

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 16-01
January 7, 2016
810 First Street, NE
3rd floor – Grand Hall B
Washington, DC 20002

10:30 am

I. Call to Order

Commissioner Gailda Davis called the meeting to order at 10:46 am.

Commissioners Present:

Commissioner Gailda Davis, Ed.D., Chair
Commissioner Johnetta Davis, Ph.D., Vice Chair
Commissioner Mary Dilworth, Ed.D., Secretary
Commissioner Joanne Joyner, Ph.D.
Commissioner John Cross, A.B., A.M., M.S.

Staff Present:

Angela Lee, Executive Director
Jocelyn Harris, Education Compliance Specialist
Alesia Henry, Education Compliance Specialist
Dorothy Thomas, Education Compliance Specialist
Rose Fields, Administrative Assistant
Michael McMiller, Assistant Attorney General Counsel

Guests Present:

University of the Potomac
Clinton Gardner
Andrea Ford
Oksana Malysheja

The Excel Institute
Katie Clark

Allied Health and Technology Institute
Frank B. Uzoma
Ebene A. Uzoma

II. Ascertainment of Quorum

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

III. Approval of the Agenda

The Commission voted to approve the January 7, 2016 agenda.

IV. Approval of the November 5, 2015 meeting minutes

Corrections to the November minutes, section C page 5 of 5 should read “The District of Columbia Court of Appeals Notice.”

V. Approval of the December 10, 2015 meeting minutes

Corrections to the December minutes, section V page 2 instead of “Southwest Welding Academy it should read Southeast Welding Academy.”

VI. Report of the Executive Director

Correction to the November 5, 2015 meeting, a Conditional Exemption approval for Central Michigan University (CMU) was read not to exceed September 30, 2016. One year from November would have been November 30, 2016. For consistency, it was requested that the Commission approve the Conditional Exemption of CMU for a period of one (1) year not to exceed November 30, 2016. The Commission voted to approve the request from the Executive Director to change the CMU Conditional Exemption expiration date from September 30, 2016 to November 30, 2016.

The Washington Center of Psychoanalysis had four (4) conditions place on the license including evidence of an online catalog, a sample of a candidate manual, the student manual to be presented on their website, and the annual data survey. Of the four requested items, only the annual data survey has been submitted. The requested items were due October 31, 2015. The Commission instructed the Executive Director to send a letter to the Washington Center of Psychoanalysis to address the status of their license, if the required documents are not received within 30 days.

The Calvary Bible Institute has complied with the request of signage on the exterior of the building to identify the institution.

Allied Health Institute has submitted the additional materials as requested by the deadline. Staff is reviewing the submitted application and additional documents.

The Southeast Welding Academy has submitted some of the items that were requested and the staff is still reviewing the additional items. The outstanding items that were set aside include the request for the financial audit waiver, which is on the agenda for consideration today. They have established a full advisory board. They have revised their organizational chart and corresponding position descriptions. There is evidence of library resources. They have revised their catalog and website and they have satisfied the typographical and grammatical errors in their printed materials.

The Washington School of Psychiatry has complied with the submission of their Certificate of Good Standing.

Medtech College has satisfied all of the requirements to include the revised organizational chart, the retention and placement data, the updated catalog, and the CVs for all of their staff.

VII. Commission Approved Applications

A. One year approval list

The Commission approved the following applications for one (1) year, not to exceed January 31, 2017.

Renewals & Amendments *submitted at time of renewal*

<u>Institutions</u>	<u>License Type</u>
Congress Heights Community Training & Development Corporation (ND)	Renewal
DC Central Kitchen (ND)	Renewal
Flair Beauty Institute (ND)	Renewal
The Institute of World Politics (D)	Renewal

<u>Agents</u>	<u>License Type</u>
Delecia Eller – Grand Canyon University (D)	Renewal

Amendments Only

* The licensure period for institutions seeking approval to amend by adding new programs or new location will synchronize with the institution's current license.

<u>Institutions</u>	<u>License Type</u>
Please note.....approved for amendment only, license expires 1/31/2016 Technical Learning Center t/a Prospect Career College (D)	Amendment Name Change Only

Conditional Exemptions

<u>Institutions</u>	<u>License Type</u>
Saint Catherine University (D)	Renewal
University of Notre Dame (D)	Renewal
University of Mississippi (D)	Renewal

B. Two- year approval list

The Commission approved the following applications for a period of two (2) years, not to exceed January 31, 2018.

<u>Institutions</u>	<u>License Type</u>
Career Technical Institute (D)	Renewal

Key: (D) – Degree Institution (ND) – Non-Degree Institution (P) – Provisional (R) – Renewal (A) – Amendment

* The licensure period for institutions, only amending for new programs or new location their license will remain in effect.

VIII. Provisional Agent Applications

A. The Art Institute of Atlanta (Matthew Yannuzzi, Shannon Teague, Livia Fiorio, and Margaret Bivans)

The Art Institute of Atlanta submitted to the Commission provisional agent license applications requesting approval of Representatives Matthew Yannuzzi, Shannon Teague, Livia Fiorio, and Margaret Bivans to enroll and recruit students of the District of Columbia.

The Commission voted to approve the agent applications of The Art Institute of Atlanta for Representatives Matthew Yannuzzi, Shannon Teague, Livia Fiorio, and Margaret Bivans for a period of one (1) year not to exceed January 31, 2017

IX. Renewals/Amendment Applications

A. The Excel Institute

The Excel Institute has submitted to the Commission an application request for license renewal to continue offering general automotive services, advanced automotive services and automotive electives.

The Commission voted to approve the license renewal application of The Excel Institute for a period of one (1) year not to exceed January 31, 2017 with the following conditions, (1) submit clarification on programs approved to offer and the cluster programs; (2) submit a revision of the admission requirements reflecting the Excel Automotive Assessment; (3) submit a Request for a Name Change to be consistent with the name, Excel Institute or Excel Automotive Institute; (4) submit the financial plans for grants received from Toyota and Volkswagen; (5) submit student demographics such as race, ethnicity and gender; (6) submit clarification on the admission examination; and (7) submit the certification examination pass rate for the graduates. The requested information should be submitted by March 4, 2016 as a condition of license approval.

B. University of the Potomac

The University of the Potomac submitted to the Commission an application requesting license renewal to continue offering Bachelor's Degrees in Business Information Technology, Accounting, Government Contracting, International Business, and Digital Forensics, Associate's Degrees in Accounting, International Business, Information Technology and Security Management, and Master's Degrees in Business Administration. The university has also submitted an amendment request to change ownership from the Hamilton Group, LLC to the Lindon Education Partners, LLC.

The Commission voted to approve the license renewal application of the University of the Potomac for a period of one (1) year not to exceed January 31, 2017. The Commission also approved the license amendment request to change ownership.

X. Provisional Conditional Exemption Requests

A. Western Governors University

The Western Governors University has submitted to the Commission an application for Conditional Exemption as education provided outside of the District of Columbia to offer internships in the District of Columbia.

The Commission voted to approve the Conditional Exemption application for a period of one (1) year not to exceed January 31, 2017; *under the provisions of D.C. Official Code 38-1310(f) for education provided as a local offering of a foreign institution.*

XI. Correspondence and Communications

A. Medtech College

Medtech College submitted a response to the question from the December meeting regarding the programs that the institution was approved to offer in 2013 but were not reflected in the current student catalog. The campus president responded to let the Commission know that, yes, they had been approved but they had never been implemented. Therefore, they had not been added to the catalog nor had they been advertised or promoted in the District of Columbia. It should be noted that, *Chapter 80, Section 8001.5, any license or postsecondary degree-granting institutions offering new programs automatically expires if the institution fails to begin operation under the license within one year of issuance or the program ceases to operate for a period of six consecutive months. In that case, a new application would need to be submitted and approved in order for the institution to engage in those educational activities.*

The Commission instructed the Executive Director to send a letter to that effect letting the institution know that the regulations prohibit the programs from remaining on the record if they have not been implemented within the prescribed timeline. If the institution desires to offer these programs a new application must be submitted and approved.

B. Southeast Welding Academy

Southeast Welding Academy submitted to the Commission for their consideration of a request to waive the requirement of financial audit citing a lack of financial resources to satisfy this requirement.

The Commission voted to deny the request of Southeast Welding Academy to receive a waiver of the requirement of submitting a financial audit.

C. The Accrediting Council for Continuing Education and Training (ACCET) Notice

ACCET provided notice that at their December 2015 meeting that they voted to grant final approval was given to EC Washington, a branch of EC Boston, operating at 1025 Connecticut Avenue, NW, Suite 701 Washington, DC 20036, granting accreditation through August 15, 2017.

No action is required at this time by the Commission.

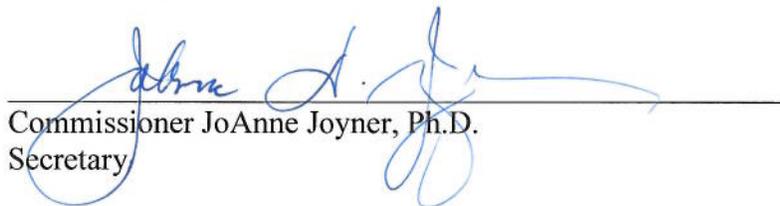
XII. Public Comments

Allied Health and Technology was in attendance because of their license renewal application that was submitted at the end of December. The renewal application came after the Commissioners had already received the materials for today's meeting and staff has not had a chance to review them thoroughly to determine that they do in fact meet the criteria. The institution representatives were informed to expect a letter, e-mail or phone call informing them of the meeting and when they will be scheduled at which time representatives will come and respond to any of the Commission's questions.

XIII. Adjournment

Having no further business, the meeting was adjourned at 12:38 pm.

Respectfully submitted,



Commissioner JoAnne Joyner, Ph.D.
Secretary