

DISTRICT OF COLUMBIA  
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 19-11  
November 7, 2019  
1050 First Street, NE  
1<sup>st</sup> 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 Estell Mathis-Lloyd, M. Ed.  
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: Southeast Children's Fund Investment Development Institute  
Saliha Abd Al-Malik  
Joseph A. Compofelice, Jr.  
Frances J. Rollins

Saint Michael College of Allied Health  
Michael Adedokun

Paralegal Institute  
Avon Alexander

Nexford University  
Fadl Al Tarzi  
Sheila Fournier  
Dr. Robin Johnston

TEACH-NOW Graduate School of Education  
Emily Feistritzer  
Bernadette Gormally

Aveda Arts & Science Institute  
Kristina Gill (Attorney)  
Melissa Martin

Stanford University  
Adrienne Jamieson  
Suzanne Miller

Boston University  
Walter S. Montano

American University  
Sandra Morales-Bermudez  
Prita Patel

Intellect Health Institute  
Patrick Nwaokwu

University of the People  
Sydney Patterson

New York Code + Design Academy  
Lisa Sincere (Strayer University)

School of Diplomacy at Seton Hall University  
Courtney Smith

Washington Baltimore Center for Psychoanalysis  
Lauren Cooper Van Tol

Northwestern University  
Joie Chen

Arizona State University  
Jennifer Betancur

VETS Group Training Academy  
P. Kelley Dunne  
Vanita Williams  
Joe Wynn

OSSE staff

## **II. Ascertainment of Quorum**

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

## **III. Approval of the Agenda**

The Commission voted to approve the November 7, 2019 agenda.

## **IV. Executive Session**

The executive session began at 9:43 am and concluded at 11:09 am.

## **V. Public Comment** (reserved for agenda items only)

There were no comments from the public.

## **VI. Pending Cases**

### **A. Case #D2019-002 - Notice of Intent to Deny issued to AVEDA Institute of Arts & Sciences**

AVEDA Arts and Science Institute submitted an application requesting license renewal to continue offering non-degree programs in: Cosmetology, Esthiology and Instructor Training.

#### **1- Application for licensure renewal:**

At the May 2, 2019 meeting, the Commission voted unanimously to defer decision on the application for licensure renewal submitted until the July 15, 2019 public meeting. The Commission also requested that the institution provide a copy of their certificate of Clean Hands and evidence that the washer and dryer were fixed/removed not later than June 2, 2019.

At its July public meeting the Commission voted to deny the request for license renewal submitted on behalf of AVEDA Arts & Sciences Institute for failure to demonstrate compliance with the following licensure standards: 5A DCMR §8104 – Integrity, §8109 – Instructors, §8110 - Instructional Program, §8115 - Physical Plant and Equipment, §8117 Student Records.

On or about Sept 5, 2019 AVEDA submitted a request for a hearing in response to the Commission's August 28, 2019 notice of its intent to deny the renewal license application. Simultaneously, the institution presented a proposed settlement agreement for the Commission's consideration.

#### **2- Site Evaluation: AVEDA completed a scheduled Site Evaluation August 29-30, 2019. The findings of the evaluators: 1) Teaching loads are unreasonable. While the institution is in**



compliance with the accreditation standards, the 20:1 ratio may be unmanageable especially for instructing students completing the practicum portion of their program. 2) reference materials were insufficient to help student prepare for the exam, 3) student record documentation missing in some files. As of the November public meeting, the institution had addressed two of the three issues identified.

After some discussion and final amendments the Commission voted (3 affirmative, 1 negative) to approve the Order of Compromise/settlement agreement for Case #D2019-002.

#### **B. Complaint #C2019-005 - Rushabh Vedia v. University of Potomac**

On April 26, 2019, the Commission received a complaint from Mr. Rushabh Vedia against University of Potomac. The complainant and institution appeared before the Commission at the September 12, 2019 public meeting. Both parties agreed to try to work together to come to a resolution.

As requested, both the student and institution sent correspondence to the Commission to confirm that the matters in the complaint had been resolved. Mr. Vedia is re-enrolled effective October 2019. In an email from Mr. Vedia dated October 28, 2019 he states, "I believe that the university has taken efforts to help resolve the issues in my complaint."

The Commission voted unanimously to dismiss the complaint C2019-005 as resolved.

### **VII. Consent Agenda**

#### **A. Approval of the September 12, 2019 meeting minutes**

The Commission voted to approve the minutes from the September 12, 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*

<b>Institutions</b>	<b>Approval Type</b>	<b>Expiration Date if Approved</b>
<b>University of California, Berkeley</b>	Renewal	11/30/2020
<b>Kaplan International Washington DC</b>	Renewal	11/30/2020

#### **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.

<b>Institutions</b>	<b>Approval Type</b>	<b>Current Expiration</b>
<b>Arizona State University</b>	Amendment	5/31/2020

#### **CONDITIONAL EXEMPTIONS**

<b>Institutions</b>	<b>Approval Type</b>	<b>Expiration Date if Approved</b>
<b>Stanford University</b>	Renewal	11/30/2020
<b>School of Diplomacy and International Relations at Seton Hall University</b>	Renewal	1/31/2021

#### **STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA)**

<b>Institutions</b>	<b>Approval Type</b>	<b>Expiration Date if Approved</b>
<b>American University</b>	Renewal	11/30/2020
<b>Strayer University</b>	Renewal	11/30/2020

#### **AGENTS**

<b>Institutions</b>	<b>Approval Type</b>	<b>Expiration Date if Approved</b>
<b>Ross University – School of Veterinary Medicine (John-Deane Nwafor)</b>	Renewal	11/30/2020
<b>Ross University – School of Medicine (Sean Powers)</b>	Renewal	11/30/2020

### **STATE APPROVING AGENCY APPROVALS**

**September 1 – October 31, 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**

<b>Institution Name</b>	<b>Program Name</b>
<b>Washington University in St. Louis at Brookings Institution</b>	1. 2019-2020 Catalog Submission – 3 programs approved
<b>The Catholic University of America</b>	2. 2019-2020 Graduate and Undergraduate Catalog



	Submission- 90 programs approved.
<b>George Washington University</b>	3. 11 Graduate programs approved
<b>American University</b>	4. 2019-2020 Catalog Submission- 31 programs approved
<b>University of the District of Columbia</b>	5. Juris Doctor 6. PhD in Urban Leadership & Entrepreneurship

### **Program Amendments**

<b>Institution Name</b>	<b>Program Name</b>
<b>The Catholic University of America</b>	1. 2019-2020 Graduate and Undergraduate Catalog Submission- 12 program modifications
<b>American University</b>	2. 2019-2020 Catalog Submission- 3 program modifications
<b>Georgetown University</b>	3. Theology – name changed to Theology and Religious Studies 4. Medieval Studies - name changed to Global Medieval Studies

### **Program Withdrawals**

<b>Institution Name</b>	<b>Program Name</b>
<b>The Catholic University of America</b>	1. 2019-2020 Graduate and Undergraduate Catalog Submission-10 programs withdrawn, and 13 program denials.
<b>American University</b>	2. 2019-2020 Catalog Submission- 12 programs withdrawn
<b>Washington University in St. Louis at Brookings Institution</b>	3. Three programs disapproved

### **NON-COLLEGE DEGREE (NCD)**

#### **New Program**

<b>Institution Name</b>	<b>Change</b>
<b>The Salon Professional Academy</b>	1. Initial VA Approval- Cosmetology and Esthetics programs.

### **LICENSURE AND CERTIFICATION**

<b>Institution Name</b>	<b>Examination</b>
<b>American Petroleum Institute</b>	1. 16 Certification Exams approved

The Commission removed from the consent agenda the Northwestern University, Intellect Health Institute and YWCA National Capital Area Education and Training Center. With the stated changes, the Commission voted unanimously to approve the consent agenda.

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

#### **A. Northwestern University**

Northwestern University submitted an application for license renewal to continue offering degree programs in: Bachelor of Science in Journalism and Master of Science in Journalism.

Northwestern University also submitted a request for an amendment to add a new location.

The Commission voted unanimously to approve both the applications for renewal and amendment to add a new location submitted by the Northwestern University, for a period of one (1) year not to exceed November 30, 2020 with the condition to submit a written report of the faculty position descriptions and the retention rates, due no later than December 7, 2019.

#### **B. Intellect Health Institute**

The Intellect Health Institute submitted an application for licensure renewal to continue offering the non-degree programs in: Home Health Aide.

The Commission voted unanimously to approve the application for licensure renewal submitted by the Intellect Health Institute for one (1) year, not to exceed May 31, 2020.

#### **C. YWCA National Capital Area Education and Training Center**

The YWCA National Capital Area Education and Training Center submitted an application for license renewal to continue offering non-degree certificate programs in Administrative Support Services and Hospitality.

The Commission voted unanimously to defer action on the application for licensure renewal submitted by the YWCA National Capital Area Education and Training Center until the January 16, 2020 meeting.

### **IX. Unfinished Business**

#### **A. Southeast Children's Fund Investment Development Institute**

The Southeast Children's Fund Investment Development Institute submitted an application requesting licensure renewal to continue offering non-degree programs in: Child Development Associate Direct Assessment and the Child Development Associate Professional Preparation.



RECAPs from previous meetings:

At the July 15, 2019 public meeting, the Commission voted unanimously to defer decision on the application for licensure renewal submitted by the Southeast Children's Fund Investment Development Institute until the September 12, 2019 public meeting.

At the September 12, 2019 public meeting, the Commission voted unanimously to defer action on the application submitted by the Southeast Children's Fund Investment Development Institute until the November 7, 2019 public meeting to allow the institution to provide clarification about its governance structure and the overall operation of the institution.

The Commission voted unanimously to approve the application for licensure renewal submitted by the Southeast Children's Fund Investment Development Institute for a period of one (1) year, not to exceed May 31, 2020 with the condition to submit in writing the key personnel, governance structure and the bylaws no later than December 7, 2019.

B. Paralegal Institute

The Paralegal Institute submitted an application requesting licensure renewal to continue offering non-degree programs in: paralegal certification course and site checking workshop.

RECAP from 9/12/19 meeting:

At the September 12, 2019 public meeting, the Commission deferred action on the application for licensure renewal submitted by the Paralegal Institute of Washington, D.C. until the November 7, 2019 public meeting with conditions for the institution to submit a completed application to include financial statements, Certificate of Clean Hands and Good Standing and documentation necessary to demonstrate compliance with the HELC licensure standards (curriculum, governance, faculty), no later than October 7, 2019.

The Commission voted (3 affirmative, 1 negative) to defer action on the application submitted by the Paralegal Institute until the March 21, 2020 public meeting to allow time for complete review of the required documents and the submission of a complete application no later than January 31, 2020.

The Commission also provided an invitation to Mr. Alexander, CEO of Paralegal Institute to attend the New Applicant Workshop as an opportunity to better understand the overall licensure standards.

C. TEACH-NOW Graduate School of Education

TEACH-NOW Graduate School of Education has submitted application for licensure renewal to continue offering degree programs in: Master in Education; Master in Educational Leadership; Master's in Education with Teaching Multilingual Learners Focus; Master's in Education with Early Childhood Education Focus; Master's in Education with Educational Technology Focus; Master's in Education with Special Education Focus and



Certificate programs: Certificate in Teacher Preparation and Professional Development.

RECAPs from previous meetings:

September correspondence from the Office of the State Superintendent of Education Teaching and Learning (OSSE TAL) to the HELC regarding concerns that TEACH NOW Graduate School of Education is offering programs that haven't been approved for licensure by OSSE (Home Economics). Concerns were raised that an additional five programs are being offered without CAEP approval and that the institution is not properly disclosing to students that the programs will not lead to licensure.

At the September 12, 2019 public meeting, the Commission voted unanimously to defer action on the application for licensure renewal submitted by TEACH-NOW Graduate School of Education until the November 7, 2019 public meeting.

Noting that the concerns raised by OSSE TAL at the time of the November public session, the Commission voted (3 affirmative, 1 abstention) to approve the application for licensure renewal submitted by TEACH-NOW Graduate School of Education for a period of one (1) year, not to exceed November 30, 2020.

D. Windsor University

Windsor University submitted an application for provisional licensure to offer Master of Business Administration degree program.

RECAP from 9/12/2019 meeting:

At the September 12, 2019 public meeting, the Commission voted unanimously to defer action on the application submitted by Windsor University.

The Commission voted unanimously to deny the application for provisional licensure submitted by Windsor University.

E. Washington Baltimore Center for Psychoanalysis

The Washington Baltimore Center for Psychoanalysis submitted an application for license renewal to continue offering non-degree certificate programs in Modern Perspectives on Psychotherapy, Theory & Practice of Psychoanalysis and Psychoanalytic Studies Program.

RECAP from 9/12/2019 meeting:

At the September 12, 2019 public meeting, the Commission voted unanimously to defer action on the application for licensure renewal submitted by Washington Baltimore Center for Psychoanalysis.

The Commission voted unanimously to approve the application for licensure renewal submitted by the Washington Baltimore Center for Psychoanalysis for a period of one (1) year, not to exceed November 30, 2020.

F. University of the People

The University of the People submitted an application for program amendment to add a degree program in Masters of Education in Advanced Teaching (M.ED.).

RECAP from 9/12/2019 meeting:

At the September 12, 2019 public meeting, the Commission voted unanimously to defer action on the application for program amendment submitted by the University of the People until the November 7, 2019 public meeting with condition to receiving information regarding the strategic plan for accreditation and more information on the new proposed program, specifically (1) clarification about what “Advanced Teaching” means and how the proposed program is related to the International Baccalaureate (a high school program).

The Commission voted (3 affirmative, 1 negative) to approve the application for program amendment submitted by the University of the People synchronous with the current licensure approval and with the conditions to submit a strategic plan for the online accreditation and a more comprehensive outline of the Master’s of Education, no later than November 30, 2019.

**X. Applications for Licensure/Exemption/Amendment**

**A. Renewals/Amendment Applications**

**i. Nexford University**

Nexford University submitted an application requesting license renewal to continue offering degree programs in: Associates in Business Administration, Bachelor’s in Business Administration, and Master of Business Administration

Graduate and Undergraduate certificate programs: 360° Marketing, Artificial Intelligence and Robotics, Building a Tech Start-Up, Business Analytics, Digital Transformation, Doing Business Across Emerging Markets, Doing Business in EMEA and Australia, Global Business, Global Issues, Intro to A.I. and the Future of Automation, Product Management, and Supply Chain and E-Commerce.

The Commission voted unanimously to approve the application for license renewal submitted by Nexford University for a period of one (1) year, not to exceed November 30, 2020.

**ii. New York Code + Design Academy**

The New York Code + Design Academy submitted an application requesting ownership change to Mr. Brian Jones, University President of Strayer University, LLC.

The Commission voted unanimously to approve the application requesting ownership change submitted by the New York Code + Design Academy synchronous with the current licensure approval.

**iii. Saint Michael College of Allied Health**



The Saint Michael College of Allied Health submitted an application requesting licensure renewal to continue offering certificate diploma and degree programs in: Practical Nursing and Associate in Applied Science in Nursing.

The institution also requested an extension for the start date of admission to the Associate Degree in Nursing program (same as the Associate in Applied Science in Nursing) contingent upon the District of Columbia Board of Nursing's approval.

The Commission voted unanimously to approve the application for licensure renewal submitted by the Saint Michael College of Allied Health for a period of one (1) year, not to exceed November 30, 2020.

The Commission voted unanimously to approve the request for extension for the start date of admission to the Associate Degree in Nursing program (same as the Associate in Applied Science in Nursing) submitted by the Saint Michael College of Allied Health contingent upon the District of Columbia Board of Nursing's approval.

#### **iv. VETS Group Training Academy**

The VETS Group Training Academy submitted an application requesting program amendments to add the (1) AWS Cloud Computing; (2) Wireless Broadband Technician; (3) split the Cyber Security Professional Program into 2 levels; (4) split the Network Administrator Program into 2 levels; and modifications to the Certified Wireless Tower Climber Program (to reduce hours and increase tuition/fees).

The Commission voted unanimously to approve the application for program amendment and program modification submitted by the VETS Group Training Academy synchronous with their current license.

#### **XI. Extended Public Comment** (limited to 2 minutes per person on any item/matter not listed on the agenda)

There were no comments from the public.

#### **XII. Report of the Executive Director**

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

##### **A. After Action Report**

- i.** The **University of Potomac** was granted approval from the Commission to offer a new program contingent upon the build out of the lab for that program. We got an update from them that the first cohort started construction on October 28, 2019 and that the institution plans to have the lab completed on March 1, 2020, and the students will be taking courses in that lab as soon as it is complete in March of 2020.

- ii. The **University of the People** (see Unfinished Business)
- iii. **Thinkful, Inc.** submitted the independent financial audit as requested.
- iv. The **Excel Automotive Institute's** CEO requested and was granted an extension until October 31, 2019 to submit their renewal and they have submitted it. It was received on October 21, 2019. The renewal is being processed and should be available for your review at the January public meeting.
- v. The **Certification School Worldwide** has submitted the quarterly financial documents. However, they have not yet submitted the audit that was requested by the due date of April 30, 2019.
- vi. The **Four Walls Career & Technical Education Center** has submitted the program amendment request to add the National Retail Certification program. The application was submitted on October 1. Staff anticipate that it will be presented to the Commission at the January meeting.
- vii. **iTeach** has submitted their staffing pattern and recruitment plan, requested at the July 12, 2019 public meeting.
- viii. **Prospect College** has provided proof of disclosure statement on their advertisement that their offerings are non-degree.
- ix. **Dudley Beauty College** has submitted their revised catalog and fixed the typographical areas. They also removed the reference to the emergency holiday.
- x. The **Flatiron School** submitted the ways that they plan to advertise in DC. They also submitted a piece of correspondence to the Commission where they are announcing a new scholarship program sponsored in part by the Cognizant US Foundation.
- xi. **PECB University** has provided the information requested about their PhD in Entrepreneurship credential earned by Professor Vranopci.
- xii. **Bethel Training Institute** has submitted responses to some follow-up questions.
- xiii. **Southeast Children's Fund** has provided a document describing the institution's governance structure.
- xiv. **The University of Kentucky** submitted the request for information about DC resident enrollment in the overall student body.
- xv. The **Westlink Career Institute** has submitted two of the four items that the Commission requested. They have supplied the catastrophic event policy as well as mounting the appropriate employment-related posters. However, the Commission has not received the audited financial statement or the bank statement. The bank



statements were due October 12, 2019. The audit is not due until November 12, 2019, but we have not received either.

- xvi.** The **Paralegal Institute** (see Unfinished Business)
- xvii.** **TEACH-NOW Graduate School of Education** (see Unfinished Business)
- xviii.** The **VETS Group Training Academy** (see Renewal/Amendment Applications)
- xix.** **EF International Language Center** received a final site visit that was conducted to confirm their closure and the student records have been surrendered to the Commission.

## **B. Site Evaluations**

Pursuant to D.C. Official Code 38-1306, the Commission can set periodic review of educational institutions and facilities through independent evaluations. The following summarizes the institution's response to the site evaluator's findings:

- Amala Lives Institute- corrected the missing information in the student records
- Nursing Assistant Academy- corrected the missing content in student records (i.e. admissions documents); has provided evidence of correcting lack of learning resources (i.e. library)
- AVEDA Arts & Science Institute- teaching ratio 20:1 meets the National Accrediting Commission of Career Arts & Sciences (NACCAS) accreditation standard, but may be unreasonable in practical instruction; current course materials are not sufficient to prepare students for the Barber & Cosmetology board exam

## **XIII. Correspondence and Communications**

### **A. Strayer University**

Re: NYCDA Proposal (see Renewals/ Amendments)

### **B. Saint Michael College of Allied Health**

RE: Request for program extension (see Renewals/ Amendments)

### **C. National Accrediting Commission of Career Arts & Sciences (NACCAS)**

Re: September 27, 2019 Actions- Re: The Salon Professional Academy

In a notice dated September 27, 2019, notification provided of the actions taken on schools seeking accreditation or currently accredited:

The Salon Professional Academy  
Next Renewal Date: September 2020  
K Street NE, Suite 103 Washington, DC 20002  
–Action and Date: Grant Full Accreditation to Additional Location  
–Effective Date: September 17, 2019

No action required by the Commission at this time.

**D. Daniel Morgan Graduate School of National Security**

Re: Collaboration with Texas A&M University

A letter sent via email from Mr. James P. Carroll, Chief Operating Officer, informing that the Daniel Morgan Graduate School of National Security (“DMGS”) and the Diana Davis Spencer Foundation (“DDSF”) have entered into a Letter of Intent (“LOI”) (See Exhibit A), with Texas A&M University (“TAMU”) to form a collaboration between the TAMU Bush School of Government and Public Service and DGMS in the area of graduate education in national security and the development of a new National Security and Intelligence Degree (“NSID”) to be offered in Washington DC.

No action required by the Commission at this time.

**E. Middle States Commission on Higher Education**

Re: September 19, 2019 Show Cause for DMGS of National Security

In a Statement of Accreditation Status for Daniel Morgan Graduate School of National Security,

On September 19, 2019 MSCHE acknowledged receipt of the supplemental information report noting that the report provided limited responses to requested information and did not present evidence and analysis in a manner conducive to Commission review. Therefore, DMGS is required to show cause by October 4, 2019 why its accreditation should not be withdrawn. Specific areas of non-compliance are the standard pertaining to Ethics & Integrity, and Governance, Leadership & Administration. The institution remains accredited while on show cause.

No action required by the Commission at this time.

**F. Accrediting Council Independent Colleges and Schools (ACICS)**

Re: Bay Atlantic University

ACICS Executive Committee acted to approve the institution’s request to offer 4 new programs (Master of Science in Big Data Analytics, Master of Science in Cyber Security, Bachelor of Arts in Data Science and Bachelor of Science in Information Technology).

No action required by the Commission at this time.



## **G. US Department of Education (US DOE)**

Re: Case Western Reserve University- Final Audit Determination

The institution failed to properly submit enrollment status data to the National Student Loan Data System within the regulatory framework. Institution concurred with auditors findings and implemented corrective actions. Due to low instances of error identified, no further action is required by US Department of Education (US DOE) at this time.

No action required by the Commission at this time.

## **H. Flatiron School**

Re: Cognizant US Foundation partnership/scholarship notification

The institution wishes to notify the Commission of a new scholarship initiative available for Washington DC residents effective Dec 2019. Flatiron has allocated \$1.2 million in scholarship to equip 100 recipients who enroll in the Chicago, DC, Denver, Texas or Atlanta locations. A minimum of 15 students will receive the scholarship. Targeted to students interested in the school's Software Engineering, Cybersecurity and UX/UI design programs. Scholarships are earmarked for historically disadvantaged and underrepresented groups.

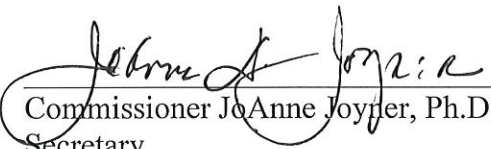
No action required by the Commission at this time.

**XIV. Next Public Meeting:** January 16, 2020

## **XV. Adjournment**

Having no further business, the meeting was adjourned at 3:32 pm.

Respectfully submitted,

  
\_\_\_\_\_  
Commissioner JoAnne Joyner, Ph.D.  
Secretary