

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 19-05
May 2, 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 10:01 am.

Commissioners Present: Commissioner Mary Dilworth, Ed.D., Chair
Commissioner John Cross, A.B., A.M., M.S., Vice Chair
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
Everette Jackson, Jr., SAA Compliance Specialist
Nagesh Tammara, Attorney Advisor
Maia Turner, Administrative Assistant

Guests Present: General Assembly
Paul Gleger
Shaun Loria
Ben Grimmig

Excel Automotive Institute
Anthony Hubbard
Alfonso Galvez
Anthony Hales
Shamanda Osby

Mid-Atlantic College
Christopher Azoroh

D.C. Board of Nursing
Dr. Bonita Jenkins

Community Care Training Services

Margaret Collins
Lakel Ebb
Nicole Young

Claremont Graduate University
Phaidra Spears
Teresa Shaw

Four Walls Career & Technical Education Center
Edward Pinkard
Nedra Jones
Judy Clay
Lettica Nichols

Nursing Assistant Academy
Valerie Washington

Aveda Institute
Lauren Fender
Daniel Buckingham

Flatiron School, LLC
Alan Gallegos

Bard College
Vanessa Anderson
Erin Bino
Clara Botstein
Stephen Tremaine
Hellen Tzow

PECB University
Faton Aliu

Chicago School of Professional Psychology
Heather Sheets

Bay Atlantic University
Timur Edib

Career Technical Institute
Dr. Sharon Conn

Thinkful, Inc.
Adam Leveson

Strayer University
Lisa Sincere
Kathleen Stone
Lisa Raisor

II. Ascertainment of Quorum

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

III. Approval of the Agenda

The Commission voted to approve the May 2, 2019 agenda.

IV. Executive Session

The executive session began at 10:03 am and concluded at 10:49 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 **University of the People** submitted the required catastrophic events policy. Their webpage has been updated with the relevant Master of Arts in Education, and they have supplied the accreditation findings.
- B. **Innovative Institute** submitted the plans to correct their student records, specifically around the general ledger. They also submitted the 2018 annual data survey as well as bank statements. They didn't provide budgets to ascertain whether or not the funding is adequate to cover the needs. They are working on a plan to return to PRAXIS testing but do not have an estimated completion date for that yet, and the move to QuickBooks is to be effective June 1, 2019.
- C. **Mid-Atlantic College** submitted a bank statement that showed there was capital available, however; they have not supplied a budget to support whether or not that capital is sufficient for their six months of operating expenses.
- D. **Thinkful, Inc.** anticipates that their audited financial statement will be available this summer, and they remitted the \$500 fine for unlicensed activity.
- E. **Infinite 8 Institute** submitted a request for a hearing on the matter of the notice of infraction for advertising without approval. The notice of intent to deny the request for exclusion did not request a hearing, so the hearing for the notice of infraction has been scheduled for May 9, 2019.

- F. **Calvary Bible Institute** (see Unfinished Business)
- G. **Aveda Institute (case #C2018-017 and C2018-018)**, hearings have been scheduled for June 6, 2019.
- H. The **Excel Automotive Institute** have given updates around the actions from the last appearance March 2, 2019.
- I. **D.C. Central Kitchen** submitted their certificate of occupancy and had a satisfactory site visit and are now in compliance.
- J. The **General Assembly** submitted their certificate of occupancy and had a satisfactory site visit.
- K. The **Certification School Worldwide** requested an extension on the submission of their audit, filed an extension request with the Internal Revenue Service (IRS). They have not yet provided the list of contracts to evidence revenue stream.
- L. **Bay Atlantic University** (see Correspondence)
- M. **Colgate University** remitted the \$500 fine for unlicensed activity.
- N. The **Eastern Academy of Health Sciences** EMS program is limited to high school students', therefore, it does not fall under the purview of the Higher Education Licensure Commission.

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 March 15, 2019 meeting minutes

The Commission voted to approve the minutes from the March 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.

CONDITIONAL EXEMPTIONS

Institutions	Approval Type	Expiration Date if Approved
---------------------	----------------------	------------------------------------

University of Connecticut School of Law	Conditional Exemption	March 31, 2020
--	-----------------------	----------------

STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA)

Institutions	Approval Type	Expiration Date if Approved
University of the Potomac	Renewal	May 31, 2020

STATE APPROVING AGENCY APPROVALS

March 1 – April 30, 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
Career Technical Institute	1. Initial Approval (changed from NCD to IHL institution)
George Washington University	1. Master of Laws (LL.M.) Natl & Cyber Sec Law 2. MS in Law, Government Procurement Law 3. Master of Public Health in the field of Global program Design, Monitoring, and Evaluation
Strayer University	1. Catalog Approved (no program changes)
Strayer University (Online)	1. Catalog Approved (no program changes)

Program Withdrawals

Institution Name	Program Name
Gallaudet University	1. Inactive Facility Code Withdrawn (no program impact)

NON-COLLEGE DEGREE (NCD)

Program Modifications

Institution Name	Program Name
General Assembly	1. Software Engineering Immersive (program name changed from Web Development Immersive)

LICENSURE AND CERTIFICATION

Institution Name	Examination
The National Certification Commission for Acupuncture and	1. Foundations of Oriental Medicine 2. Acupuncture with Point Location

Oriental Medicine	3. Biomedicine 4. Chinese Herbology
--------------------------	--

The Commission removed from the consent agenda the Institute of World Politics and Syracuse University. With the stated changes, the Commission voted unanimously to approve the consent agenda.

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

A. Institute of World Politics

Institute of World Politics submitted an application for license renewal to continue offering the Doctorate in Statecraft and National Security, Master of Arts in Statecraft and International Affairs, Master of Arts in Strategic Intelligence Studies, Master of Arts in Strategic and International Studies, Master of Arts in Statecraft and National Security Affairs, Executive Master of Arts in National Security Affairs, Certificate in Strategic Studies, Certificate of Graduate Studies and an Undergraduate Certificate in Lynde and Harry Bradley Seminar on Constitutional and Economic Principles.

The Commission voted unanimously to approve the application for renewal submitted by the Institute of World Politics, for a period of one (1) year not to exceed May 31, 2020 with the condition to submit a letter indicating the level of commitment of faculty member Dr. Pillsbury.

B. Syracuse University

Syracuse University submitted an application for license renewal to continue offering the Global Security and Development Program, January Intersession, BDJ 675, Law 901/902, Public Diplomacy, and Maymester, Summer Practicum courses.

The Commission voted unanimously to approve the application for renewal submitted by Syracuse University, for a period of one (1) year not to exceed May 31, 2020, with the condition to submit a statement regarding the change in leadership and administration within the university and the program.

IX. Unfinished Business

A. General Assembly

RECAP from 03/15/2019 meeting:

During the March 15, 2019 meeting, the Commission voted unanimously to defer decision on the application requesting change in location to 509 7th Street, NW Washington, DC 20004 until the May 2, 2019 public meeting with the conditions to submit a Certificate of Occupancy and receive a second site visit.

General Assembly submitted an application requesting license renewal to continue offering non-degree programs in: Android Development, Cybersecurity for Developers, Data Analytics, Data Science, Digital Marketing, Front-end Web Development, HTML CSS & Web Design Circuit, IOS Development, Javascript, Product Management, Python Programming, User Experience Design, Visual Design, & Software Engineering.

The Commission voted unanimously to approve the request for renewal and location change submitted by General Assembly for one (1) year, not to exceed March 31, 2020.

B. 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.

RECAP from 03/15/2019 meeting:

At the March 15, 2019 meeting, 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.

The Commission voted unanimously to approve the application requesting renewal submitted by the Excel Automotive Institute for one (1) year, not to exceed July 31, 2019, with the condition to submit updated by laws no later than October 31, 2019.

C. Mid-Atlantic College

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

RECAP from 03/15/2019 meeting:

At the March 15, 2019 public meeting, 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 in the Mid-Atlantic bank account and a full disclosure of the arrangements with the University of America.

The Commission voted (2 affirmative, 1 negative) to approve the application for licensure renewal submitted by Mid-Atlantic College for one (1) year, not to exceed November 30, 2019, with the condition that the budget be presented within thirty (30) days from May 2, 2019.

X. Pending Cases

A. St. Michaels College of Allied Health

Re: Complaint C2018-011

On April 4, the Commission held a hearing on the matter of C2018-011 L. Cotton v St. Michaels College of Allied Health which appears on today's agenda for final action.

The Commission voted unanimously to dismiss the case with recommendation that Ms. Cotton and the staff at St. Michaels College of Allied Health attempt to work out a way for Ms. Cotton to complete her diploma.

Re: Complaint C2019-003

The Commission voted unanimously to dismiss the complaint C2019-003 (S. Graves versus Washington School for Secretaries).

XI. Applications for Licensure/Exemption

A. Provisional

i. Community Care Training Services

Community Care Training Services submitted an application for provisional licensure to offer certificate programs in: Home Health Aide (HHA) and CPR First Aid/AED.

The Commission voted (2 affirmative, 1 negative) to defer decision on the application for provisional licensure submitted by Community Care Training Services until the July 15, 2019 public meeting. Applicant is to submit additional information requested by June 15, 2019.

ii. Claremont Graduate University

Claremont Graduate University submitted an application for provisional licensure to offer degree programs in: Master of Science in Information Systems and Technology, Master of Science in Evaluation and Applied Research, and Master of Science in Marketing Analytics.

The Commission voted unanimously to approve the application submitted by Claremont Graduate University for one (1) year, not to exceed May 31, 2020, with the condition to submit the missing finance pages and the information referencing the accrediting status of The American Positive Psychology Association.

B. Renewals/Amendment Applications

i. Four Walls Career & Technical Education Center

Four Walls Career & Technical Education Center submitted an application requesting license renewal to continue offering non-degree certificate programs in: Adult Basic Education/General Education Diploma (ABE/GED), National External Diploma Program (NEDP), Digital Literacy,

CORE Curriculum (Construction), Stationary Steam Engineering, Electrical Wiring, and Heating Ventilation and Air Conditioning (HVAC).

The Four Walls Career & Technical Education Center also submitted an application requesting program amendment to discontinue Virtual Enterprise/ Business & Technology, Computer Aided Design and Plumbing due to low enrollment.

The Commission voted unanimously to approve both the applications for license renewal and program amendment submitted by Four Walls Career and Technical Education Center for a period of one (1) year, not to exceed January 31, 2020.

ii. Nursing Assistant Academy

The Nursing Assistant Academy submitted an application requesting license renewal to continue offering non-degree certificate program in: Nursing Assistant (NA).

The Commission voted unanimously to approve the application for license renewal submitted by the Nursing Assistant Academy for one (1) year, not to exceed March 31, 2020.

iii. Aveda Institute Washington, D.C.

The Aveda Institute, Washington, D.C. (Beauty Basics, Inc.) submitted an application requesting licensure renewal to continue offering non-degree programs in: Cosmetology, Esthiology and Instructor Training. The Aveda Institute, Washington, D.C. (Beauty Basics, Inc.) also submitted an application for amendment requesting name change to: Aveda Arts & Sciences Institute Washington DC.

The Commission voted unanimously to defer decision on the application for licensure renewal submitted by the Aveda Institute until the July 15, 2019 public meeting with condition of providing a certificate of Clean Hands and a fixed washer and dryer not later than June 2, 2019.

The Commission voted unanimously to approve the name change to Aveda Arts and Science Institute. The Commission also requested the submission of proposed advertisement without the use of Washington, DC in the official name for review and approval.

iv. Flatiron School, LLC

Flatiron School LLC submitted an application for program amendment to add User Interface (UI) Design and User Experience (UX) Design through online format and increase tuition for already approved programs.

The Commission voted unanimously to approve the application for renewal submitted by Flatiron School, LLC synchronous with the current approval.

v. Bard College

Bard College submitted an application requesting license renewal to continue offering the degree program in: Associate of Arts.

Bard College also submitted an application requesting program amendment to delete the programs previously offered at LAYC thru the Clemente program: Literature, Philosophy, American History, Art History, Critical Thinking, and Writing.

Additionally, the institution is seeking location change to: 4430 H Street, SE WDC 20019

The Commission voted unanimously to approve the application for license renewal, program amendment and location change submitted by Bard College for a period of one year not to exceed May 31, 2020.

vi. PECB University

The PECB University submitted an application requesting license renewal to continue offering Master in Business *degrees* in: Information Security Management, Business Continuity Management, Information Technology Service Management, Quality Management, & Risk Management and

Certificate programs in: Business Administration, Management Systems Administration, Information Security Management, Business Continuity Management, Information Technology Service Management, Quality Management and Risk Management.

The Commission voted unanimously to approve the application for renewal to continue offering the Master's programs and Certificate programs submitted by PECB University for a period of one (1) year, not to exceed May 31, 2020, with the condition to provide a signed surety bond no later than June 15, 2019.

vii. The Chicago School of Professional Psychology

The Chicago School of Professional Psychology submitted an application requesting license renewal to continue offering *degree programs* in: M.A. Clinical Mental Health Counseling, M.A. Counseling Psychology, M.A. Forensic Psychology: Professional Counselor Licensure Track, M.A. Industrial and Organizational Psychology: Internship/Thesis, Dual Enrollment: MA Counseling Psychology and MS Applied Behavior Analysis, MS Applied Behavior Analysis, Doctor of Business Psychology, Consulting Track, Doctor of Counselor Education and Supervision, Doctor of International Psychology, Doctor of Organizational Leadership, Doctor of Clinical Psychology, Doctor of School Psychology, Post-Bachelor's Doctor of Applied Behavior Analysis, Post Masters Doctor of Applied Behavior Analysis, Post Masters Doctor of Applied Behavior Analysis, Credential Track and Graduate Certificate in Applied Behavior Analysis.

The Commission voted unanimously to approve the application for licensure renewal submitted by The Chicago School of Professional Psychology for a period of one (1) year, not to exceed May 31, 2020.

XII. Closure Plan

A. JJPG d/b/a Flair Beauty Institute

JJPG d/b/a Flair Beauty Institute submitted the school closure form, with an effective date of May 2019 citing lack of financial stability and health as the reason for the closure. The institution currently has twelve (12) students enrolled; therefore, the institution is required to provide an opportunity for the enrolled students to complete their program. The current custodian of the student records is with Ms. Paula Granados at 508 East Indian Spring Drive, Silver Spring, MD 20901.

The Commission voted unanimously to approve the closure plan submitted by JJPG d/b/a Flair Beauty Institute.

XIII. 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.

Bay Atlantic University came to the March 15, 2019 Commission public meeting and gave updates related to pending hearings at that time.

The Commission received a copy of the letter dated April 16, 2019 from ACICS addressed to BAU President, Dr. Sinem Vatanartiran regarding the April 2, 2019 hearing that provided directives informed of the ACICS decision to vacate the financial and student achievement show cause and place the institution on compliance warning for its quality assurance monitoring review. The letter also reminds the institution to remove references concerning the doctoral program from all advertisements.

The Commission has taken the information under advisement and will notify the institution of any further action it will take.

XIII. Correspondence and Communications

A. Career Technical Institute

Re: Proposed Partnership with Smart Horizons Career Online High School

In a letter dated April 25, 2019, from Sharon Conn, Ed.D. Chief Academic officer, Career Technical Institute (CTI) announced a proposed partnership with Smart Horizons Career Online School, LLC, d/b/a Smart Horizons Career Online Education (SHCOE) a fully accredited school district by the AdvancedEd Accreditation Commission, requesting to establish an affiliation agreement that would allow SHCOE students to complete their high school diplomas in an online environment on CTI's campus.

While the HELC does not regulate high school programs, they have cautioned CTI to ensure that the proposed partnerships doesn't negatively impact the permission they have to operate under the post-secondary license issue. (ie. Advertisement, curriculum, development, etc.)

No action required by the Commission at this time.

B. Thinkful

Re: Engineering Immersion Program Payment Option Updates

In a letter dated April 26, 2019, from Darrell Silver, CEO notification provided of the Thinkful's proposed changes to payment option.

No action required by the Commission at this time.

C. Strayer University

Curriculum Changes to GE and BSIT and BSIS Final

In a letter dated March 29, 2019, notification provided of the institution's proposed redesign of Strayer University's general education curriculum, including the re-structuring of the University's Associate level degree programs, along with additional program changes to the Bachelor of Science in Information Technology (BSIT) and Bachelor of Science in Information Systems (BSIS) degree programs.

The changes to the general education curriculum will only affect Strayer's undergraduate programs at the Associate degree level and Bachelor degree level, along with Strayer's Diploma in Acquisitions and Contract Management.

Curriculum Changes to BSCJ Final

In a letter dated April 5, 2019, notification provided of the institution's proposed program changes to the Bachelor of Science in Criminal Justice (BSCJ) degree program. The changes were previously approved by the relevant committees and approved the Strayer University Board of Trustees. *Please note that the proposed changes to the general education curriculum*

(discussed in my March 29, 2019 letter) are incorporated and added into the revised BSCJ program outline attached herein.

No action required by the Commission at this time.

D. Accrediting Council for Independent Colleges & Schools (ACICS)

Re: Inter-American Defense College (IADC)

IADC's accreditation renewed to offer programs through the master's degree level through December 31, 2022.

No action required by the Commission at this time.

E. US DOE Federal Financial Aid

Re: American University, Final Program Review Determination

The Commission was copied on a letter addressed to the President of American University. The purpose of the letter was to notify the institution of the liabilities that resulted from the program review and to outline instructions for the payment of those liabilities for the US Department of Education. Correspondence was dated April 10 and covered the report dated December 14, 2018.

No action required by the Commission at this time.

F. Northern State University

Re: Argosy Teach-Out

Notification that Northern State University is authorized to provide teach-out for former Argosy students.

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.

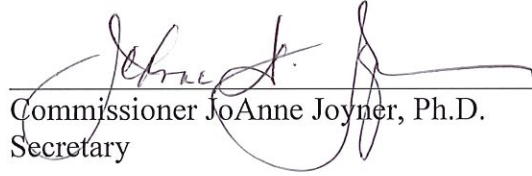
XV. Next Public Meeting: July 15, 2019

XVI. Adjournment

Having no further business, the meeting was adjourned at 4:15 pm.

Respectfully submitted,

HELC Minutes
Public Session No.: 19-05
May 2, 2019



Commissioner JoAnne Joyner, Ph.D.
Secretary