

**DISTRICT OF COLUMBIA  
HIGHER EDUCATION LICENSURE COMMISSION**

Public Session No. 20-03  
March 5, 2020  
1050 First Street, NE  
1<sup>st</sup> floor – Eleanor Holmes Norton II (109)  
Washington, DC 20002

9:30 am

**I. Call to Order**

Commissioner Mary Dilworth called the meeting to order at 9:30 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 Estell Mathis-Lloyd, M. Ed.  
Commissioner Anita B. Shelton, MSW

**Staff Present:**

Angela Lee, Executive Director  
Terasita Edwards, Deputy 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:**

iTeach, D.C.  
Diann Huber  
  
Flatiron School  
Alan Gallegos  
  
Westlink Career Institute  
Dr. Dasia Merriweather  
  
HealthWrite Training Academy  
Zerita Hudson  
  
Relay Graduate School of Education  
Brooke James

Kajal Ravani  
Clifford Thomas  
Charlene Roach-Glymph  
Emily Art  
Christine Eisenhower

Trinity Washington University  
Debbie VanCamp

Olivet University  
Sarah LaFleur

Florida International University  
Carlos Becerra

Pepperdine University  
Brittany Richardson  
Danielle Maddock

Byte Back  
Mark Rivera

University of Southern California  
Bridget Ford  
Lesli Thomas  
Marietta Watts

Mid-Atlantic College  
Christopher Azoroh

Innovative Institute  
Christopher Azoroh

University of Notre Dame  
Karla Burgos-Moron

Cornerstone Institute for Anointing  
Wayne H. Perry  
Antoinetta Kelley  
Monique Poydras

Paralegal Institute of Washington, D.C.  
Andrea Jones

Prospect College  
Mark Toufanian

Quantic School of Business and Technology formerly  
Smartly Institute

Ori Ratner  
Alexandra Harper  
Indhika Jayaratnam

International Center for Language Studies

Lee Evans  
Karen Decker

Certification School Worldwide

Dr. Jacqueline Howard-Matthews  
Robert Jordan

Boston University

Walter S. Montoro  
Lauren Thorman  
Gareth McFeely

Walden University

Staci Shelley  
JoAnn Emenecker  
Roger McKinney  
Ward Ulmer

D.C. Board of Nursing (BON)

Bonita Jenkins

Aveda Arts & Science Institute

Melissa Martin  
Kristina Gill (Counsel)

## **II. Ascertainment of Quorum**

Five (5) Commission members were present constituting a quorum.

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

The Commission voted to approve the March 5, 2020 agenda.

## **IV. Executive Session**

The executive session began at 9:32 am and concluded at 10:32 am.

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

There were no comments from the public.

## **VI. Pending Cases**

### **A. Continued**

#### **i. Case #C2019-002 – C. Scruggs v. The Chicago School of Professional Psychology (TCSPP)**

The Commission began hearing testimony during an evidentiary hearing held on Tuesday, January 14, 2020 and concluded on Tuesday, February 25, 2020. The Commission has until April 25, 2020 to render its decision.

There was no action required by the Commission at this time.

#### **ii. Complaint #C2020-001 – M. Gardner v. Strayer University**

On November 5, 2019, the Commission received a complaint from Ms. Michele Gardner against Strayer University. The institution sent evidence that they worked directly with the student to resolve the issue. Staff received confirmation from student that the matter is resolved.

The Commission voted unanimously to dismiss the complaint as resolved.

### **B. New**

#### **iii. Complaint #C2020-004 – H.O.P.E. Project**

On February 21, 2020, the Commission served as formal notice of unlicensed activity notifying, that the institution is, directly or indirectly, participating in, aiding, or assisting in offering postsecondary education or operating a postsecondary educational institution without the proper licensure, in violation of D.C. Code §§ 38-1309 and 38-1312 (2020) to the address located at 3230 Pennsylvania Avenue, SE.

The Commission voted (In favor: Cross, Joyner, Mathis-Lloyd, Dilworth; Opposed: Shelton) to table the issue until the May 14, 2020 public meeting.

## **VII. Consent Agenda**

### **A. Approval of the January 16, 2020 meeting minutes**

The Commission voted to approve the minutes from the January 16, 2020 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>Pepperdine University</b>	Renewal	January 31, 2021
<b>The Chicago School of Professional Psychology</b>	Renewal	March 31, 2021
<b>Career Technical Institute</b>	Renewal and Program Amendments	March 31, 2021

**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>Relay Graduate School of Education</b>	New Program Amendment – Certificate in Special Education	March 31, 2021

**CONDITIONAL EXEMPTIONS**

<b>Institutions</b>	<b>Approval Type</b>	<b>Expiration Date if Approved</b>
<b>Florida International University</b>	Renewal	January 31, 2021
<b>Colgate University</b>	Renewal	March 31, 2021
<b>University of Notre Dame</b>	Renewal	January 31, 2021
<b>Michigan State University</b>	Renewal	March 31, 2021
<b>The University of Texas at Dallas- The Archer Center</b>	Renewal	March 31, 2021

**STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA)**

<b>Institutions</b>	<b>Approval Type</b>	<b>Expiration Date if Approved</b>
<b>Catholic University of America</b>	Renewal	March 31, 2021

**STATE APPROVING AGENCY APPROVALS**

**January 1 – February 29, 2020**

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
<b>Johns Hopkins University (SAIS)</b>	31 New Programs for Advanced Academic Programs 16 New Programs for Carey Business School
<b>American University</b>	1. Executive Leadership Grad Cert 2. Postbaccalaureate Premedical (Ugrd Cert)
<b>George Washington University</b>	Catalog Submission: • 17 new programs
<b>Strayer University Online</b>	1. Graduate Healthcare Cert, Jack Welch Mgmt. Inst. 2. Graduate Human Resources Cert, Jack Welch Mgmt. Inst.
<b>Strayer University DC</b>	1. Graduate Healthcare Cert, Jack Welch Mgmt. Inst. 2. Graduate Human Resources Cert, Jack Welch Mgmt. Inst.
<b>University of the District of Columbia</b>	1. Computer Science and Engineering, Ph.D. 2. Master of Architecture – Advanced Standing 3. Master of Architecture – Non-Advanced Standing
<b>Georgetown University</b>	1. Master of Science in Medical Physics

### Program Amendments

Institution Name	Program Name
<b>George Washington University</b>	1. Master of Arts in International Education
<b>Georgetown University</b>	1. Master of Science in Data Science and Analytics
<b>Washington University in St. Louis at Brookings Institution</b>	1. Master of Science in Leadership

## NON-COLLEGE DEGREE (NCD) New Program

Institution Name	Program Name
<b>Vets Group</b>	6 New Programs and 1 Program Modification
<b>Georgetown CCPE</b>	4 New Programs

### Program Amendments

Institution Name	Program Name
<b>Vets Group</b>	1. Certified Wireless Tower Climber Program a. Tuition Increase b. Reduction in Clock hours
<b>General Assembly</b>	1. User Experience Design Immersive a. Tuition Increase
<b>The Salon Professional Academy</b>	1. Cosmetology a. Tuition Increase 2. Esthetics

The Commission removed from the consent agenda Walden University and Trinity Washington University. With the stated changes, the Commission voted unanimously to approve the consent agenda.

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

#### **A. Walden University**

Walden University submitted an application for license renewal to continue offering its degree programs in: Master's of Science (44), Bachelor's of Science (17), Doctorate (8), Education Specialist (7),

Certificate programs in: Graduate Certificate (34), Post-Baccalaureate Certificate (1), Post-Doctoral Bridge Certificate (2) and Post-Master's Certificate (15).

The Commission voted unanimously to approve the application for renewal submitted by Walden University, for a period of one (1) year, not to exceed January 31, 2021.

#### **B. Trinity Washington University**

Trinity Washington University submitted an application for renewal to continue participation in the State Authorization of Reciprocity Agreement (SARA).

The Commission voted unanimously to approve the application for renewal of their State Authorization of Reciprocity Agreement (SARA) submitted by Trinity Washington University for one (1) year, not to exceed March 31, 2021.

### **IX. Unfinished Business**

#### **A. Paralegal Institute of Washington, D.C.**

The Paralegal Institute of Washington, D.C. submitted an application requesting license renewal to continue offering non-degree programs in: Paralegal Certification Course and Cite Checking Workshop.

#### **RECAP from previous meetings:**

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 the 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.



At the November 7, 2019 public meeting, the Commission voted (3 affirmative, 1 negative) to defer action on the application submitted by the Paralegal Institute until the March 2020 public meeting to allow time for complete review of the required documents, attend the new applicant workshop and the submission of a complete application no later than January 31, 2020.

The Commission voted unanimously to deny the application for licensure renewal submitted by the Paralegal Institute of Washington, D.C.

**B. International Center for Language Studies**

The International Center for Language Studies submitted an application requesting licensure renewal to continue offering non-degree certificate programs in: English as a Second Language and ninety-seven (97) Foreign Language Programs offered by the institution.

The Commission voted (In favor: Cross, Joyner, Mathis-Lloyd, Dilworth; Opposed: Shelton) to approve the application for renewal submitted by the International Center for Language Studies for a period of one (1) year, not to exceed November 30, 2021 with the conditions to provide its latest financial review report and a copy of the completed audit that is scheduled to begin in August.

**C. Westlink Career Institute**

Westlink Career Institute was approved on September 2019 with the conditions that the audited financial statement and four months of bank statements be submitted by November 12, 2019. As of today, the documents have not been submitted.

The Commission voted (In favor: Cross, Joyner, Mathis-Lloyd, Dilworth; Opposed: Shelton) to a fine, in the amount of one hundred dollars (\$100.00) for failure to submit independent financial audit by the November 12, 2019 deadline and that the independent financial audits be provided to the Commission no later than July 31, 2020.

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

**A. Provisional**

**i. Boston University**

Boston University submitted an application for Provisional licensure to offer degree programs: Doctor of Occupational Therapy, combined BA of Science in Athletic Training/Doctor of Physical Therapy, Master of Science in Athletic Training, Bachelor of Science in Health Studies/Doctor of Physical Therapy, Doctor of Physical Therapy, Master of Science in Nutrition & Dietetic Internship, Didactic Program in Dietetics/Master of Science in Nutrition & Dietetic Internship, Master of Science in Speech-Language Pathology.



The institution was previously approved for a conditional exemption under the provisions of DC Official Code §38-1310 (f) to offer degree programs in the Washington Semester Internship and Washington Summer Internship.

The Commission voted unanimously to approve the applications for Provisional licensure submitted by Boston University for a period of one (1) year, not to exceed March 31, 2021.

**ii. Cornerstone Institute for Anointing**

Cornerstone Institute for Anointing submitted an application for Provisional licensure to offer non-degree certificate programs in: White Belt (Foundation Level: Fundamentals of Design & Construction Technology), Blue Belt (Entry Level: Basics of Design & Construction Technology), Purple Belt (Advanced Level: Professional Insight of Construction Engineering), Brown Belt (Expert Level: Professional Insight of Construction Management), Black Belt (Business Level: Leadership in Industry Management), Red Belt (Industry Level: All Around the World Seminar Series), Warrior Series (Seminar Level: Foundation & Entry Level(White & Blue Belt)) -1, Warrior Series (Seminar Level: Advanced & Expert Level (Purple & Brown Belt)) – 2, Warrior Series (Seminar Level: Business & Industry Level (Black Belt & Red Belt)) – 3, Employability and Facilities Management.

The Commission voted (In favor: Cross, Joyner, Shelton; Abstain: Mathis-Lloyd, Dilworth) to approve the application for Provisional licensure submitted by Cornerstone Institute for Anointing for a period of one (1) year, not to exceed March 31, 2021 with the conditions to submit the course descriptions, objectives, student assessments and weights on the assessments no later than 60 days following the public meeting.

**B. Renewals/Amendment Applications**

**i. Career Technical Institute**

Career Technical Institute submitted an application requesting renewal to continue offering the following diploma programs: PC Specialist Plus (Generalist and Bookkeeping specializations), Help Desk Professional, Medical Office Professional, Medical Assistant, Microsoft Certified Solutions Associate, ESL 1, Hospitality, Medical Office Administration. Associate degrees: Applied Science in Hospitality, Applied Science in Allied Healthcare- Medical Assistant Concentration, Applied Science in Human Resources, Applied Science in Information Technology, Information Technology.

The institution also requested an amendment to modify 7 programs, including tuition increases.

The Commission voted unanimously to approve the applications for licensure renewal and amendment to modify seven programs and increase tuition submitted by the Career Technical Institute for one (1) year, not to exceed March 31, 2021 with the conditions to provide proof of meeting the standards of the accrediting organization and to hire a Chief Financial Officer.

**ii. Pepperdine University**

Pepperdine University submitted an application requesting renewal to continue offering degree programs in: Master of Legal Studies, Master of Dispute Resolution, Master of Arts in Psychology, Master of Arts in Clinical Psychology with emphasis in Marriage & Family, Master of Science in Behavioral Psychology; DC Externship for JD students, Internships in Global Leadership Programs.

The Commission voted unanimously to approve the application for licensure renewal submitted by Pepperdine University for one (1) year, not to exceed January 31, 2021 with the conditions to submit the retention rate and notify the Commission of their accreditation status after the fall visit.

### **iii. University of Southern California**

The University of Southern California submitted an application requesting licensure renewal to continue offering degree and certificate programs in: Master of Business Administration (M.B.A.), Master of Science in Integrated Design, Business and Technology, Master of Arts in Teaching (M.A.T.), Graduate Certificate in Gifted Education, Graduate Credential in Special Education, Master of Arts in Teaching English to Speakers of Other Languages (MAT-TESOL), Organizational Change and Leadership (Ed.D.), Master of Science in Nursing (M.S.N.), Master of Public Health (M.P.H.), Master of Laws (LL.M.), Master of Science in Human Resource Management (M.S.), Master of Science in Project Management (M.S.), Master of Science in Applied Psychology (M.S.), Doctor of Physical Therapy (D.P.T.), Master's in Education, School Counseling (M.E.S.C.), Master's in Social Work (M.S.W.), Doctor of Social Work (D.S.W.), Master of Science in Criminal Justice, Master of Arts in Gerontology, Master of Science in Gerontology, Master of Aging Services Management, Master of Long-Term Care Administration, Graduate Certificate Program in Gerontology, Master of Science in Geographic Information Science and Technology, Master of Science in Human Security and Geospatial Intelligence, Graduate Certificate in Geographic Information Science and Technology, Graduate Certificate in Geospatial Intelligence, Graduate Certificate in Geospatial Leadership, Master of Studies in Law (MSL), Graduate Certificate in Business Law, Graduate Certificate in Compliance, Graduate Certificate in Entertainment, Graduate Certificate in Financial Compliance, Graduate Certificate Health Care Compliance, and Graduate Certificate in Human Resources Law and Compliance

The institution also requested amendment to add programs in: Master of Science in Pain Medicine, Master of Science in Geriatric Dentistry, Master of Education in Enrollment Management and Policy, Master of Science in Global Supply Chain Management, Master of Education in Learning Design and Technology, Master of Science in Community Oral Health, Master of Public Administration, Master of Science in Orofacial Pain and Oral Medicine, Master of Communication Management, Master of Management in Library and Information Science, Master of Academic Medicine, Executive Master of Urban Planning, Global Executive Doctor of Education, Graduate Certificate in Remote Sensing for Earth Observation, Graduate Certificate in Geriatric Dentistry, Graduate Certificate in Community Oral Health, Graduate Certificate Oral Pathology and Radiology, Graduate Certificate in Pain Medicine, Graduate Certificate in Orofacial Pain, Graduate Certificate in Academic Medicine, and Graduate Certificate in Library and Information Management.

The Commission voted (In favor: Cross, Joyner, Mathis-Lloyd, Shelton; Abstain: Dilworth) to approve the application requesting licensure renewal and amendment to add new programs submitted by the University of Southern California for one (1) year, not to exceed January 31, 2021 with the conditions that the Master's in Pain Medicine be excluded from the amendment application and a written statement indicating the reason for establishing the dental programs in the District of Columbia be submitted to the Commission no later than sixty (60) days following the public meeting.

**iv. Olivet University**

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

The institution also submitted request for program amendment to add the Master of Divinity and the English as Second Language (ESL) certificate program.

The Commission voted unanimously to approve the application for licensure renewal submitted by Olivet University for a period of one (1) year, not to exceed March 31, 2021 with the condition to submit the financial audit to the Commission no later than April 1, 2020.

**v. Innovative Institute**

The Innovative Institute submitted an application requesting licensure 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 (In favor: Cross, Mathis-Lloyd, Dilworth; Opposed: Joyner, Shelton) to deny the application for licensure renewal submitted by Innovative Institute.

**vi. Mid-Atlantic College**

The Mid-Atlantic College submitted an application requesting licensure renewal to continue offering degree programs in: RN to BSN.

The Commission voted unanimously to deny the application for licensure renewal submitted by Mid-Atlantic College.

**vii. Quantic School of Business and Technology**

The Quantic School of Business and Technology submitted an application requesting program amendment to modify its existing programs in: Master of Business Administration, Executive Master of Business Administration and Introduction to Python.

The Commission voted unanimously to approve the application for amendment to modify existing programs submitted by the Quantic School of Business and Technology synchronous with the current licensure approval.

**viii. iTeach, D.C.**

iTeach, DC submitted an application requesting licensure renewal to continue offering non-degree certificate program in: Teacher Certification.

The Commission voted unanimously to approve the application for licensure renewal submitted by iTeach, D.C., LLC for one (1) year, not to exceed January 31, 2021.

**ix. Certification School Worldwide**

The Certification School Worldwide submitted an application requesting licensure renewal to continue offering non-degree certificate programs in: Business & Entrepreneurship, IT Administration, Cyber Security, Green Infrastructure, Style and Wellness and Early Education.

The Commission voted unanimously to approve the application for licensure renewal submitted by the Certification School Worldwide for one (1) year, not to exceed March 31, 2021 with the conditions that the compilation report be submitted together with a declaration from an appropriate representative of the institution, providing a status update as to when the independent financial audit would be completed, concurrent with the submission of the compilation report no later than May 15, 2020.

**x. HealthWrite Training Academy**

HealthWrite Training Academy submitted an application requesting licensure renewal to continue offering non-degree certificate programs in: Home Health Aide (HHA), Nurse Aide (NA), and the Certified Nursing Assistant (CNA) to Home Health Aide (HHA) – Bridge Program.

The Commission voted unanimously to approve the application for licensure renewal submitted by the HealthWrite Training Academy for one (1) year, not to exceed March 31, 2021.

**xi. Prospect College**

Prospect College submitted an application requesting licensure renewal to continue offering the non-degree diploma programs in: Medical Assistant, Medical Office Administration and PC Specialist.

Subsequently, the institution also submitted a request to move operations from what was the approved main location and the secondary approved location.

The Commission voted unanimously to approve the application for licensure renewal submitted by Prospect College for one (1) year, not to exceed March 31, 2021.



The Commission voted unanimously to approve the request for location change submitted by Prospect College synchronous with the approval of the licensure renewal application.

**xii. The Chicago School of Professional Psychology**

The Chicago School of Professional Psychology submitted an application requesting licensure renewal to continue offering degree programs in: Graduate Certificate in Applied Behavior Analysis, 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, and Post Masters Doctor of Applied Behavior Analysis, Credential Track.

The Commission voted unanimously to defer action the application for licensure renewal submitted by The Chicago School of Professional Psychology until the May 14, 2020 public meeting.

**xiii. Byte Back**

Byte Back submitted an application requesting renewal to continue offering non-degree programs: PC for beginners, Office Track, Computer Literacy and Office Track in Spanish, Microsoft Office Specialist Excel, Microsoft Office Outlook, PC Hardware Fundamentals Certification, COMP TIA A+ Certification, Comp TIA IT Fundamentals Certification; amendments to add new program: Computer Foundations Hybrid and to modification to Microsoft Office Word.

The Commission voted unanimously to approve the applications for licensure renewal and program amendment to add new programs in Computer Foundations Hybrid for one (1) year, not to exceed March 31, 2021 with the condition that the institution submits the documents requesting the modification to the Microsoft Office Word program name change no later than thirty (30) days following the public meeting.

**C. Closure Plan**

**I. Aveda Arts & Science Institute**

Aveda Arts & Sciences Institute submitted the school closure form, with a proposed date of April 30, 2020. The decision was made by the corporation to relocate the campus to Arlington, VA. Currently there are 34 students enrolled and no new students will be admitted during the 90-day period prior to the closure date. The draft student notification letter allows for current students to continue their studies with the DC location (for those expected to graduate prior to March 31, 2020); apply for a transfer to the Arlington campus; receive assistance transferring to a

comparable program of study at a comparable institution; or withdraw from Aveda Arts and Sciences Institute and receive a refund of the amount for which they are entitled (per the applicable state, accreditation, and federal regulations). There was no indication in the closure plan of when the notification will be (or has been) sent to students.

Formal notification of the closure will be sent to the institution's accreditor 30 days prior to the closure. However, the accrediting body has been informally notified.

Until the institution fully ends operation, institution's current custodian of records is: Aveda Arts & Sciences Institute Corporate Office with an electronic copy to the HELC.

The Commission voted unanimously to approve the closure plan submitted by Aveda Arts & Science Institute.

**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** has submitted as requested, the clarity about the faculty and course work for the new doctoral programs, however; have not provided the evidence of the build-out for the previously approved program.
- ii. **Certification School Worldwide** has not submitted their full financial audit. (see Renewals/Amendment Applications)
- iii. **iTeach D.C.** has submitted their staffing and equipment plan.
- iv. **Prospect College** provided update to the indication to the background check not being a requirement for their application process.
- v. **Westlink Career Center** (see Unfinished Business).
- vi. **The Paralegal Institute** (see Unfinished Business).
- vii. **The Aveda Arts & Science Institute** (see Unfinished Business).



- viii. **Immaculate School of Allied Health** has submitted their job placement, retention rates, employment rate, and concurrently have provided a quarterly report on the physical plant of their institution.
- ix. **Four Walls Career and Technical Center** remitted the fine of one hundred dollars (\$100) for failure to get approval before starting a new program.
- x. **Thinkful, Inc.** has submitted the projections for the institution's annual revenue.
- xi. **The Salon Professional Academy** provided proof that they have operational fire extinguishers.

## **B. Student Advisory Committee**

The Student Advisory Committee recruitment remains open. Interested persons may contact [osse.elcmail@dc.gov](mailto:osse.elcmail@dc.gov). Information is available on the HELC web page at [osse.dc.gov/helc](http://osse.dc.gov/helc).

## **XIII. Correspondence and Communications**

### **A. Actionable**

#### **i. Davis Memorial Goodwill**

##### Re: Request for Hearing NOI

In a letter dated February 5, 2020, requested hearing on the Notice of Infraction (NOI) issued during the January 16, 2020 public session regarding a move to a new location prior to approval by the HELC.

Action required.

### **B. Informational**

#### **i. University of St. Augustine for Health Sciences**

##### Re: President Change 2020

In a letter dated January 17, 2020, Kim Reffner, Manager, Regulatory Affairs and State Licensure provided notification to a recent change in leadership positions at the University of St. Augustine for Health Sciences. Due to a personal family situation, President and Chief Academic Officer, Dr. Divina Grossman, retired effective January 1, 2020. The University Board of Directors has named our CEO Vivian Sanchez as CEO and Interim President and Executive Dean of Rehabilitative Sciences Dr. Brian Goldstein as Chief Academic Officer.

No action required by the Commission at this time.

#### **ii. Northwestern University**

Re: Office of the Provost

In a letter dated February 4, 2020, Ms. Andrea Conklin Bueschel, Associate Provost for Strategy and Policy and Joie Chen, Director of Washington Programs of the Medill School, provided follow-up to previous discussions about the Journalism program in the District and the anticipated move into the new facility located at 1301 K Street NW, Suite 200W.

Due to the construction not being completed as planned, the institution does not anticipate moving into the permanent space before mid-March, during the students' spring break. Classes for the spring quarter will begin on Tuesday, March 31. Until that time, offices will remain in the temporary co-working space one floor above the permanent facility (Suite 300W) which Ms. Alesia Henry visited and assessed in the fall.

No action required by the Commission at this time.

**iii. US Department of Education (USDOE)**

In a letter dated February 26, 2020, Diane Auer Jones, Principal Under Secretary offering clarifications regarding the final rules relating to accreditation of institutions of higher education and state authorization requirements for distance education. US DOE will no longer make a distinction between regional and national accreditors, but instead will recognize institutional and programmatic. Additionally, states must implement appropriate policies and processes to accept, investigate and respond to student complaints. The revised rules also require institutions to ensure that all students (on-the-ground and distance education) to be notified whether the program will or will not meet licensure requirements in a particular state and provide student with where they may obtain that information.

No action required by the Commission at this time.

**iv. Distance Education Accrediting Commission (DEAC) February 24, 2020**

Re: January 2020 Notifications

February 24, 2020 - actions from Jan 24, 2020.

- Quantic School of Business and Technology (Formerly Smartly Institute) was granted initial accreditation.
- University of the People change of location approved (from 225 South Lake Ave. 300, Pasadena CA to 595 East Colorado Blvd)

No action required by the Commission at this time.

**v. US Department of Education Federal State Aid (US DOE FSA)**

Re: Trinity Washington University

March 3, 2020 – The Higher Education Licensure Commission (HELC) was copied on a correspondence to President Patricia McGuire that institution is no longer eligible to participate in the Federal Perkins Loan program

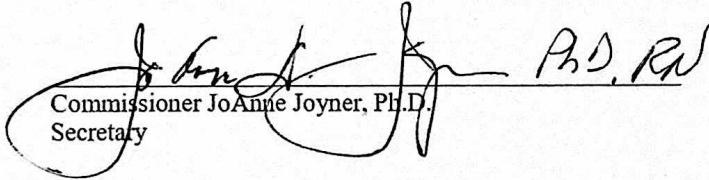
No action required by the Commission at this time.

**XIV. Next Public Meeting:** May 14, 2020

**XV. Adjournment**

Having no further business, the meeting was adjourned at 4:30 pm.

Respectfully submitted,

 P.D. RN  
Commissioner JoAnne Joyner, Ph.D.  
Secretary