

ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION
1400 West Washington St., Conference Room B1
Phoenix, AZ 85007

BOARD MEETING MINUTES

April 28, 2011

Members Present Laura Palmer Noone, Chair
 KC Miller
 Holly Helscher
 Trish Leonard
 Scott Rhude (by phone)
 Glen Tharp

Also Present: Teri Stanfill, Director
 Jeanne Galvin, Assistant Attorney General
 Keith Blanchard, Deputy Director
 Cassandra Pifion, Board Secretary

I. CALL TO ORDER – 10:00 A.M.

Chair Laura Palmer Noone called the meeting of the Arizona State Board for Private Postsecondary Education Board Meeting to order at 10:00A.M.

II. INTRODUCTION OF NEW BOARD MEMBER: Ms. Noone welcomed Mr. Glen Tharp as a new Board Member. Mr. Tharp will be serving the remainder of Ms. Zutes term representing vocational institutions.

III. BOARD MEETING MINUTES:

A. February 24, 2011 Minutes: Ms. Miller made a motion to approve the February 24, 2011 Regular Meeting Minutes. Ms. Helscher seconded the motion and the motion carried.

B. February 25, 2011 Minutes: Ms. Miller made a motion to approve the February 25, 2011 Special Meeting Minutes. Ms. Leonard seconded the motion and the motion carried.

IV. LICENSING:

A. Regular Vocational Program License Renewal: LS Coding and Education LLC: Represented by Lynn Schoeler

Ms. Stanfill summarized the Board Report that explained the annual license renewals for LS Coding have been late for at least three years, submitted with substantial deficiencies every year and that STRF assessment payments have been late the last two billing cycles.

Ms Schoeler responded to the concerns and questions of the Board.

Action: Ms. Miller made a motion to approve the 2011 Regular Vocational Program License Renewal and to issue a Letter of Concern for the following reasons:

LS Coding and Education, LLC has shown a continued failure to demonstrate adequate management capability as determined by the Board. This includes but not limited to, delinquent submission of the annual license renewal applications, serious deficiencies in the annual license renewal applications, late payments of the filing fess and Student Tuition Recovery fund assessments.

Ms. Leonard seconded the motion. Motion carried by a vote of 5 yes and 1 no; Ms. Helscher voted no.

B. Provisional Degree-Granting License Renewals:

1. American Medical College of Homeopathy (AMCH): Represented by Dr. Todd Rowe

Ms. Stanfill summarized the Board Report. Ms. Stanfill stated that AMCH is seeking renewal of the Provisional Degree-Granting License Renewal and has maintained the \$75,000 Surety Bond. As required by statute and rule, AMCH is seeking accreditation with HLC.

Mr. Rhude was lead and requested Dr. Rowe further explain their timeline with HLC. Dr. Rowe also responded to additional questions regarding the clock hours of the program and acceptance of transfer credit.

Motion: Mr. Rhude made a motion to approve the Regular Vocational Program License Renewal and the Provisional Degree-Granting Program License Renewal with the following stipulations: 1) the \$75,000 Surety Bond is to be maintained and 2) revisions to the EA regarding acceptance of credits. Ms. Miller seconded the motion and the motion carried.

2. Piccolo International University: Represented by Steve Cooper

Ms. Noone recused herself.

Ms. Stanfill summarized the Board Report. Ms. Stanfill explained that Piccolo International University (PIU) is seeking renewal of the Regular Vocational Program License, the Provisional Degree-Granting License, a Supplemental License Application for a Change of Name (to Chandler University) and a Supplemental License Application for a Change of Location. Ms. Stanfill further stated that the chronological history of the institution was explained in the Board Report. Ms. Stanfill also stated that it is PIU/Chandler University's intent to seek accreditation with DETC, but starting the process at the beginning. Ms. Stanfill explained that since PIU/Chandler University's

intent is to begin the process of accreditation with DETC at the beginning, the license, if approved, should be a "Conditional License" and not a "Provisional License".

Mr. Rhude was lead. Mr. Rhude explained his concerns with the many changes that have occurred over the years with this licensee. Mr. Cooper responded that is has been difficult but believes there is a sold plan in place at this time. Mr. Cooper also explained there are several individuals who will invest once the renewal and the change of name has been approved.

Mr. Cooper responded to other questions raised by the Board.

Motion: Mr. Rhude made the motion to approve the Regular Vocational Program License Renewal, the Conditional Degree-Granting Program License Renewal and Supplemental License Application(s) for a Change of Name (to Chandler University) and a Change of Location with the following stipulations: 1) The \$15,000 Surety Bond is to be maintained and 2) Continue quarterly financial and enrollment data reporting to monitor enrollment and corresponding surety bond requirements. Ms. Leonard seconded the motion and the motion carried.

Ms. Noone rejoined the meeting.

C. Regular Degree-Granting License Application for an Out-of-State Institution/Call Center Only: Chancellor University: Represented by Chris Burgess

Ms. Stanfill stated the Board considered the application for Chancellor University at the February 2011 meeting, but postponed action pending the outcome of the HLC meeting regarding the Show-Cause action. As reported, on March 8, 2011 HLC notified Chancellor University that HLC had voted to remove Chancellor University from Show Cause and continue accreditation and to provide quarterly reports.

Ms. Noone was lead and stated based upon the decision from HLC, had no further questions.

Motion: Ms. Noone made the motion to approve the Regular Degree-Granting License Application for an Out-of-State Institution/Call Center Only. Ms. Leonard seconded the motion and the motion carried.

D. Conditional Vocational Program License Applications:

1. Automotive Parts Training: Represented by DeWayne Demland

Ms. Stanfill summarized the Board Report stating that Automotive Parts Training is seeking a license to offer home-based, on-line automotive parts training.

Ms. Miller was the lead. Ms. Miller had extensive questions and concerns with the application. Other Board members also expressed concerns with the validity of the programs and if the programs were programs or seminars. Ms. Miller expressed concerns with the different delivery options based upon the student's learning style, Business Plan, Refund Policy, misleading statements in student materials, Catalog, lack of clearly written information, financial stability. Ms. Miller also asked Mr. Demland if the programs have been reviewed by an industry expert or advisory committee.

Mr. Demland responded to the Boards questions and concerns. The Board discussion the application in depth.

Motion: Ms. Miller made the motion to postpone action on the application until Mr. Demland was able to address the concerns of the Board and re-submit the application. Mr. Tharp seconded the motion and the motion carried.

2. CASS School of Dental Assisting: Represented by Dr. Kris Volcheck

Ms. Stanfill summarized the Board Report that CASS School of Dental Assisting was seeking a license to offer a dental assisting program.

Ms. Helscher was lead. Ms. Helscher had several questions regarding the course pre-requisites, the interview process for admission, the LOA policy and acceptance of transfer credit. Dr. Volcheck responded to the questions and agreed to the changes.

Motion: Ms. Helscher made the motion approve the Conditional Vocational Program License with the following stipulation and required revisions: 1) Maintain the \$15,000 Surety Bond; 2) Course descriptions: add the pre-requisites for each course; 3) Externship contract: typo in the 3rd paragraph; 4) Enrollment agreement, page 3: #1 is inconsistent with the information in the catalog revise so that the policy is the same in all documents; 5) LOA policy: revise policy to clarify determination when the student did not return from the LOA (and in writing); 6) Add an appeals process for a grade dispute/termination; 7) Delete "easy" in the payment plans.

Mr. Tharp seconded the motion and the motion carried.

3. Southwest Building Science Training Center: Represented by Carrie Smith and Chris Baker

Ms. Stanfill summarized the Report that SWBTC is seeking a license to offer programs in Residential Energy.

Ms. Leonard was lead. Ms. Leonard had questions on the tuition and fees for the programs and concerns with the two types of payment plans were confusing, the grievance policy needed clarification. Ms. Smith responded to the questions and agreed to the revisions.

Motion: Ms. Leonard made the motion to approve the Conditional Vocational Program License with the following stipulations: 1) Maintain the \$15,000 Surety Bond; 2) Program/Course of Study form: delete the credit hours on page 1 (all programs); 3) Grievance procedure: re-word to be specific to the licensed program and student centered; 4) Clarify the 2 payment options on the EA (and catalog if applicable); 5) Enrollment agreement, page 1, statement "Received a course catalog dated June 2010" revised; 6) Delete the registration fee in all documents.

Ms. Miller seconded the motion and the motion carried.

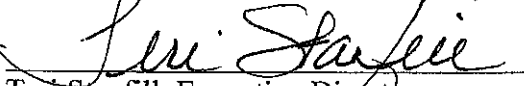
V. Call to the Public – No one came forward.

VI. Board Business:

A. Executive Director's Report: The Board reviewed the Executive Directors Report and did not have any questions. Ms. Stanfill reported she would be attending the NASASPS Conference in Denver, May 1-5th on a NASASPS scholarship.

VII. Adjournment: The meeting adjourned at 11: 55 A.M.

Minutes approved at the _____, 2011 meeting of the Arizona State Board for Private Postsecondary Education.


Teri Stanfill, Executive Director