disclose this information to the Commission. In a letter from ACICS dated February 27, 2019 the institution's accreditation revocation was reinstated but with the council decision to continue the financial show-cause directive.

The Commission moved to continue the Fact Finding Hearing for Bay Atlantic University at the May 2, 2019 public meeting.

XIII. Correspondence and Communications

A. University of Saint Augustine for Health Sciences

Re: Change of Ownership Completed

In a letter dated February 7, 2019, from Divina Grossman, PhD, RN, FAAN, President and CAO, provided notification that the change of ownership of the University of St. Augustine was approved and completed February 1, 2019.

In addition to change of ownership, also effective February 1, 2019, the University of St. Augustine Acquisition Corporation owns USAHS. USAHS is wholly-owned by University of St. Augustine Intermediate Corp., which is wholly-owned by University of St. Augustine Parent Corp., which in turn is wholly-owned and controlled by entities affiliated with Altas Partners LP.

No action required by the Commission at this time.

B. Dream Center Education – Holding-Receivership

In an email received from Kate Dillon Hogan, Sr. Vice President for Compliance and Regulatory Affairs, provided notification that the Dream Center Education Holding LLC (DCEH), has entered into Federal Receivership effective Friday, January 18, 2019. Federal receivership means a legally-appointed receiver acts as custodian of a company's assets or business operations as they work out legacy leases, contracts and claims and restructure debt.

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)

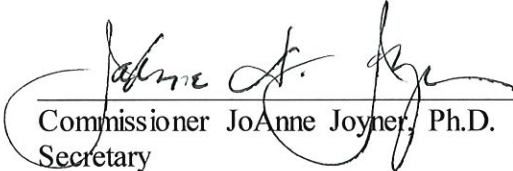
There were no comments from the public.

XV. Next Public Meeting: May 2, 2019

XVI. Adjournment

Having no further business, the meeting was adjourned at 4:00 pm.

Respectfully submitted,



Commissioner JoAnne Joyner, Ph.D.
Secretary