

ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION
1400 West Washington St., Room 230-
Phoenix, AZ 85007

BOARD MEETING MINUTES

June 23, 2011

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

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

I. CALL TO ORDER – 11:05 A.M.

Chairman Laura Palmer Noone called the meeting of the Arizona State Board for Private Postsecondary Education Board Meeting, to order at 11:05 A.M.

II. BOARD MEETING MINUTES: Ms. Noone noted her name was misspelled. Ms. Leonard made a motion to approve the May 26, 2011 correcting Ms. Noone's name. Mr. Rhude seconded the motion and the motion carried.

III. LICENSING:

A. CONDITIONAL TO REGULAR VOCATIONAL PROGRAM LICENSE RENEWAL APPLICATIONS:

1. Community Kitchen of St. Mary's Food Alliance: Represented by Kate Thoene and Rick Fresia. Mr. Rhude was the Board member lead.

Ms. Stanfill introduced this agenda item. Ms. Thoene and Mr. Fresia responded to the questions of the Board members regarding student population and the tuition scholarships.

Action: Mr. Rhude made the motion to approve the Conditional to Regular Vocational Program License Renewal with the stipulation that the \$15,000 Surety Bond be maintained. Ms. Leonard seconded the motion and the motion carried. Ms. Thoene agreed to the stipulation.

2. Dynamic Worldwide Training Consultants: Represented by Pat Schelble, Roger Brabaker and Mary Murray. Mr. Rhude was the Board member lead.

Ms. Stanfill introduced this agenda item. Mr. Brabaker responded to the questions of the Board members regarding the number of current students, how do the students pay and the certification tests.

Mr. Rhude expressed his concern regarding the financial statements. Mr. Schelble responded that the licensed programs are a very small portion of the overall business and that the business is profitable at this time.

Action: Mr. Rhude made the motion to approve the Conditional to Regular Vocational Program License Renewal with the stipulation that \$32,000 Surety Bond be maintained. Mr. Tharp seconded the motion and the motion carried. Mr. Brabaker agreed to the stipulation.

3. **Med-Line School of Medical Transcription:** Represented by Margaret Thebeault and Lisa Thompson by phone. Ms. Helscher was the Board member lead.

Ms. Stanfill introduced this agenda item. Ms. Helscher had several questions regarding the following policies: student progress, academic definitions, completion of the program as well as the externships. After Ms. Thebeault's response, Ms. Helscher requested several changes to the catalog.

Ms. Leonard had several questions regarding the refund policy and the leave of absence policy. After Ms. Thompson's response, Ms. Leonard requested changes in the enrollment agreement and catalog.

Mr. Rhude expressed his concerns regarding the financial position of the institution and requested the institution be placed on quarterly reporting.

Action: Ms. Helscher made the motion to approve the Conditional to Regular Vocational Program License with the following stipulations: Maintain the \$15,000 Surety Bond; Submit to quarterly reporting; Enrollment Agreement – revise the refund policy for clarity; Catalog, page 8: 2nd paragraph, replace recent with a number; Catalog, page 8: Revise refund policy for clarity; Catalog, page 9: Student progress clarified; Catalog, page 10: 2nd paragraph is confusing and should be re-written; Catalog, page 10: Academic standing definition is confusing and should be re-written; Catalog, page 10: Leave of absence policy revised; Catalog, page 26: Completion of the program requirements clarified. Ms. Miller seconded the motion and the motion carried. Ms. Thebeault agreed to the stipulations.

4. **Yahweh Yoga:** Represented by Courtney Chalfant and DeAnna Smothers. Ms. Miller was the Board member lead.

Ms. Stanfill introduced this agenda item. Ms. Miller noted several edits to the enrollment agreement and catalog.

Action: Ms. Miller made the motion to approve the Conditional to Regular Vocational Program License Renewal with the following stipulations: maintain the \$27,200 Surety Bond, ensure formatting consistency in the enrollment agreement, explain the 10 hours of directed study in the program definition and delete the word "most" in the catalog. Ms. Leonard seconded the motion and the motion passed. Ms. Chalfant agreed to the stipulations.

B. CONDITIONAL VOCATIONAL PROGRAM LICENSE APPLICATIONS:

1. **Excel Caregiver Training, LLC:** Represented by John Kabata. Ms. Helscher was the Board member lead.

Ms. Stanfill introduced this agenda item and explained that effective July 18, 2011 the caregiver and manager programs will no longer be under the Board's jurisdiction. This application had been received in March and needed to be processed before the law changed.

Ms. Helscher noted many typos and grammatical errors in the catalog, enrollment agreement and the certificate of completion and that the grievance procedure required revisions.

Ms. Leonard questioned if a student could complete the 62 hour caregiver program in 1 week. Mr. Kabata responded that it should be in a 2 week period. Ms. Leonard also requested the leave of absence policy be revised.

Action: Ms. Helscher made the motion that the Conditional Vocational Program License Application be approved with the following stipulations: Maintain the \$15,000 Surety Bond; Program/Course of Study form and catalog: Length in weeks should be more than 1 week; Certificate of Completion – name is misspelled; Grievance procedure – second paragraph is missing words/sentences, clarify that the procedure applies to grades and school policies and procedures; Enrollment Agreement – clarify the 62 clock hours are classroom and 8 internship hours; Catalog: Correct typos, Page 2, testing: clarify only have either 2 or 3 attempts, Page 7, attendance: clarify a time period of either 30 or 60 days for the leave of absence. Mr. Tharp seconded the motion and the motion carried. Mr. Kabata agreed to the stipulations.

2. **Northside Academy of Dental Assisting, LLC:** Represented by Dr. Chitra Gidwani. Ms. Miller was the Board member lead.

Ms. Stanfill introduced this agenda item.

Dr. Gidwani responded to the Ms. Miller's questions. Ms. Miller noted the word "free" must be deleted and grammatical errors.

Action: Ms Miller made the motion to approve the Conditional Vocational Program License Application with the following stipulations: Maintain the \$15,000 Surety Bond; remove the term "free" in all materials; correct the phrase "less the \$125.00 registration/administrative fee" to read consistently in all materials. Ms. Leonard seconded the motion and the motion carried. Dr. Gidwani agreed to the stipulations.

IV. CALL TO THE PUBLIC: No one came forward.

V. BOARD BUSINESS:

A. Question/Update on the use of the term "Master's Certificate" in a Vocational Program.

Ms. Stanfill stated that at the May 26, 2011 meeting, the Board determined that the term "Master's Certificate" could not be used in the title of a vocational program, clarified that the use of the term "Master Certificate" would be acceptable. The Board directed Staff to identify all licensed programs that used the term "Master's Certificate and contact the licensees regarding the required change. Staff found that only Phoenix Computer Academy and ESI International used the term "Master's Certificate". Staff contacted ESI and ESI suggested a change to the website that stated the certificates were awarded in conjunction with The George Washington University.

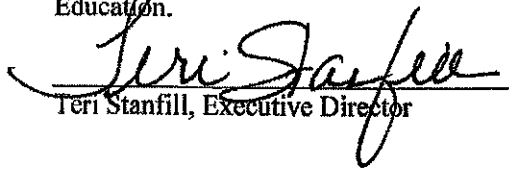
Ms. Wheeler, representing ESI, Int'l, addressed the Board.

After discussion, the Board directed ESI to revise the program names as required.

B. Executive Director's Report: the Board members did not have any questions.

VII. ADJOURNMENT: The meeting adjourned at 12:38 A.M.

Minutes approved at the August 25, 2011 meeting of the Arizona State Board for Private Postsecondary Education.


Teri Stanfill, Executive Director