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Minutes

Board of Regents' Proprietary Schools Advisory Commission
January 14, 2014

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met on Tuesday, January 14, 2014, at 10:00 a.m. in Room 1-190 of the Claiborne Building, Baton Rouge. Vice-Chair Jones called the meeting to order and the roll was called.

Commission Members Present

Melanie Amrhein
Tina Begnaud
James Dorris
James Fontenot
Keith Jones, Vice-Chair
Raymond Lalonde

Staff Members Present

Nancy Beall
Chandra Cheatham
Kristi Kron
Carol Marabella

Commission Members Absent

Ralph Bender, Chair
Richard D'Aquin
Gloria Simmons

Guests Present

(See Appendix A.)

The first item of business was the election of 2014 officers for the Commission. Vice-Chair Jones reminded the Commission that state law requires the Commission to elect from its membership a chair and vice-chair annually, and the law does not restrict the number of terms an individual can serve.

Commission member Begnaud nominated Mr. Jones as Chair. There being no other nominations,

On motion of Ms. Begnaud, seconded by Mr. Lalonde, the Proprietary Schools Advisory Commission unanimously elected Mr. Keith Jones as Chair for 2014.

Commission member Dorris nominated Mr. Bender as Vice-Chair. There being no other nominations,

On motion of Mr. Dorris, seconded by Mr. Fontenot, the Proprietary Schools Advisory Commission unanimously elected Mr. Ralph Bender as Vice-Chair for 2014.

The next item of business was approval of the minutes from its meeting of November 12, 2013.

On motion of Mr. Lalonde, seconded by Mr. Dorris, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the November 12, 2013 Proprietary Schools Advisory Commission meeting.

The next agenda item considered by the Commission involved an initial license application from Industrial Design Institute, located in Denham Springs, Louisiana, and represented by the school's owner/manager, Mr. Kenneth Pitre. Ms. Cheatham reviewed the materials for the Commission, informing it that this institution would be offering one program of study, AutoCad Drafting and Design, which is a 264.0 clock hour program with an estimated program length of six months. The Industrial Design Institute had met all the legal and administrative requirements to be approved for an initial license.

Following further discussion regarding Mr. Pitre’s experience in operating a school, tuition and curriculum comparisons with area schools, job placement availability for graduates, student/instructor ratio in the classroom, provisions for accommodating students who do not complete the program in the established time frame, admission requirements, industry job demands, the fact that national certification is not required for employment as a draftsman/designer, the salary range for graduates, the educational and training background of the owners, the owners’ decision to utilize set enrollment dates instead of open enrollment, and other financial resources available to the owners to support the school,

On motion of Mr. Fontenot, seconded by Mr. Lalonde, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve an initial operating license for Industrial Design Institute, located in Denham Springs, Louisiana.

The next agenda item considered by the Commission was four Associate in Occupational Studies (AOS) Degree applications from Career Technical College, located in Monroe, Louisiana. Dr. Donna Payne, Vice President, Instructional Delivery, was in attendance to represent the school.

Ms. Marabella reminded the Commission members that the Proprietary Schools Law requires that AOS degrees be offered only by schools that hold recognized accreditation (Career Technical College is accredited by the Accrediting Council for Independent Colleges & Schools) and that the Board of Regents must approve all AOS degree program offerings.

Each proposed curriculum for the AOS Degree in Criminal Justice, Information Processing, and Management (each of which is 100% online distance education) is 96.0 quarter credit hours, and full-time students should be able to complete the individual program requirements in 18.0 months.

The curriculum for the 96.0 quarter credit hour AOS Degree in Medical Assisting (which is classified as a hybrid online distance education with > 50% online delivery) includes both the traditional classroom delivery format as well as the online delivery, and full-time students should also be able to complete the program requirements in 18.0 months. Career Technical College's proposed AOS degree programs had met all the legal and administrative requirements to be approved by the Board of Regents.

Following further discussion regarding the school's decision to charge the same cost for either the on-line program or residential program, the student/instructor ratio of the on-line programs, the availability of financial aid assistance to students, the administration of financial aid at the campus level instead of the corporate level in Virginia, the pay scale for graduates of the AOS degree program versus the diploma program, and employment opportunities for graduates of the Criminal Justice program,

On motion of Mr. Fontenot, seconded by Mr. Lalonde, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents approve the Associate in Occupational Studies Degree programs in Criminal Justice, Information Processing, and Management (100% Online Distance Education) and in Medical Assisting (Hybrid Online Distance Education) for Career Technical College, located in Monroe, Louisiana.

The next agenda item considered by the Commission was operating license renewals. Ms. Marabella informed the Commission members that there were sixteen (16) schools seeking renewal. These schools scheduled for renewal were in complete compliance, having met all the legal and administrative requirements to be re-licensed.

Following further discussion,

On motion of Mr. Lalonde, seconded by Ms. Amrhein, the Proprietary Schools Advisory Commission unanimously recommends that the Board of Regents renew the licenses of the following proprietary schools (initial license date in parentheses).

Academy of Acadiana--Lake Charles (12/02/10)
Alexandria Dental Assistant School (12/08/11)
Becker Professional Education--Lafayette (12/09/04)
Galliano Training Center, LLC (12/08/05)
Herzing University (12/07/95)
Infinity College, Inc. (12/02/10)
Kenner Health Careers Institute, LLC (12/11/03)
Learning Bridge Career Institute (12/02/10)
Legally Speaking (12/06/01)
Martin International, Inc., of Louisiana (12/16/82)
NASCAR Technical Institute (12/05/02)
National Driving Academy, Inc. (12/05/96)
Pelican Training Institution (12/08/11)
Tulsa Welding School (12/07/06)
Unitech Training Academy--Alexandria (12/04/08)
Unitech Training Academy--Metairie (12/08/11)

Ms. Marabella informed the Commission that there were two institutions that chose not to renew their license--Baton Rouge College (12/04/08) and Gretna College, School of Allied Health (12/19/91). Staff will follow through to secure the student records from the schools for safekeeping.

The next item on the agenda was an update on program approvals. Vice-Chair Jones reminded the Commission that staff approved these updates administratively and course approvals were being shared for informational purposes only.

Under Report from Staff, Ms. Marabella shared with the Commission that staff is currently working on two major projects--the scheduled approved shredding of duplicate student records from closed schools and the planning of an RFP for the digitalization of student records from closed

schools that are currently housed in an off-site storage unit. Ms. Marabella also complimented the staff for its dedication to the students of proprietary schools as well as to the school owners. Ms. Marabella also thanked the Commission members for their participation and dedication to serving on the Proprietary Schools Advisory Commission.

The next meeting of the Proprietary Schools Advisory Commission is scheduled for Tuesday, March 11, 2014, at 10:00 a.m., in Room 1-190 of the Claiborne Building. There being no further business, the meeting adjourned at 10:45 a.m.

APPENDIX A
GUESTS

Dr. Donna A. Payne

Career Technical College

Ken Pitre

Industrial Design Institute