

MINUTES
COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION
April 20, 2017

The Commission on Proprietary School and College Registration (CPSCR) met on Thursday, April 20, 2017 at 1:00 p.m., Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi.

Members Present: Mr. Donald Benjamin, Dr. Dean Belton, Esther Cash, Dr. George Terry and Mr. Otis Stanford

Staff Attending: Ms. Kim Verneuille, Audra Love Kimble, and Liz Bolin

Visitors Present: Sherri Epps – Healing Touch Career College, Milton Anderson, Patrice Cain & Brock Haas – Virginia College/Jackson, Randal Hayes – Delta Technical College/Ridgeland and Mike Davis & June Biggs – CNA Consortium of MS.

I. CALL TO ORDER

The meeting was called to order by Mr. Donald Benjamin at 1:00 p.m.

II. PRELIMINARIES

A. The invocation was given by Dr. Dean Belton.

B. Acknowledgments / Introductions

All visitors present gave their names and the schools that they represent.

C. Adjustments / Approval of Agenda

On a motion by Dr. George Terry to accept the agenda and second the motion by Mr. Otis Stanford, the Commission voted unanimously to approve the agenda.

D. Approval of Minutes

Mr. Donald Benjamin asked if there were any adjustments that needed to be made to the minutes. On a motion made by Mr. Otis Stanford and a second by Dr. Dean Belton, the Commission voted unanimously to approve the minutes of the February 16, 2016 meeting.

III. DIRECTOR'S REPORT

- Since the last meeting, we have received six (6) request(s) for application packets.
 - Latorian Smith - Gulfport, MS - CNA
 - Lakeisha White - Vicksburg, MS -CNA
 - Niki Burns - Indianola, MS - CNA
 - BGH Express Inc. - Vicksburg, MS - CDL
 - LaTresa Robb - Ridgeland, MS – CNA
 - Marilyn Proctor – Grenada, MS CNA
- Antonelli College/Jackson & Hattiesburg

- Requesting approval of a program modification for their Medical Coding diploma at the Jackson & Hattiesburg campuses. Adding a medical office management course.
- Received notification from the Federal student Aid office of US DOE that the school's financial stability score for fiscal year ending 12/2015 is below the minimum standard at 1.3, placing them on Heightened Cash Monitoring Level 1. They are to respond to the Department's letter in 30 days.
- Received notification by ACCSC, the school was directed to cease enrolling students in all 100% distance education programs and continued the warning on reported student achievement rates and will review again at the August 2017 scheduled meeting. Ms. Verneuille spoke with Michele Steele, president of the online campus on this. Ms. Steele stated the school would be moving to a hybrid program of traditional and distance courses for all approved programs as they move forward.
- Blue Cliff College
 - Received notification of a vacate warning for the school and to continue outcome reporting for their dialysis technician program and medical assisting programs.
 - Request to approve new program for the Gulfport & Online campuses for Pharmacy Technician diploma to being fall 2017.
- Concorde Career College/Memphis – receive notification of a change in campus president. Tommy Stewart has assumed the duties of president in interim until a new one is hired.
- Creations Training School in Greenville is requesting approval to offer practical nursing. CPSCR only approves the school to offer the program. They must now begin the accreditation process with MCCB's Career/Technical division. They are not allowed to enroll or begin any classes until they obtain the proper approvals from MCCB due to licensure for practical nursing in Mississippi.
- In December 2016, Accrediting Council for Continuing Education & Training (ACCET) notified CPSCR of an issued Show Cause directive to Crescent Schools due to cohort default rates exceeding standards. On April 13th, ACCET sent notification that the institutional show cause order was vacated.
 - As part of the school compliance, a new default manager was hired and will receive training from the US DOE.
- Miller Motte Technical College
 - Received notification of official closure of the Gulfport campus.
 - As of April 5, 2017, all students had completed their programs and graduated. All faculty and staff had vacated the physical building by April 14th.

- MS Truck Driving School is dropping two types of in-house scholarships once available to students.
- SEC Training Center has a new president, Mr. Eric Dennis.
- Tulsa Welding School has a new CEO, Mr. Brandon Mulligan.
- Request for approval of New Programs for Virginia College – Jackson
 - HVAC-R Technician – Program will be increasing credits the original program of 48 to 68 credit hours and the delivery model will now have students taking one course per month instead of multiple courses per term.
 - Received notification of approval to begin the new program for Network & System Administration for August 2017 & Pharmacy Technician for June 2017 at the Jackson campus by their current accreditor, ACICS.
 - Received notification that Virginia College is currently on track to meet the required benchmarks as established by the US DOE in regard to acquiring new accreditation to continue receiving Title IV funds with ACCET.

Dr. Dean Belton asked about a report on the current status of the ITT Technical Institute student records from the February meeting. Ms. Verneuille stated that some state regulators are suing the bankruptcy trustee for possession of the student records. Originally, the trustee had set protocol to make the records available digitally to states at a cost and a destruction date of 2018 of all records. State regulators do not have the funds available and thus some are suing through their AG offices. In Mississippi, we have a two year timeline open for students to file claims with CPSCR for any complaints (including reimbursements for tuition). Since February, new protocols were established removing the destruction deadline. Basically, this removal negated anything CPSCR would need for our students should they wish to obtain their records. Once the trustee notifies regulators of the process being put together for student to obtain their records, CPSCR will make that information available to all former ITT students. These records would only be of use to the student. All transcripts are with Parchment (the third-party provider hired to disburse records to the students).

Upon a motion made by Dr. Dean Belton and a second by Ms. Esther Cash, the Commission voted unanimously to approve the Director’s Report.

IV. PUBLIC PARTICIPATION

Milton Anderson thanked the Commission and Ms. Verneuille for allowing Virginia College to host the February meeting. He also stated the Proprietary Association would like to put their support in for a software package presently being reviewed by CPSCR called EdVera. Mr. Anderson explained the importance for the State of Mississippi’s processes in maintaining the data integrity, regulatory and registration system. He expresses his hope that this software would be seriously considered for purchase soon by the Commission.

Mr. Anderson stated the US Department of Education has not taken a strong stance on post-secondary. Some regulation deadlines were pushed back. Mr. Benjamin asked about the status of ACICS. Mr. Anderson said the accreditor had appealed the Department's decision not to re-authorize ACICS. However, the appeal was denied based and the accreditor is back to square one. All the ACICS schools are still required to continue their re-accreditation process. He explained the present regulatory push is looking to be given back to the States and less with the federal agency.

V. REPORTS

- A. School List
 - 49 registered schools total
 - 46 Traditional campuses
 - 3 online schools
- B. Financial Report
 - Ms. Kim Verneuille reviewed the report.

VI. DOCKET ACTION

- A. Registrations:

Upon a motion made by Dr. George Terry and a second by Dr. Dean Belton the Commission voted unanimously to approve the initial certification:

 - CNA Consortium of MS – Madison, MS

Upon a motion made by Mr. Otis Stanford and a second by Ms. Esther Cash the Commission voted unanimously to approve the renewal certification:

 - Truck Drivers Institute – Saucier, MS
 - Virginia College – Biloxi, MS
 - Virginia College – Jackson, MS
 - Virginia College – Birmingham, AL
 - Wyoming Technical Institute – Laramie, WY
 - Wyoming Technical Institute – Blairsville, PA
 - Wyoming Technical Institute – Jacksonville, FL
 - Ace Training Center, Inc. – Byram, MS

Upon a motion made by Dr. Dean Belton and a second by Ms. Esther Cash, the Commission voted unanimously to postpone certification until the June 2017 meeting:

 - Access Training Institute – Jackson, MS
- B. Agent Permit Application

Upon the Staff's recommendation, a motion made by to approve Ms. Esther Cash and a second by Dr. George Terry, the Commission voted unanimously to issue agent permits for the following:

Agent Permit Application (Initial)

 - Antonelli College/Jackson – Anita Drake
 - Blue Cliff College/Online - ReNoda Wyatt
 - CNA Consortium of MS – Mike Davis
 - New Horizons Computer Learning Center of Biloxi – Pamela Calonje

- Tulsa Welding School/Tulsa, OK – Scott Karcher & Craig Callahan
- Virginia College/Online – Tanya Vickerstaff, Cornelius Young & Tiffany Bland
- WyoTech/Blairsville, PA – Arnold Thomas & Charles Banks

Staff Recommendation: Approval

Upon the Staff's recommendation, a motion made by Dr. Dean Belton and a second by Mr. Otis Stanford, the Commission voted unanimously to renew agent permits for the following:

Agent Permit Application (Renewal)

- Accelerated Dental Assisting School – David Roux (C-3181)
- Concorde Career College/TN – Dana Lowrey (C-3223)
- Delta Technical College/Ridgeland – Jade Rawls (C-3042)
- Delta Technical College/Horn Lake – Crystal Simms (C-3129)
- Truck Driver Institute/Saucier – Christopher Lee Hawkins (C-3239)
- Tulsa Welding School/FL & OK – Sean Quarles (C-3241)
- Universal Technical Institute/NASCAR, TX & FL – Phillip Litteral (C-2604), Marissa Williams (C-2743), Laura Skiba (C-3119), Jerome Guidetta (C-3115), & Michael Colletti
- Virginia College/Biloxi – Moshe Hawthorne (C-3142), Melissa Johnson (C-3232), & Joyce Cassibry Powell (C-3231)
- Virginia College/Jackson – Carla Waller (C-3222), Karen Farr (C-2800), Patrice Cain (C-3134), & Venita Howard (C-3210)
- Virginia College/Online – Angie Ward (C-3037), Robert Rogers (C-3039), Tamara Whittaker-Smith (C-3135), & Shana Blackman (C-3233)
- WyoTech/FL – Debra Boos (C-3229), Renee Colleran (C-3235), Kerry Lyke (C-2642), Vincent Raubaugh (C-3234), Mariellen VanHoff (C-2658), & May Kelly-Workman (C-2808)

Staff Recommendation: Approval

C. New Program of Studies

Upon the Staff's recommendation, a motion made by Ms. Esther Cash and a second by Dr. George Terry, the Commission voted unanimously to approve new programs for the following:

- Virginia College/Jackson - HVAC-R Diploma
 - Twelve new courses
- Blue Cliff College – Gulfport & Online
 - Pharmacy Technician Diploma
 - Fifteen New courses
- Creations Training School – Practical Nursing Diploma
 - Request to offer – school must pursue accreditation through MCCB before enrolling any students

Staff Recommendation: Approval

D. Program Modifications

Upon the Staff's recommendation, a motion made by Mr. Otis Stanford and a second by Dr. Dean Belton, the Commission voted unanimously to approve program modifications for the following:

- Antonelli College – Medical Coding Diploma
 - One new course

Staff Recommendation: Approval

E. Exemptions
None

F. Instructor Approval

Upon the staff's recommendation, a motion made by Dr. Dean Belton and a second by Ms. Esther Cash, the Commission voted unanimously to approve the Instructors as listed for the following schools:

- Accelerated Dental Assisting school/Biloxi
 - Sandra Griffith Dental Assisting
- Accelerated Dental Assisting School/Brandon
 - Amanda Grissom Dental Assisting
 - Amanda Fife Dental Assisting
 - Andrea Ostrander Dental Assisting
- Blue Cliff College/Gulfport
 - Kimberly Johnson Medical
- Crescent Schools/Robinsonville
 - Cody Shankle Bartending
- Delta Technical College/Horn Lake
 - Oscar Rocha Teacher Assistant HVAC-R
 - Tammy Carlton Medical Coding
 - LaMorris Hampton CDL
 - Albert Herman Electrical
- Healing Touch Career College/Hattiesburg
 - Sharon Davis Psychology
- Lincoln College of Technology/Nashville
 - Matthew Shackelford Welding
 - Rodney Tad Duckworth Welding
- Tulsa Welding School/Tulsa, OK
 - Charles David Lamb Welding
- Tulsa Welding School/Jacksonville, FL
 - Stephen Kupper Welding
 - Stephen Smith HVAC-R
- Universal Technical Institute/TX
 - Victor Jolley Automotive
- WyoTech/FL
 - Steven Ehle Motorcycle
- WyoTech/WY
 - Asa Thunder Eagle Automotive
 - Gordon Cossitt Automotive

Staff Recommendation: Approval

G. Other

Ms. Verneuille presented the draft proposal for new regulations for CPSCR:

As the proprietary sector grows, regulations are consistently reviewed and updated to meet the needs for state oversight. The following revisions are implemented for August 2017.

- Section 2.1.4 – Called Meetings
 - Remove specific requirement of only “Tuesday” for called meetings and change to when necessary.
- Section 2.15 – Application Review
 - Item A – technical clarification - Add “Postponement” to Commission Action options on new applications.
 - Item F – technical clarification – add “unencumbered” specification on requirement of proof of accreditation.
- Section 2.16 – Online/Out-of-State DE Requirements
 - Item C – technical clarification – remove “which originates” on the marketing and recruitment to read “any marketing or recruiting of institutions applies”.
- Section 3.3 - Issuance of Certificates
 - Item C - Add “deny” to Commission options for initial applications for certificates.
- Section 3.8 – Disclosures
 - Technical clarification – Items A-N (including the refund policy) must be included in the schools catalog.
- Section 3.9.2 – Recruitment
 - Item D (c) (iv) - Addition to recruiters/agents to abstain from:
 - Discrediting other schools, making false representations, falsely disparaging the character, nature, quality or scope of another’s school program of instruction or services, or demeaning another school’s students.
- Section 3.10 – Advertisement
 - Add language to clarify licensure by CPSCR:
 - *“Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. (insert number). **Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.**”*

- Section 3.11 – Records
 - Item D - Technical Clarification – Arbitration clause needs to be acknowledged by student’s initials or signature.
 - Item F – add requirement of 60 day notice prior to closure for notification to CPSCR.
- Section 3.12 – Certificates or Diplomas
 - Additional language to clarify specific award language for degrees
 - Associate degree programs designed primarily for immediate employment must be designated as an Associate in Applied Science degree, or other appropriate title, and identified with a specialty designation on degrees and transcripts. This identification of a specialty or major implies relevant preparation for employment in a specific area of work and should be specified on the student’s document of completion.
- Section 3.13 – Instructional Resources
 - Item E – technical clarification – allows schools to have digital libraries available via online access for students.
- Section 3.16.2 – Teacher Qualifications for Technical Classes
 - Technical clarification - original order was unclear to some that teacher minimum requirement must have a high school diploma **and** 3 years work experience; certificates and additional college credits are optional.
- Section 3.18 – Educational Standards
 - Item C- technical clarification – deletion of duplicate language in standards.
 - Item D – additional language on an institution’s loss of accreditation due to no fault of the institution to continue offering degree programs and clarify institutions responsibilities to CPSCR.
- Section 3.27 – Closing of a Registered Institution
 - Item B- addition of language to allow CPSCR to deny an application should the owner, senior administrator or governing board member previously closed an institution without providing prior teach-out or refunds at the time of closure.
- Section 3.29.1 – Initial Certificate
 - Require a completed background check from institution owners on all new applications.
- Section 3.29.6 – Initial Agent Permits

- Remove the section on out-of-state agents – language implied that agents should register with CPSCR on their own if they represented out-of-state schools. All agents’ registration is coordinated through the institution, not the agent.
- Section 3.30 – Annual Enrollment
 - All new language to require schools to report enrollments & graduations yearly on the same timeframe as Gross Annual Tuition.
- Glossary Section Update
 - Correspondence education – remove “typically” to clarify as self-paced courses.
 - Occupational degree – additional language to affirm section 3.12 of an occupational degree from an academic degree.
 - Gross Annual Tuition – clear up the language and add the increase in delinquent fee. (*Action needed on the fee increase*)

Upon the staff’s recommendation, a motion made by Dr. Dean Belton and a second by Dr. George Terry, the Commission voted unanimously to approve the proposed increase in the delinquent fee.

VII. COMPLAINTS
None

VIII. EXECUTIVE SESSION
Not needed

IX. ADJOURNMENT

Upon a motion made by Dr. Dean Belton and a second by Ms. Esther Cash, the Commission voted unanimously to approve adjournment.

The meeting adjourned at 2:10 p.m.



Ms. Audra Love Kimble
Associate Executive Director
Commission on Proprietary School
& College Registration



Mr. Donald Benjamin, Chairman of
the Commission on Proprietary
& College Registration