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Minutes

Board of Regents' Proprietary Schools Advisory Commission
March 9, 2021

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met virtually on Tuesday, March 9, 2021 at 10:00am. Chair Fontenot called the meeting to order at 10:05am. Amanda LaGroue, with the Louisiana Department of Justice, delivered the verbal Oath of Office to new Commission member, Randy Plaisance. The roll was then called, and it was determined that we had a quorum.

Commission Member Present

Melanie Amrhein
Chris Broadwater
Sherrie Despino
James Dorris
James Fontenot, Chair
Carmen Million
Randy Plaisance
Mary Lou Potter

Staff Members Present

Nancy Beall
Randall Brumfield
Courtney Britton
Chandra Cheatham
Mighan Johnson
Victor Jones
Kim Kirkpatrick
Jennifer Stevens

Commission Members Absent

Jada Lewis

Guests Present

(See Appendix A)

The next item of business was the approval of the minutes from the January 12, 2021 Proprietary Schools Advisory Commission meeting.

On motion of Mr. Broadwater, seconded by Ms. Despino, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the January 12, 2021 Proprietary Schools Advisory Commission meeting.

The next agenda item considered by the Commission was operating license renewals. There were seventeen (17) schools who submitted renewal applications. Ms. Britton noted two schools did not

submit renewals applications on time and staff is following up with next steps to determine if they will be reapplying or if they will need to collect student records.

On motion of Ms. Potter, seconded by Ms. Million, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents renew the licenses of the following proprietary schools.

Baton Rouge School of Court Reporting (1/26/06)
Becker Professional Education Online (1/09/17)
Beso Beauty, LLC (1/09/17)
Blue Cliff College – Lafayette (1/27/00)
Burks Medical Training, LLC (1/14/19)
Carter’s Career Center, LLC (2/22/18)
Coastal College – Hammond (2/23/89)
Griffs Marine Training, Inc. (1/27/10)
Hospitality Opportunity & Service Training (HOST) Program (2/19/20)
ITI Technical College (1/27/00)
LifeShare Phlebotomy School (2/19/20)
Louisiana Dental Assistant School, LLC (1/27/05)
Louisiana Dental Institute, LLC (2/21/18)
Moore Career College, Inc. (1/14/19)
Remington College – Knoxville (2/19/20)
SNAP Medical Assistant Academy (1/9/17)
Tulsa Welding School – Jacksonville Campus (1/27/10)

The next agenda item was an update on program approvals. Chair Fontenot reminded the Commission that staff approved these updates administratively and program approvals were being shared for informational purposes only. No questions were brought forward regarding program approvals.

The next item for consideration was the proposed rule changes to the Louisiana Administrative Code Title 28 Part III. Ms. Britton introduced Victor Jones, Board of Regents Executive Counsel, and Kim Kirkpatrick, who leads the data section of the Planning, Research, and Performance division of the Board of Regents, to assist in guiding the Commission through the proposed changes. Ms. Britton provided a screenshare so that she could walk through each change made to the document with the Commission members. Ms. Britton noted each chapter, if there were any changes to the chapter, and the changes made.

Regarding changes to Chapter 9, questions were raised around the security of the transmission of student-level data. Ms. Britton informed the Commission that it would not be written in this code, but as staff develops the process moving forward, they are cognizant of the requirements. Further, this

information is already collected from the public-school systems, so the same rules and guidelines will be followed for Proprietary schools' student data as well. Another question raised was the digital capabilities of the proprietary schools and outreach made to the schools regarding this matter. Ms. Britton informed the Commission that there have been conversations with the Louisiana Association of Private Colleges and Schools about this, that there will be a period for public open comment, that many schools are already participating in the Workforce's ETPL list and are required to submit this data in an electronic format, and that staff are prepared to work closely with schools to assist them in meeting this requirement. In regard to student-level file submission, Ms. Kirkpatrick clarified that at a minimum, data could be gathered in an Excel spreadsheet as long as the required fields could be separated so that it can be fed into the Board's data system.

Moving into Chapter 17, a question was raised regarding the wordsmithing around mediation meetings within the student complaint procedure. Ms. Britton clarified that the wording was left as is because Commission staff would continue to try and provide mediation moving forward.

With there being no further questions by the Commission and no public comments,

On motion of Mr. Broadwater, seconded by Ms. Amrhein, the Proprietary Schools Advisory Commission unanimously voted to approve the changes made to the Louisiana Administrative Code Title 28 Part III.

Ms. Britton provided next steps stating the changes would go forth for approval to the Board of Regents at the next March meeting and there would be a period for open public comment.

Next, Mr. Fontenot asked about requirements regarding storage of data on microfilm. Ms. Britton stated that it is not required of schools, however staff is in the process of digitizing physical records located at off-site storage facilities, which will be put on microfilm through a contract with State Archives.

Other Business

Mr. Fontenot asked for an update regarding a school which was having challenges with their renewal application. Ms. Britton stated they are still within their exemption period to provide materials to

the Commission. In addition, she stated since their application was lost in state mail, they will be considered for renewal at the next Commission meeting.

Dr. Randall Brumfield provided closing remarks stating that the Board of Regents seeks to ensure that the work of Proprietary Schools is acknowledged towards meeting the state attainment goals and the postsecondary credentials of value that schools deliver across the state are recognized as part of that effort. Mr. Broadwater noted the efficiency of the new rule changes and with the Board of Regents collecting these transcripts in order to help move students along smoothly toward additional credentials and across institutions.

The next meeting of the Proprietary Schools Advisory Commission is scheduled for Tuesday, May 11, 2021, at 10:00 a.m., with location to be determined at a closer time. With there being no further business, the meeting adjourned at 10:43 a.m.

APPENDIX A
GUESTS

Amanda LaGroue

LA Department of Justice