

DISTRICT OF COLUMBIA
HIGHER EDUCATION LICENSURE COMMISSION

Public Session No. 21-06
June 3, 2021 (virtual)
9:30 am

I. Call to Order

Commissioner Mary Dilworth called the meeting to order at 9:36 am.

Commissioners Present: Commissioner Mary Dilworth, Ed.D., Chair
Commissioner Anita B. Shelton, MSW, Vice Chair
Commissioner Estell Mathis-Lloyd, M. Ed., Secretary
Commissioner Elaine Crider
Commissioner Harriet Segar, Esq.

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
Chasity Cook, SAA Compliance Specialist
Nagesh Tammara, Attorney Advisor
Maia Turner, Administrative Assistant

Guests Present: Quantic School of Business and Technology
Ori Ratner
Bill Fisher
Alexie Harper
Tom Adams

PECB University
Baton Mati

National University
Lisa Chambers
Matthew Medeiros
Leticia Rayan

Pacific College
Malcolm Youngren

Arizona State University
Alison Hines Hahn

Cornerstone Institute for Anointing
Antoinetta Kelley
Lawrence Carver
Monique Poydras

Claremont McKenna College
Maija Harkonen
John Pitney
Marcie Gardner
Kristen Mallory

Time for Change
Tonya Ridley
Socorra Smith

Bard College
Clara Botstein

MedCerts, LLC
Kelly Hoover
Janea Rudder

Pacific College
Corrine K.

Flatiron School
Alan Gallegos

Windsor University
Ahmed Bashir
Amro Al Komey
Amr Abbas

Strayer University
Kristen Hansen
Lisa Sincere

D.C. Board of Nursing (DCBON)
Bonita Jenkins

Texas A&M University, The Bush School of Government
and Public Service
Francis Gregory Gause

Jacqueline M. Linde
Jodi Carr
Gary Ross
Jay Silveria

Public Attendees:

Sandy Townsend
Alicia Waldon
Priscilla Suero
Skylar Neil
Mamoss
Faith Harrison

D.C. Office of the State Superintendent of Education (General Counsel Interns):

Daniel Soar
Paul Thornton

D.C. Office of the State Superintendent of Education Student Advisory Committee (SAC):

Shallum Atkinson
Elizabeth Fadl

II. Ascertainment of Quorum

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

III. Approval of the Agenda

The Commission voted to approve the June 3, 2021 agenda.

IV. Public Comment (reserved for agenda items only)

There were no comments from the public.

V. Consent Agenda

There were no items removed from the consent agenda, however; LADO International and Middlebury College were added to the consent agenda without objection.

A. Approval of the April 1, 2021 meeting minutes

The Commission voted to postpone the approval of the minutes from the April 1, 2021 meeting until the August 5, 2021 public 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
National University (D)	Renewal and Amendment	7/31/2022
Syracuse University (D)	Renewal	5/31/2022
Time for Change (ND)	Renewal	5/31/2022
PECB University (D)	Renewal	5/31/2022
Bard College (D)	Renewal and Amendment	5/31/2022
Institute of World Politics (D)	Renewal and Amendments	5/31/2022
General Assembly (ND)	Renewal and Amendment	5/31/2022

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	Approval Type	Current Expiration
Texas A&M University (D)	Program Amendment	7/31/2021
Inter-American Defense College (D)	Program Amendment	Permanent
Flatiron (ND)	Amendment	1/31/2022

CONDITIONAL EXEMPTIONS

Institutions	Approval Type	Expiration Date if Approved
Michigan State University (D)	Renewal	3/31/2022

STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA)

Institutions	Approval Type	Expiration Date if Approved
University of the Potomac (D)	Renewal	5/14/2022

AGENTS

Institutions	Approval Type	Expiration Date if Approved
Ross University School of Medicine (Jean Dean Nwafor)	Renewal	5/31/2022
Ross University School of Veterinary Medicine (Richard Hague)	Renewal	5/31/2022

KEY: Institution Type: (D) – Degree (ND) – Non-Degree

C. SAA- Veterans Education approval list

The HELC, acting as the District of Columbia State Approving Agency for Veterans Education benefits, approved the following applications for the period of February 1- March 31, 2021:

INSTITUTE OF HIGHER LEARNING (IHL)

New Programs

Institution Name	Program Name
New York University DC	Executive MBA
George Washington University	Correctional Health Administration, Master of Health Sciences
George Washington University	Leadership in Clinical Practice
George Washington University	Correctional Health Administration, Master of Health Sciences
Institution Name	Program Name

Program Amendments

Institution Name	Program Name
Vets Group	PC Specialist Program
Vets Group	Network Specialist Program
Vets Group	Security Specialist Program
Vets Group	AWS Cloud Computing Program

Vets Group
Vets Group
Vets Group
Vets Group
Vets Group
Vets Group
Vets Group

Cyber Security Professional Level-1
Cyber Security Professional Level 2
Microsoft Office Specialist Program
Web Development Certificate Program
Project Management Professional Program
Certified Cable Installation Program
Wireless Broadband Technician Program

COMPLIANCE & MONITORING REPORT

License Expirations

Notice of license expiration was sent to the following institutions. They have not responded to the Commission.

Institutions	Approval Type	Expiration Date
Institutions	Approval Type	Expiration Date
University of Connecticut School of Law	Conditional Exemption	May 31, 2021
Southeast Children's Fund	Institution Licensure	May 31, 2021

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

There were no additional items removed from the consent agenda.

VII. Unfinished Business

A. Mid-Atlantic College

Mid-Atlantic College was issued a Notice of Public Meeting on May 25, 2021 inviting the institution's representative to today's meeting to discuss Mid-Atlantic College's non-compliance with the submission of the required closure plan.

On April 26, 2021 the institution was also issued a Notice of Failure to Comply with HELC's Closure Process following the Commission's action to deny licensure renewal. *Pursuant to 5A DCMR § 8016, the Institution is required to submit an institution closure form. Additionally, all student records of the closed school must be provided to the Commission.*

RECAP from previous meeting(s):

The Higher Education Licensure Commission ("Commission") notified Mid-Atlantic College ("Institution") of its decision at the February 4, 2021 public meeting to deny the licensure application. In the Final Decision order, the Commission required the Institution to submit a

closure plan March 26, 2021. To date, a closure plan from the Institution has not been received with the Commission.

The Commission voted unanimously to refer the matter to the Office of the Attorney General.

B. Catholic Charities

Catholic Charities submitted an application for licensure renewal to continue to offer non-degree certificate programs in: Green Pre-Apprenticeship Construction and Professional Counseling Education Program.

The school also submitted a program amendment to modify the operational modality of its currently approved programs to offer via distance learning.

RECAP from previous meeting(s):

At the April 1, 2021 public meeting, the Commission voted unanimously to defer action on the applications for licensure renewal and program amendment submitted by the Catholic Charities until the next public meeting with condition to:

- Submit proof of accreditation
- Catastrophic events policy
- Four (4) Months of bank statements

No later than April 15, 2021. The institution has subsequently provided the remaining outstanding information.

The Commission voted unanimously to approve the application for licensure renewal submitted by Catholic Charities for one (1) year, not to exceed November 30, 2021 with condition to remit a fine in the amount of five hundred (\$500.00), for late submission penalties to the Commission within sixty (60) days due August 3, 2021.

VIII. Applications for Licensure/Exemption/Amendment

A. Provisional

i. Claremont McKenna College

Claremont McKenna College submitted an application for Provisional Conditional Exemption under the provisions of DC Official Code §38-1310(f) to offer the: CMC Washington Program which offers academic courses and internships.

The Commission voted unanimously to approve the application for Provisional Conditional Exemption submitted by the Claremont McKenna College for a period of one (1) year, not to

exceed June 30, 2022 with the condition in remitting a fine, in the amount of five hundred dollars (\$500.00) for operating without approval.

ii. Pacific College of Health and Science

The Pacific College of Health and Science submitted an application for Provisional licensure to offer degree and certification programs in: Health Coach Certificate, Holistic Nursing Certificate, Medical Cannabis Certificate (Pending approval from ABRA), Master of Science in Health and Human Performance, Bachelor of Science in Holistic Nursing, and Traditional Doctorate of Acupuncture.

The Commission voted (In favor: Crider, Lloyd, Segar, Dilworth; Abstention: Shelton) to approve the Provisional licensure application to offer the degree certificate programs in Health Coach Certificate, Holistic Nursing Certificate, Master of Science in Health and Human Performance, Bachelor of Science in Holistic Nursing, and Traditional Doctorate of Acupuncture for one (1) year, not to exceed June 30, 2022.

The Commission voted unanimously to defer action on the Medical Cannabis Certificate program submitted by the Pacific College until the August 5, 2021 public meeting.

iii. Windsor University

Windsor University submitted an application for Provisional licensure to offer the Master of Business Administration.

The Commission voted (In favor: Crider, Lloyd, Segar, Dilworth; Abstention: Shelton), to defer action the application for Provisional licensure submitted by Windsor University with the following conditions to be satisfied by June 24, 2021:

- Provide documentation of compliance with American's with Disabilities Act
- Identify the online service delivery method used to ensure compliance with Chapter 83
- Confirm hiring of a Chief Academic Officer
- Provide a catastrophic event policy

iv. MedCerts, LLC

MedCerts, LLC submitted an application for Provisional licensure to offer non-degree certificate programs in: Medical Front Office Assistant & Administration Specialist, Medical Billing Specialist, Medical Front Office Administration Specialist, Electronic Health Records and Reimbursement Specialist, Medical Assistant, IT Support Professional, and IT Helpdesk Administrator.

The Commission voted unanimously to approve the application for Provisional licensure submitted by MedCerts, LLC for one (1) year, not to exceed June 30, 2022 with the condition to submit an updated surety bond due June 5, 2021.

B. Renewals/Amendment Applications

i. Quantic School of Business and Technology

The Quantic School of Business and Technology submitted an application for renewal to continue its participation in the State Authorization Reciprocity Agreement (SARA) and licensure renewal.

The Commission voted unanimously to defer decision on the applications submitted by The Quantic School of Business and Technology until the next public meeting with the condition that the institution submit evidence of the financial solidity no later than July 23, 2021.

ii. Arizona State University

Arizona State University submitted an application for licensure renewal to continue to offer their 19 degree programs & courses;

They submitted amendment applications to add 12 new programs in: Arizona State University's LAW 609 - Administrative Law course, Arizona State University's LAW 691 - Survey of Individual Rights in Constitutional Law course, Arizona State University's LAW 709 - International Human Rights course, Arizona State University's LAW 768 - International Business Transactions course, Arizona State University's LAW 791 - Building Justice Institutions course, Arizona State University's LAW 791 - Foreign Relations Law course, Arizona State University's LAW 791 - International Criminal Justice a course, Arizona State University's LAW 791 - Legislative Advocacy & the Law course, Arizona State University's LAW 791 - US and International Law course, HSD 501 Science and Technology Policy course, HSD 502 Advanced Science and Technology Policy course, and HSD 591 MSTP Professional Development Seminar.

The institution submitted an amendment to modify the name of its existing program: POS 494 - McCain Institute Washington Policy Design Studio course to POS 494 - Policy Design Studio.

The institution submitted a request to delete the following programs: LAW 791 DC Legal Externship Program, MOOC - ASU Continuing Education, MOOC - Coursera, MOOC - edX/Global Freshman Academy, NEW 484/494 - School of Social and Behavioral Sciences' Washington Internships, POS 484 - Capital Scholars Program, POS 484 - Internship, and POS 484/585 - McCain Institute for International Leadership Internship Program.

The Commission voted unanimously to defer action on the application for licensure renewal submitted by Arizona State University until August 5, 2021 with condition to submit a Certificate of Good Standing no later than July 28, 2021.

iii. Cornerstone Institute for Anointing

Cornerstone Institute for Anointing submitted an application for licensure renewal to continue to offer non-degree certificate programs in: Fundamentals of Design and Construction Technology, Basics of Design and Construction Technology, Professional Insight of Construction Engineering, Professional Insight of Construction Management, Leadership in Industry Management, and Industry Level- All Around the World Series.

The school also submitted a program amendment to modify the operational modality of its currently approved programs to offer via distance learning.

The Commission voted (In favor: Crider, Lloyd, Segar, Shelton; Abstention: Dilworth), to table the discussion for licensure renewal and program amendment submitted by the Cornerstone Institute for Anointing until the August 5, 2021 public meeting.

iv. Prospect College

Prospect College submitted an application for licensure renewal to continue to offer non-degree certificate programs in: Medical Assistant, Medical Office Administration, and PC Specialist.

The school also submitted a program amendment to delete the Medical Billing and Coding and Dental Assistant programs.

The Commission voted unanimously to approve the application requesting licensure renewal submitted by Prospect College for one (1) year, not to exceed June 30, 2022 with the condition to provide evidence of the online library resources no later than August 5, 2021 and remit a fine, in the amount of five-hundred dollars (\$500.00) for late submission fees.

IX. 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.

X. Report of the Executive Director

A. After Action Report

The following are updates to conditions of license approval and other requests made by the Commission that the institutions have not satisfied as required:

- i. **The VETS Group Training Academy** was delinquent on the April, May and June payments but have resolved the outstanding balance the morning of June 3, 2021.
- ii. **Toni Thomas & Associates d/b/a Community Empowerment Training Academy** has corrected the required items. They are pending a final virtual school tour for the viewing of their learning management system.

- iii. **Paralegal Institute of Washington** has submitted notification of a closure and the notice supersedes the terms of the settlement agreement. The school has not submitted the closure form.

B. Student Advisory Committee

The Student Advisory Committee (SAC) submitted a term-end report that included three main topics for the Commission to consider: 1) Emerging issues that students currently are facing, 2) Vaccine immunization distribution(s) 3) Solution to the cancellations, delays and diminishment of job opportunities, in-person programs, and virtual programs.

C. COVID-19 response update

Mayor's Order 2021-069 dated May 17, 2021 titled Modified measures for Spring/Summer 2021 of Washington reopening and Extension of Public and Public Health Emergencies

- Section II- encourages employers to encourage their employees to be vaccinated and lifts masks mandates for persons who are fully vaccinated
- Section III- eff 5.21.21 learning institutions may resume full operation with no capacity limits beyond those of their Certificates of Occupancy, no COVID-19 related time limits, and no COVID-19 related restrictions on activities
- Section IV- eff 5.21.21 lifts prohibition on high-contact sports
- Section VIII- requires quarantine and isolation if someone is in close contact with someone who tests positive for COVID19
- Section X.1.- universities may require and enforce safety measures and protocols related to COVID19 that comport with local and federal law
- Section XI.1. – permits DC agencies to inspect their licensees and establishments and take other actions to confirm compliance with this order.”

To read the full order the public is encouraged to visit www.coronavirus.dc.gov

XI. Correspondence and Communications

A. Informational

i. Strayer University

RE: New President & Course Changes

In a letter dated May 10, 2021, on May 6, 2021, Strayer University's Board of Trustees appointed Dr. Andrea Backman as President of Strayer University. Dr. Backman has been serving as Acting President of Strayer University since November 2020. In her role as President, Dr. Backman will continue to serve as the day-to-day point of contact on University matters. Dr. Backman's appointment to President will have no disruptive impact on our students' day-to-day experience or operations related to our D.C. campus.

The University has made the decision to retire the Associate in Arts in Information Systems degree program (AAIS), redesign the Master of Education program, and add two program offerings related to the Master of Education: an Educational Administration Graduate Certificate and a Corporate Learning Graduate Certificate. These changes are collectively made in an effort to increase industry relevance, reduce redundancy in course/program offerings, and increase graduate opportunity for employment within their field of study. These changes were approved by the relevant internal committees and Strayer's Board of Trustees.

No action required by the Commission at this time.

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

RE: Bay Atlantic University (BAU) Distance Education Deferral

Correspondence Summary:

Dated May 13, 2021 - HELC copied on ACICS deferral letter to BAU

At its May 2021 meeting, the Council reviewed BAU's distance education activities, the evaluation team's visit report, and the responses to that report. The visit yielded seven findings, of which the institution has resolved six to the Council's satisfaction. As a result of its review, the Council requires additional information. The Council acted to defer further action until its November 2021 meeting, pending receipt of evidence that the staff assigned to the administration and support of distance education possess the skills and experience necessary to provide support for course development and delivery. The information must be received in the Council office electronically by October 1, 2021.

No action required by the Commission at this time.

XII. Special Election of Vice Chair

In accordance with DCMR Title 5 Chapter A82 the Organization and Procedures of the [Higher] Education Licensure Commission, the Commission shall choose annually from among its members a Chairperson, Vice Chairperson and Secretary. Officers shall be elected between August 15th - September 30th. Terms are for 1 year. There are no term limits. Officers may be re-elected. Elections to fill vacancies may occur outside of the regular election cycle. Elections shall take place at a public meeting.

Commissioner Cross' retirement left a vacancy in the role of Vice Chair. Today the Commission will elect a Vice Chair to serve for the duration of the term which will end at the conclusion of the next regular election scheduled to occur on September 9, 2021.

The Commission voted (In favor: Crider, Lloyd, Segar, Shelton; Negative: Dilworth) to elect Commissioner Anita Shelton as the Vice Chairperson of the Commission effective immediately for the duration of the current term, which will end at the conclusion of the next regular election scheduled to occur on September 9, 2021.

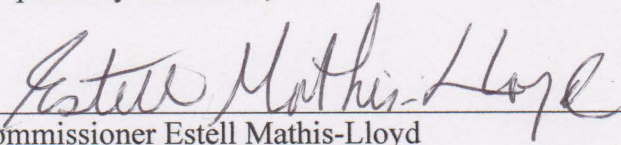
XIII. Next Public Meeting: August 5, 2021

XIV. Adjournment

HELC Minutes
Public Session No.: 21-06
June 3, 2021

Having no further business, the meeting was adjourned at 3:48 pm.

Respectfully submitted,



Commissioner Estell Mathis-Lloyd
Secretary