

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 18-09
September 13, 2018
1050 First Street, NE
1st floor – Eleanor Holmes Norton III (110)
Washington, DC 20002

9:30 am

I. Call to Order

Commissioner Mary Dilworth called the meeting to order at 9:35 am.

Commissioners Present: Commissioner Mary Dilworth, Ed.D., Chair
Commissioner John Cross, A.B., A.M., M.S., Vice Chair
Commissioner Joanne Joyner, Ph.D., Secretary
Commissioner Anita B. Shelton, MSW

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

Guests Present: Allied Health and Technology Institute
Frank B. Uzoma
James Loots
Paul Elmer

BEI Capelli d/b/a The Salon Professional Academy
Elena Gioacchini

Brigham Young University
Scott Dunaway

Career Technical Institute
Sharon Conn

Certification School of Washington (CSW) Public Benefit Corporation

Robert Jordan
J. Howard-Matthews

Children's National Medical Center
Becky Nayak

D.C. Board of Nursing
Van Brathwaite

Eastern Mennonite University
Kimberly Schmidt
Deirdre L. Smeltzer
Ryan M. Good

Flair Beauty Institute
Paul Granados

Florida International Institute
Carlos Becerra
Anthony Rionda

General Assembly
Paul Gleger

Georgetown University
Kim Sneed

Inter-American Defense College
Marina Malamud

MedStar Washington Hospital Center
Shirley Douglass

Nursing Assistant Academy
Valerie Washington

Ohio University
Timothy Goheen

Paralegal Institute of Washington D.C.
Avon Alexander
Andrea Jones

Saint Michael School of Allied Health
Michael Adedokun

Smartly Institute
Alexie Harper

TEACH-NOW Graduate School of Education
Emily Feistritzer

Technical Learning Center t/a Prospect Career College
Mark Toufanian

University of California, Washington Center
Rodger Rak

University of Colorado Boulder
Amos Gelb

University of Pennsylvania
Dr. Deirdre Martinez

University of the Potomac
Andrea Ford

YWCA National Capital Area Career Education &
Training Center

Aleathia Adams

II. Ascertainment of Quorum

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

III. Approval of the Agenda

The Commission voted to approve the September 13, 2018 agenda.

IV. Executive Session

The executive session began at 9:36 am and concluded at 10:30 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 **AYT Institute** has submitted their closure plan and requested as some of the student records. As reported previously, the matter has been referred to the Office of the Attorney General. At this point the institution has declared that the records that they have supplied are all they have and will be required to sign an affidavit attesting to that.
- B. **Allied Health Institute** will be addressed during the “agenda”. (see page 28)
- C. **Four Walls Career and Technical Education Center** has supplied the three outstanding items, which were a current audit, a status of their auditing process as well as their statement of contingencies should grant funds no longer be available.
- D. **So Others Might Eat** provided the full certificate of occupancy for their new location.
- E. **Intellect Health Institute** update will be provided during “after action”. (see page 104)
- F. The **Aveda Institute** has submitted the catastrophic event policy as requested.
- G. **Served Academy** provided evidence that their website is up and running.
- H. **The University of San Francisco** accreditation status is not due until October 2018, so the matter will be deferred until the November public session.
- I. **JJPG Corporation d/b/a the Flair Beauty Institute** update will be provided during “unfinished business”. (see page 61)
- J. **Smartly Institute** was asked to provide a policy statement regarding transfer credits. The institution stated that the content was included in the catalog.
- K. **Baylor University’s** accreditation update is not due until December 2018.
- L. **A.T. Still University** provided the samples to the record as requested.
- M. **TEACH-NOW Graduate School of Education** has a follow-up that will be addressed during “correspondence”. (see page 144)
- N. **Prospect College’s** complaint close-out that was heard during the July meeting will have update provided during the “complaint” segment. (see page 214)
- O. **General Assembly** remitted the \$500 for the infraction that they received for advertising an unapproved program.

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

VI. Public Comment (reserved for agenda items only)

Dr. Robert Jordan of the Certification School of Washington, located on 605 Rhode Island Avenue stated that he would like to withdraw the application submitted to the Commission in order to assure that all the requirements are met. The Certification School of Washington plan to resubmit by the November executive/public meeting.

VII. Consent Agenda

A. Approval of the July 12, 2018 meeting minutes

The Commission voted to approve the minutes from the July 12, 2018 meeting.

B. One-year approval list

Recommended approval for 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
Lyndon B. Johnson School of Public Affairs, University of Texas at Austin (D)	Renewal	8/31/2019
BUEI, LLC d/b/a Mentora College	Renewal	9/30/2019
Dudley Beauty College (ND)	Renewal	9/30/2019
BAU International University (D)	Renewal	8/31/2019
Inter-American Defense College (D)	Renewal	8/31/2019
The National Conservatory of Dramatic Arts (ND)	Renewal	7/31/2019
YWCA National Capital Area Career Education and Training Center	Renewal	8/31/2019
Prospect College	Renewal	7/31/2019
Washington Baltimore Center for Psychoanalysis (ND)	Renewal	9/30/2019

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
General Assembly (ND)	New Program (Python Programming)	May 31, 2019

University of the Potomac	New Programs (Master of Science in Education; Master of Science in Accounting)	January 31, 2019
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CONDITIONAL EXEMPTIONS

Institutions	Approval Type	Expiration Date if Approved
University of California Washington Center (D)	Renewal	8/31/2019
University of Colorado Boulder (D)	Renewal	7/31/2019
Duke University (D)	Renewal	7/31/2019
Ohio University (D)	Renewal	8/31/2019
EF International Language Centers (ND)	Renewal	9/30/2019

STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA)

Institutions	Approval Type	Expiration Date if Approved
Georgetown University (D)	Renewal	9/30/2019
TEACH NOW Graduate School of Education (D)	Renewal	8/30/2019
Wesley Theological Seminary (D)	Renewal	9/30/2019
Career Technical Institute (D)	Renewal	9/30/2019

C. Two-year approval list

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

RENEWALS & AMENDMENTS *submitted at time of renewal*

Institutions	Approval Type	Expiration Date if Approved
Opportunities Industrialization Center of DC (ND)	Renewal	9/30/2020

D. State Approving Agencies -Veterans Education approval list

The HELC, acting as the District of Columbia State Approving Agency for Veterans Education benefits, approved the following applications for May 1 – June 30, 2018:

INSTITUTE OF HIGHER LEARNING (IHL)

New Programs

Institution Name	Program Name
George Washington University	1. Graduate Certificate in Geographical Information Systems 2. E-Learning Graduate Certificate 3. Post Masters Certification- Family Nurse Practitioner
Trinity Washington University	Deemed approved program review and approval (71 programs)
University of the District of Columbia – Law School	Deemed approved program review and approval (1 program)
Pontifical John Paul II Institute for Studies on Marriage & Family	Deemed approved program review and approval (4 programs)
University of the District of Columbia – Law School	Deemed approved program review
Georgetown University	1. Executive Certificate in Policy Leadership 2. Master of Professional Studies in Supply Chain Management
Georgetown University	Deemed approved program review (103 program withdrawals, new programs and program revisions)

NON-COLLEGE DEGREE (NCD)

Institution Name	Application Type
Graduate School	Catalog review (44 programs)
Howard University (NCD)	Facility Withdrawn

LICENSURE AND CERTIFICATION

Institution Name	Examination
Events Industry Council	1. Certified Meeting Professional 2. Certified Meeting Professional - Healthcare
Institute of Project Management	1. Certified Project Director (CPD) Online 2. Certified Project Master (CPM) - Online 3. Certified Project Master (CPM) – In Person 4. Certified Project Officer (CPO) – Online 5. Certified Project Officer (CPO) – In Person 6. Certified Project Officer (CPO) – Advanced Standing 7. Certified Project Professional (CPP) - Online 8. Certified Project Professional (CPP) – In Person

The Commission voted unanimously to approve the Consent Agenda.

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

There were no items removed from the consent agenda.

IX. Unfinished Business

A. Allied Health and Technology Institute

Allied Health and Technology Institute submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering non-degree programs in Home Health Aide (HHA), Nurse Assistant (NA), and Bridge program – converting Certified Nurse Assistant (CNA) to Home Health Aide (HHA).

RECAP from 3/01/18 meeting:

At the March 1, 2018 meeting the Commission voted unanimously to defer action on the application submitted by Allied Health and Technology Institute until its next public meeting on May 3, 2018 and directed the institution to submit additional information for the following areas of deficiencies: Curriculum/Instructional Program, Retention, Job Placement, Physical Plant, Equipment, Facilities, Student Records, and Publications and Advertising.

RECAP from 5/03/18 meeting:

At the May 3, 2018 public meeting the Commission voted unanimously to defer the renewal application submitted by Allied Health and Technology Institute until the September 13, 2018 public meeting, and directed the institution to submit proof that student records are in electronic format and website corrections were made no later than August 1, 2018.

An unannounced site visit on Aug 7, 2018 identified the following deficiencies- computers in library not working, no fire extinguishers on the walls, and institution was unable to demonstrate compliance with the student record and publication/advertising corrections as stipulated during the May 2018 meeting. Mr. Loots indicated that the extinguishers are on a service contract to be recharged. Mr. Uzoma indicated that the student grades and progression have been included in the records. Mr. Elmer indicated that the duplicate website was removed, but was unable to show because the site was down.

The Commission voted unanimously to approve the renewal application submitted by Allied Health and Technology Institute for a period of one (1) year, not to exceed July 31, 2019.

B. A.T. Still University of Health Sciences

AT Still University of Health Sciences submitted to the Higher Education Licensure Commission an application requesting license renewal to continue offering degree programs: Doctor of Osteopathic Medicine (DO) – Training.

At the time of the July public session, the staff review identifies deficiencies/need for follow-up with the following licensure standards: §8004.14- Catalog, §8004.15- Student Records. As of August 13, 2018 the institution has satisfactorily demonstrated compliance.

The Commission voted unanimously to approve the renewal application submitted by A.T. Still University of Health Sciences for a period of one (1) year, not to exceed July 31, 2019.

C. JJPG Corporation d/b/a Flair Beauty Institute

JJPG Corporation d/b/a Flair Beauty Institute submitted to the Higher Education Licensure Commission an application requesting license renewal continue offering non- degree programs in: Cosmetology, Barbering, Cosmetology Manager, Cosmetology Instructor, Braiding, Manicuring, Esthetician and Board Refresher. During the July public session, the Commission voted to defer action on the application until the Sept 13 public session pending the submission of the following items: signed renewal application, corrected catalog, evidence that student records are organized, retention and placement data, temporary closure of the barbering and esthetician programs and evidence of financial solvency. The Commission requested the items by August 13, 2018. On August 14 the institution submitted a letter requesting an extension on the submission of the requested materials until Monday, August 20, 2018. As of today, the materials have not been submitted.

The Commission voted unanimously to defer decision on the renewal application submitted by JJPG Corporation d/b/a Flair Beauty Institute until the November 1, 2018 public meeting.

X. Applications for Licensure/Exemption

A. Provisional

i. Saint Michael School of Allied Health

Saint Michael College of Allied Health submitted to the Higher Education Licensure Commission an application for provisional licensure to offer an Associate Degree of Applied Science in Nursing.

The Commission voted unanimously to approve the provisional application to offer the Associates Degree of Applied Science in Nursing program for a period of one (1) year, not to exceed September 30, 2019.

B. Renewals/Amendment Applications

i. Paralegal Institute of Washington D.C.

Paralegal Institute of Washington DC submitted to the Higher Education Licensure Commission an application for license renewal to continue offering the following non- degree programs: Paralegal Certification Course and the Cite Checking Workshop.

The Commission voted unanimously to approve the application for license renewal submitted by Paralegal Institute of Washington D.C. for a period of one (1) year, not to exceed July 31, 2019 with the condition that they submit a financial statement, a surety bond, a Certificate of Good Standing, a Certificate of Clean Hands, a catastrophic event policy, and any pertinent fees no later than September 17, 2018.

ii. Intellect Health Institute

Intellect Health Institute submitted to the Higher Education Licensure Commission an application requesting license amendment for new location to relocate from 3811 Minnesota Ave to 1809 Benning Rd NE.

During the site visit the staff identified the following concerns:
no adequate library for students, no hand rail on steps, exposed wires in the walls, no break space for staff/students, poorly placed microwave (top of steps), trip hazards because of uneven floors, improper practice equipment, specifically the bed (must have electrical bed per BON) & food preparation set-up, organization of instructional supplies not according to BON standards, concerns expressed by BON that the student record reviewed was missing required, documentation, specifically health/immunity to communicable diseases, skills checklist & complete clinical evaluation form.

The Commission voted unanimously to deny the amendment application for new location submitted by Intellect Health Institute.

iii. University of the Potomac

The University of the Potomac submitted to the Higher Education Licensure Commission applications requesting program amendment to add the Medical Assistant Program, Master of Science in Nursing, and Master of Science in Accounting.

The staff review has determined that the institution has not completed the necessary facility build out to support the requested Medical Assistant program.

The Commission voted unanimously to approve the amendment application to add the Medical Assistant program submitted by the University of the Potomac for a period of one (1) year, not to exceed September 30, 2019.

iv. BEI Capelli, LLC d/b/a The Salon Professional Academy

The BEI Capelli, LLC d/b/a The Salon Professional Academy submitted to the Higher Education Licensure Commission an amendment application requesting change in ownership.

The staff identified the institution's failure to supply the required surety bond.

The Commission voted unanimously to approve the ownership change request submitted by BEI Capelli, LLC d/b/a The Salon Professional Academy and that the new owner provide the surety bond, by September 14, 2018.

v. TEACH-NOW Graduate School of Education

The TEACH-NOW Graduate School of Education submitted to the Higher Education Licensure Commission applications requesting license renewal to continue offering degree programs in

teacher preparation education and an application for program amendment to modify the current approved offerings Master's Degree in Education, Master's in Educational Leadership, Certification in TEACH-NOW Teacher Preparation Program to Master's in Education with Teaching Multilingual Learners Focus, Master's in Education with Early Childhood Education Focus and Master's in Education with Special Education Focus.

The institution has also asked that Commission consider a 3 year approval.

The Commission voted unanimously to approve the renewal and program modification applications submitted by TEACH-NOW Graduate School of Education for a period of one (1) year, not to exceed September 30, 2019.

vi. VETS Group Training Academy

The VETS Group Training Academy submitted to the Higher Education Licensure Commission applications requesting renewal to continue offering non-degree programs in PC Specialist Program, Network Specialist Program, Cisco Certified Network Associate, MCSA Windows Server Administration, MCTS Windows 7 Configuring, MCTS SharePoint Configuration, Certified Tower Climber, Cisco Certified Entry Network Technician, EC Council Certified Ethical Hacking, MCSA Windows Server Network Infrastructure, MCTS SharePoint Application Development, MTA IT Infrastructure, Cable Installation Program and Cyber Security Professional Program. Additionally, they have submitted an application for program amendment to offer the following programs in a live distance education delivery method: Network Specialist, Security Specialist, and Cyber Security Professional program.

Staff identified that the institution's catalog doesn't include a description of the platform/delivery method and minimum software/hardware requirements that students must demonstrate that they have in order to participate in the live distance learning. Additionally, the institution has not satisfactorily identified the technical resources that will available to support students if they have questions/concerns.

The Commission voted unanimously to defer decision on the application requesting license renewal submitted by VETS Group Training Academy until the November 1, 2018 public meeting with the request for clarifying catalog information provided to the staff no later than October 15, 2018.

vii. National Technology Transfer, Inc.

The National Technology Transfer (NTT) submitted to the Higher Education Licensure Commission an application requesting conditional exemption renewal to continue offering non-degree programs in Electrical Safety, National Electrical Code, HVAC, Fluid Power and Compliance Mechanical/Industrial Systems.

Staff determined that the institution offerings do not conform to the excluded categories.

The Commission voted unanimously to deny the application submitted by National Technology

Transfer, Inc.

C. Provisional Conditional Exemption

i. Eastern Mennonite University

Eastern Mennonite University submitted to the Higher Education Licensure Commission an application for *Conditional Exemption or Exclusion* under the provisions of DC Official Code 38-1310 (f) to offer internship courses in: Urban Anthropology, A Multicultural History of Washington D.C., 1930-2000, The Urban Landscape: Race, Space, and Inequality, From Monuments to Murals: Exploring Social Issues Through D.C.'s Public Art, The Politics and Practice of Community Development, Servant Leadership, Internship Theory and Practice, and Internship.

The following deficiencies were identified:

- 1- Institution has been operating in DC since 2005 without approval
- 2- Need to supply proof of update fire extinguishers

Dr. Good supplied photographs that the extinguishers have been properly tagged as well as sprinklers system.

The Commission voted unanimously to approve the request submitted by Eastern Mennonite University for a period of one (1) year, not to exceed September 30, 2019.

ii. MedStar Washington Hospital Center

MedStar Washington Hospital Center submitted to the Higher Education Licensure Commission an application for *Conditional Exemption or Exclusion* under the provisions of DC Official Code 38-1310 (a)(1) (*education for the training of an employer's employees*) to offer the MedStar Medical Imaging School.

The Commission voted unanimously to deny the request submitted by MedStar Washington Hospital Center based on the fact that the institution does not qualify for the exemption.

iii. University of Pennsylvania

University of Pennsylvania submitted to the Higher Education Licensure Commission an application for Provisional *Conditional Exemption or Exclusion* under the provisions of DC Official Code 38-1310 (f) to offer the Penn in Washington Program.

The institution has been operating in the District without approval.

The Commission voted unanimously to approve the request for conditional exemption or exclusion submitted by the University of Pennsylvania for a period of one (1) year, not to exceed September 30, 2019.

iv. Brigham Young University

Brigham Young University submitted to the Higher Education Licensure Commission an application for *Conditional Exemption or Exclusion* under the provisions of DC Official Code 38-1310 (f) to offer courses in the Washington Seminar.

Institution has been operating in the District without approval.

The Commission voted unanimously to approve the request submitted by the Brigham Young University for a period of one (1) year, not to exceed September 30, 2019.

XI. Closure Plan

A. National Children's Center Career Academy

In December 2016, National Children's Center Career Academy had its final cohort to graduate. During the summer of 2017, the institution received approval for license renewal and license amendment for new location at 6200 Martin Luther King, Jr. Drive; however, have not hosted any additional cohorts during that time. The institution's last license expired August 31, 2018. The HELC staff has not been provided the institutions students list; however, the information that the custodian of records including transcripts and diplomas are maintained with the NCC Career Academy and should contact Becky Nayak for transcript requests.

The Commission voted unanimously to approve the closure plan submitted by National Children's Center Career Academy.

B. Unity Education Center

Unity Education Center submitted a closure plan. The anticipated date of closure is October 15, 2018 with the last date of instruction being October 5, 2018.

The Commission voted unanimously to approve the closure plan submitted by Unity Education Center.

XII. Pending Cases

A. Nursing Assistant Academy

Re: Complaint 2018-007

The Higher Education Licensure Commission (HELC) received an anonymous complaint dated June 13, 2018. The complainant alleges derogatory and racial comments from management, document forgery, alcohol consumption of management and low faculty.

The Commission voted (3 affirmative, 1 negative) to dismiss the complaint.

B. Prospect College

Re: Complaint 2018-004

The Higher Education Licensure Commission (HELC) received a formal complaint from Ms. LaJetta McDowney dated June 22, 2018. The complainant alleges the failure to provide commutable location for externship, racism, constant turn-over in staff and faculty, failure to provide transportation stipends and theft. The matter was deferred from the July public meeting so that, at the Commission's request, the institution could develop and attempt to implement a plan to assist the complainant. Initially, efforts were made to contact the complainant, but also of note the complainant did not follow school's grievance process.

The Commission voted (3 affirmative, 1 negative) to dismiss the complaint.

C. Aveda Institute

Re: Complaint 2018-008

The Higher Education Licensure Commission (HELC) received a formal complaint from Ms. Kelly Psych dated July 17, 2018. The complainant alleges engaged in harassment, wrongful accusation, denial of a request to meet, and wrongful termination. The notice of complaint was sent to the institution on August 1, 2018. The institution response was received on August 3, 2018 and was forwarded to the complainant on August 8, 2018 which received a report on August 14, 2018.

The Commission voted unanimously to refer the complaint to the Higher Education Licensure Commission's Executive Director for further investigation.

D. Strayer University

Re: Complaint 2018-005

The Higher Education Licensure Commission (HELC) received a formal complaint from Ms. Delana Mayo dated June 20, 2018. The complainant alleges the loan cancellation without proper notice, and releasing her requested official transcript. The notice of complaint was sent to the institution on June 26, 2018 and the institution sent a subsequent response to the Commission dated July 10, 2018. The institution adjusted the balance to zero. Once the balance was zero the complainant could request a transcript from the registrar.

The Commission voted unanimously that the complaint be dismissed as resolved.

E. RizeUp Technology Training LLC

Re: Improper Closure

In February of 2018, we sent notice to RizeUp Technology Institute, informing that their license had beyond expired and requested that they either submit a closure plan, or if they have a plan to operate, submit appropriate provisional application. There was no response. However, the Commission received a bond cancellation notice in March 2018, effective September 17, 2018. Following that, Specialist Dorothy Thomas (phonetic) did a visit to the institution to confirm that they in fact ceased operating a post-secondary institution.

Specialist Dorothy Thomas also supplied the institution with a copy of a closure plan in an effort to secure the student records; however, the institution, as of today, has yet to respond to that request. Our preliminary assessment is that they probably no longer have them.

The Commission voted unanimously to notify RizeUp Technical Training, LLC, that they supply the Commission with their student records by October 31, 2018, and failure to comply with the request will result in a referral to the Office of the Attorney General.

XIII. Correspondence and Communications

A. Aveda Institute

Re: Leadership Change

In a letter dated August 2, 2018, from Ms. Lauren Fender, Compliance Director of Aveda Institute Washington, DC, notification of a change in director of the institute: Mr. Daniel Buckingham was hired on June 13, 2018 and enclosed was his resume.

In letter dated Sept 11, 2018, from Lauren Fender, notice that ownership percentages had changed. Already owners Edwin Neill and Debra Neill Baker each own 505% and James Petrillo is no longer an owner.

No action required by the Commission at this time.

B. Inter-American Defense College

Re: Leadership Change

In a letter dated July 11, 2018, from Mr. James E. Taylor, Major General, U.S. Army Director, notification provided that on Monday, July 2, 2018, he has assumed his new duty as the Director of the Inter- American Defense College (IADC).

The letter also informed that the new Licensure and Accreditation Manager is now Dr. Marina Malamud.

Enclosed with the letter was a biography and Appointment Document for James E. Taylor, Major General, U.S. Army Director.

No action required by the Commission at this time.

C. US Department of Education Federal Student Aid

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Re: American University (The) – Title IV Program Review

In a letter dated May 29, 2018, from Ms. Elizabeth Coughlin, Area Case Director of the School Participation Team, NE, addressed to Dr. Mildred Huertas-Sola', Chancellor of Universidad del Este, informs that, based upon the information included in their application for Approval to Participate in Federal Student Financial Aid Programs, the Secretary of Education (Secretary) has determined that Universidad del Este (Institution) satisfies the definition of an eligible institution under the Higher Education Act of 1965, as amended (HEA).

Re: Universidad del Este Approval

In letter dated August 6, 2018 from Chris Miller, addressed to Sylvia Burwell, President of American University notice provided of the institution's upcoming on-site Program Review scheduled to begin September 11, 2018.

No action required by the Commission at this time.

D. Strayer University

Re: Merger Notification & MSN Program Closure

In a letter dated August 13, 2018, from Ms. Darlene Bell-Alexander, Esq., Senior Associate General Counsel, notification provided that the merger closed, effective August 1, 2018 between the Strayer Education, Inc. and Capella Education Company, the respective parent companies of Strayer University and Capella University.

As result of the merger, Strayer University remains wholly owned by Strategic Education, Inc. ("SEI"), what was formerly Strayer Education, Inc. and SEI senior management remains the same.

In a letter dated Sept 10, 2018 from Lisa Sincere, Esq, Associate General Counsel, Strayer provided notice of it plans to discontinue the Master of Science in Nursing program.

No action required by the Commission at this time.

E. Chamberlain University

Re: Leadership Change

In a letter dated July 23, 2018, from Ms. Melissa Robbins, Sr. Director, Educational Authorization of Adtalem Global Education, informing of President Susan Groenwald's pending retirement and announcing Chamberlain's new leader Dr. Karen Cox assuming the role of president of Chamberlain University effective August 27, 2018.

No action required by the Commission at this time.

F. The Accrediting Commission of Career Schools and Colleges (ACCSC)

Re: National Conservatory of Dramatic Arts

In a letter dated September 5, 2018, from Mr. Michale S. McComis, Ed.D., Executive Director of ACCSC addressed to Ms. Nan Ficca, Director of the National Conservatory of Dramatic Arts, Washington, DC, notifying that at the August 2018 meeting, the Accrediting Commission of Career Schools and Colleges considered the Application for Renewal of Accreditation submitted by National Conservatory of Dramatic Arts located in Washington, DC. Upon review of the May 21, 2018 Team Summary Report and the school's response to the report, the Commission voted to grant NCDA Renewal of Accreditation with Stipulations and Reporting. The school's grant of accreditation is for five (5) years and will become effective upon a demonstration that the stipulation of disclosing the graduation and employment rate for each program as last reported to the Commission (Section IV (C) (3), Substantive Standards, Standards of Accreditation). NCDA is required to submit a response to all requirements by uploading the school's electronic response directly to ACCSC's College 360 Database.

No action required by the Commission at this time.

G. Certification School of Washington (CSW)

Re: Application Withdrawal

Certification School of Washington (CSW) wishes to withdraw its provisional application submitted July 2018 without requirement to remit additional fees with a re-submission.

The Commission voted unanimously to waive the reapplication fee provided a new application is submitted by Certification School of Washington (CSW) within ninety (90) days.

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. Nominations & Election of Officers

In accordance with DCMR Title 5 Chapter A82 the Commission shall choose annually from among its members a Chairperson, Vice Chairperson and Secretary. The Commission must elect its Officers at a public meeting.

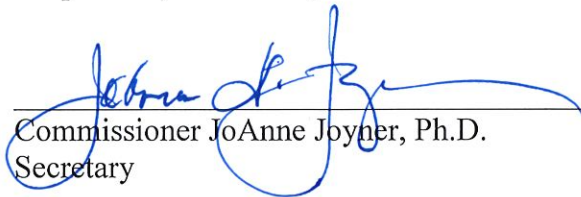
The Commission voted unanimously to elect officers as follows: Dr. Mary E. Dilworth, Chairperson; Mr. John Cross, Vice Chairperson; and Dr. JoAnne Joyner, Secretary.

XVI. Next Public Meeting: November 1, 2018

XVII. Adjournment

Having no further business, the meeting was adjourned at 3:25 pm.

Respectfully submitted,



Commissioner JoAnne Joyner, Ph.D.
Secretary