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T. Jay Seale III
Vice Chair

Darren G. Mire
Secretary

Kim Hunter Reed, Ph.D.
Commissioner of Higher Education



BOARD of REGENTS
STATE OF LOUISIANA

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Judy A. Williams-Brown
Samuel T. Gil, Student Member

AGENDA PLANNING, RESEARCH and PERFORMANCE COMMITTEE

Wednesday, March 27, 2024

12:00 p.m.

Claiborne Building, 1st Floor
Louisiana Purchase Room 1-100
1201 North Third Street
Baton Rouge, Louisiana

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. R.S. 17:1808 (Licensure)
 1. Renewal Applications
 - a. California State University – Northridge
 - b. High Tech High - Graduate School of Education
 - c. William Carey University
 - B. Proprietary Schools Advisory Commission
 1. Initial Applications
 - a. Feliciana Medical Training Academy – St. Francisville, LA
 - b. Trinity Bay Vocational Institute – St. James, LA
 2. Renewal Applications
 - a. Academy of Acadiana - Lake Charles - License #2139
 - b. Brow Design by Dina - License #2345
 - c. Compass Career College - License #2327
 - d. Infinity College - License #2140
 - e. Learning Bridge Career Institute - License #2141
 - f. Melba Beauty - License #2311
 - g. National Driving Academy - License #978
 - h. New Orleans Culinary & Hospitality Institute (NOCHI) - License #2237
 - i. SIHAF Career Institute - License #2347
 - j. Southern Security School - License #2260
 - k. The Laser and Medical Aesthetic Academy at ACWH - License #2346
 - l. Tulsa Welding School - Tulsa Campus - License #2096
 - m. Unitech Training Academy - Alexandria - License #2116
 - n. Unitech Training Academy - New Orleans - License #2166
 - o. Zollege Healthcare Career School - Gonzales - License #2164

IV. Proprietary School Adjudicatory Hearing Result

V. Other Business

VI. Adjournment

Committee Members: Judy A. Williams-Brown, Chair, David J. Aubrey, Vice Chair, Blake R. David, Robert W. Levy, Terrie P. Sterling, Misti S. Cordell, Samuel T. Gil, (*Student Member*)
Staff: Susannah Craig, Deputy Commissioner for Strategic Planning and Student Success

AGENDA ITEM III.A.1.a.
California State University Northridge
Northridge, California

BACKGROUND

California State University Northridge (CSUN) is a public university with its main campus located in Northridge, California. This university is accredited by the Western Association of Schools and Colleges – Senior College and University Commission.

ACADEMIC PROGRAM

CSUN offers fourteen online programs including thirteen master’s degree programs, one bachelor’s degree program, and five certificate programs centered around technology; engineering; business; economics; humanities and liberal arts; health sciences; and social sciences.

The university does not currently have any Louisiana students enrolled in their programs.

Degree Level	Louisiana Unduplicated Headcount Enrollment
Doctorate	0
Master’s	0
Bachelor’s	0
Associate	0
Certificate	0
Other	0
Total	0

FACULTY

California State University Northridge has 56 part-time and 101 full-time faculty members with either a doctorate, special/professional, or master’s degree.

FACILITIES

CSUN offers online instruction for Louisiana students with in-state clinical placement for select programs.

STAFF RECOMMENDATION

Given the scope of the programs and the credentials of its faculty, the institution’s campus, program accreditation, and the general oversight by the home campus, Senior Staff recommends approval of the application for *renewal* licensure from the California State University Northridge (CSUN).

AGENDA ITEM III.A.1.b
High Tech High Graduate School of Education
San Diego, California

BACKGROUND

High Tech High Graduate School of Education (HTH GSE) is a non-profit higher education institution with its main campus located in San Diego, California. The university is accredited by the Western Association of Schools and Colleges – Senior College and University Commission.

ACADEMIC PROGRAM

HTH GSE offers one master’s program in Educational Leadership that is a professional, practice-oriented pathway that helps to develop students into school and teacher leaders while supplying hands-on practice with real life situations to develop knowledge of application in the field. Currently, the university has one student in its Louisiana Unduplicated Headcount Enrollment.

Degree Level	Louisiana Unduplicated Headcount Enrollment
Doctorate	0
Master’s	1
Bachelor’s	0
Associate	0
Other	0
Total	1

FACULTY

HTH GSE has two full-time and eight part-time faculty with either a doctorate or a master’s degree.

FACILITIES

HTH GSE offers online instruction to Louisiana residents, with an in-person capstone course as part of the program.

STAFF RECOMMENDATION

Given the scope of the programs and the credentials of its faculty, the institution’s campus, program accreditation, and the general oversight by the home campus, Senior Staff recommends approval of the application for *renewal* licensure from the High Tech High Graduate School of Education (HTH GSE).

AGENDA ITEM III.A.1.c
William Carey University
Hattiesburg, Mississippi

BACKGROUND

William Carey University (WCU) is a private institution with its main campus located in Hattiesburg, Mississippi. WCU has a local campus in Baton Rouge, Louisiana. This university is accredited by the Southern Association of Colleges and Schools, Commission on Colleges, as well as the Commission on Collegiate Nursing Education.

ACADEMIC PROGRAM

WCU offers a Pre-Licensure Bachelor of Science in Nursing program. This program which takes eighteen months to complete includes two pathways to receiving this degree on the LA campus—the pre-licensure BSN program or the LPN advanced placement option. The university currently has 102 Louisiana students enrolled in this program according to the Louisiana Unduplicated Headcount Enrollment.

Degree Level	Louisiana Unduplicated Headcount Enrollment
Doctorate	0
Master's	0
Bachelor's	102
Associate	0
Certificate	0
Other	0
Total	102

FACULTY

William Carey University (WCU) has four full-time faculty members with either a master's degree or a doctorate.

FACILITIES

WCU offers online instruction, classroom lecture, classroom laboratory, and clinical lab experiences.

STAFF RECOMMENDATION

Given the scope of the programs and the credentials of its faculty, the institution's campus, program accreditation, and the general oversight by the home campus, Senior Staff recommends approval of the application for *renewal* licensure from the William Carey University (WCU).

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Minutes

Board of Regents' Proprietary Schools Advisory Commission

January 31, 2024

The Louisiana Board of Regents' Proprietary Schools Advisory Commission met Wednesday, January 31, 2024, in Room 153 in the Claiborne Building. Chair James Fontenot called the meeting to order at 1:06 p.m. The roll was then called by Ms. Courtney Britton and a quorum was established. There were no public comments to be read.

Commission Members Present

Melanie Amrhein, Vice Chair
Chris Broadwater
Sherrie Despino
James Fontenot, Chair
Carmen Million
Randy Plaisance

Staff Members Present

Courtney Britton
Dr. Susannah Craig
Chandra Cheatham
Brianna Golden
Mighan Johnson
Antonio Williams

Commission Members Absent

Benjamin Baudoin

Guests Present

(See Appendix)

The first item of business was the election of officers. 2023 Chair, James Fontenot, and 2023 Vice-Chair, Melanie Amrhein, indicated their willingness to continue to serve in their roles.

On motion of Chris Broadwater, seconded by Sherrie Despino, the Proprietary Schools Advisory Commission unanimously voted to move forward with the same slate of officers for 2024.

The first item of business was the approval of minutes from the Commission's meeting on November 14, 2023.

On motion of Chris Broadwater, seconded by Carmen Million, the Proprietary Schools Advisory Commission unanimously adopted the minutes of the November 14, 2023, Proprietary Schools Advisory Commission meeting.

The next item considered by the Commission were initial applications for licensure. The first initial license application was from Feliciana Medical Training Academy, located in St. Francisville, LA. The school was represented by the owner, Rhonda Coats. Ms. Mighan Johnson reviewed the materials for the Commission members, informing them that

the institution had been previously licensed and was proposing to offer one program: Phlebotomy, 80 hour, 10-week program.

Discussion included the owner's inspiration behind reopening the school, the location of student records when the owner was previously licensed, and operational details when the school was previously licensed, the school's equipment, whether the owner will teach full time, and any payment options available.

On motion of James Fontenot, seconded by Sherrie Despino, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Feliciano Medical Training Academy, St. Francisville, Louisiana, on the condition that past student records are delivered prior to the next scheduled Board meeting.

The second initial license application was from Trinity Bay Vocational Institute, located in St. James, LA. The school was represented by the owner, Alfred Mitchell. Mr. Antonio Williams reviewed the materials for the Commission members, informing them that the institution was proposing to offer one program: Process Operator Tech, 144 hour, 48-week program.

Discussion included the owner's school in Texas, his motivation for opening a school in Louisiana, location of the school, the difference between process operator tech and other similar programs, plans for future programs, advertising, advantage of students completing his program compared to others, job opportunities and starting salary for students after completing program, instructors, maximum class size, financial projections included in business plan, and future equipment purchases or donations.

On motion of Melanie Amrhein, seconded by Carmen Million, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents approve the initial license application for Trinity Bay Vocational Institute, St. James, Louisiana.

The third initial license application was from Royal Angels Anointed Hands, located in Greensburg, LA. The school was represented by owner, Shameka Royal. Ms. Mighan Johnson reviewed the materials for the Commission members, informing them that the institution had been previously licensed and was proposing to offer one program: CNA, 84 hour, 2-week program.

Discussion included motivation behind reopening the school and more information about the owner's background and their previously licensed school, the non-profit paying for scholarships, the school being a Prometric testing site, reason for the school's previous closure, number of students taught under previous license and the location of student

records not submitted to the office at time of closure, the school's financial resources, the lack of documentation for additional resources mentioned during the presentation, lack of proforma and financial projections in the submitted business plan and concern regarding the ability to maintain the school with the funds on hand. Further discussion included additional documents that need to be submitted to the Commission for demonstration of the owner's readiness to begin operation of the school. The requested items are an updated business plan, with additional financial information, a financial proforma, including a 2-year cost projection, financial resources available to support the business for at least one-year, greater detail regarding anticipated salary structure and copies of student records for students enrolled under the school's previous license.

On motion of James Fontenot, seconded by Sherrie Despino, the Proprietary Schools Advisory Commission unanimously voted to defer the application to the next meeting of the Commission after review of the additional materials requested.

The next agenda item considered by the Commission was operating license renewals. Over the previous two months, 15 schools submitted complete renewal applications.

On motion of Carmen Million, seconded by Chris Broadwater, the Proprietary Schools Advisory Commission unanimously voted that the Board of Regents renew the licenses of the following proprietary schools:

- Academy of Acadiana - Lake Charles - License #2139
- Brow Design by Dina - License #2345
- Compass Career College - License #2327
- Infinity College, Inc. - License #2140
- Learning Bridge Career Institute - License #2141
- Melba Beauty - License #2311
- National Driving Academy, Inc. - License #978
- New Orleans Culinary & Hospitality Institute, Inc. (NOCHI) - License #2237
- SIHAF Career Institute - License #2347
- Southern Security School - License #2260
- The Laser and Medical Aesthetic Academy at ACWH - License #2346
- Tulsa Welding School - Tulsa Campus - License #2096
- Unitech Training Academy - Alexandria - License #2116
- Unitech Training Academy - New Orleans - License #2166
- Zollege Healthcare Career School-Gonzales (formerly Gonzales Medical Assistant School) - License #2164

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

Tender Love and Care Allied Health
Gretna, LA

Add - *Certified Clinical Medical Assistant – 720.0 clock hours*

The next agenda item was the Adjudicatory Hearing for the business, TDS Trucking and Technology in Patterson, LA. Mr. Broadwater served as hearing chair, and Ms. Britton served as the Commission's representative and its prosecuting attorney was Ms. Brianna Golden. Business owner, Ms. Tomika Willis executed a stipulation agreement in lieu of being present.

After a reading of charges and review of the stipulation agreement, the Commission discussed the possible penalties that could have been levied against the school versus the agreed upon amount, the current status of the business in relation to students and advertisements, whether the school plans on pursuing licensure in the future, and process of the stipulation agreement versus rejecting it.

On motion of Chris Broadwater, seconded by James Fontenot, the Proprietary Schools Advisory Commission unanimously voted to accept the charge letter and stipulation agreement as the necessary evidence.

On the motion of Chris Broadwater, seconded by Melanie Amrhein, the Proprietary Schools Advisory Commission unanimously voted to accept the stipulation agreement submitted by Tomika Willis and TDS Trucking and Technology in Patterson, LA and recommend the agreed upon penalty of fifteen hundred (\$1,500.00) for the following findings:

**TDS Trucking and Technology operated as a proprietary school without a valid license;
TDS Trucking and Technology provided courses of instruction without a valid license; and
TDS Trucking and Technology published advertisements without a valid license.**

The last item on the agenda was Other Business and Ms. Britton announced that all proprietary schools had submitted their student data for the previous year and provided updates on Commission membership.

The next meeting of the Proprietary Schools Advisory Commission is scheduled for March 12, 2023, at 10:00 a.m., in Room 1-153 of the Claiborne Building. There being no further business, the meeting adjourned at 2:15 p.m.

APPENDIX A
GUESTS

Amanda LaGroue	LA Department of Justice
Rhonda Coats	Feliciana Medical Training Academy
Shameka Royal	Royal Angels Anointed Hands
Alfred Mitchell	Trinity Bay Vocational Institute

PRP Agenda Item IV

Advisory Commission on Proprietary Schools Adjudicatory Hearing

Background

TDS Trucking, Training & Technology (TDS) was a business located in Patterson, LA. Business owner, Ms. Tomika Willis worked with staff for several months but did not submit a materially complete application by the given deadline of April 5, 2023. Without a proprietary school license, Ms. Willis advertised for a 188-hour CDL A training program via the TDS website and social media. This type of program fits the definition of instruction requiring a proprietary school under Louisiana law. Between June 30, 2023, and August 25, 2023, Tomika Willis signed enrollment agreements with multiple students for the CDL training program.

After being notified of the operations of TDS, Staff sent a cease-and-desist letter to TDS on September 12, 2023. Ms. Willis and Staff communicated several times over the next month, and Staff explained that as none of the enrolled students were employees of TDS, any alleged apprenticeship or pre-apprenticeship approvals would not allow for an exemption under La. R.S. 17:3140.1.(6)(c)(iv). Staff confirmed apprenticeship definitions and requirements with the Apprenticeship Division of the Louisiana Workforce Commission. Despite these conversations, and Ms. Willis initially agreeing to remove all advertising, Ms. Willis did post new advertisements and contacted students the week of October 17, 2023, to tell them to return to class.

Staff spent the next several weeks collecting significant evidence, including but not limited to copies of the enrollment agreements, testimony from students, and statements from government employees and the federally approved apprenticeship provider. On November 30, 2023, Staff sent Ms. Willis and TDS notification of charges levied and to be heard at an adjudicatory hearing before the Commission at the next scheduled meeting in January 2024.

However, before the meeting, Ms. Willis agreed to an informal disposition of charges. A stipulation agreement was submitted to Staff, indicating that Ms. Willis neither admits nor denies the factual allegations set forth in the charge letter but understands it becomes the basis for the Findings of Fact and Conclusions and that she is waiving all rights to an adjudicatory hearing. As part of the stipulation agreement, Ms. Willis has agreed to pay a penalty of \$1,500.00 within 30 days after receiving written notice of the acceptance by the Board.

Hearing Summary

At its January 31, 2024, meeting, the Commission held an adjudicatory hearing and by a formal vote in a public hearing, accepted the presented stipulation agreement submitted by Tomika Willis and TDS Trucking, Training & Technology and recommended the agreed upon penalty of fifteen hundred dollars (\$1,500.00) for the following violations:

1. One (1) violation of La. R.S. 17:3140.3(A)(1), which provides, “No proprietary school subject to the provisions of this Chapter shall do business in this state unless the owner holds a valid license approved and issued by the board. Applications for licensure shall be made to the commission as provided in this Chapter and rules established by the board”;
2. One (1) violation of La. R.S. 17:3140.3(A)(2), which provides, “No course of instruction shall be established, offered, or given, and no diploma, degree, or other written evidence of proficiency or achievement shall be offered or awarded until the owner of the school planning to offer or offering such course of instruction, diplomas, or degrees has obtained a license”; and

3. One (1) violation of La. R.S. 17:3140.16, which provides, “No owner of a school or solicitor for a school shall publish or cause to be published any advertising materials until the owner or solicitor obtains a valid license or a permit issued in accordance with the provisions of this Chapter.”

A copy of the fully executed Findings of Fact and Conclusions of Law has been provided.

This summary is being sent pursuant to La. R.S. 17:3140.9(D), which requires the Commission to transmit its findings and recommendations to the Board of Regents. Additionally provided for the Board’s review are the charge letter and stipulation agreement.

STAFF RECOMMENDATION

Senior Staff recommends the Board accept the recommendations of the Commission including the corrective action of the fine, based on the record of proceedings conducted before the Commission.

LOUISIANA BOARD OF REGENTS
ADVISORY COMMISSION ON PROPRIETARY SCHOOLS
ADJUDICATORY HEARING

IN THE MATTER OF
TDS TRUCKING, TRAINING & TECHNOLOGY

CASE NO: 2024-0116-BOR

FINDINGS OF FACT AND CONCLUSIONS OF LAW

The Advisory Commission on Proprietary Schools (“Commission”) held an administrative adjudicatory hearing in this matter on January 31, 2024. A quorum of the Commission was present with Chris Broadwater, commission member, serving as hearing officer. The Commission’s representative was Courtney Britton and its prosecuting attorney was Briana Golden. The owner of TDS Trucking, Training & Technology (“TDS”), Tomika Willis, executed a stipulation agreement in lieu of being present.

A. Findings of Fact:

After receiving the evidence presented, including the original charge letter and stipulation agreement, the Commission made the following three (3) findings of fact:

1. TDS operated as a proprietary school without a valid license;
2. TDS provided courses of instruction without a valid license; and
3. TDS published advertisements without a valid license.

B. Conclusions of Law:

Based upon the evidence presented and the aforementioned findings of fact, the Commission conclude that, as a matter of law, TDS is guilty of violations of the following provisions of the Louisiana Proprietary School laws, rules, and/or regulations:

1. One (1) violation of La. R.S. 17:3140.3(A)(1), which provides, “No proprietary school subject to the provisions of this Chapter shall do business in this state unless the owner holds a valid license approved and issued by the board. Applications for licensure shall be made to the commission as provided in this Chapter and rules established by the board.”;
2. One (1) violation of La. R.S. 17:3140.3(A)(2), which provides, “No course of instruction shall be established, offered, or given, and no diploma, degree, or other written evidence of proficiency or achievement shall be offered or awarded until the owner of the school planning to offer or offering such course of instruction, diplomas, or degrees has obtained a license.”; and
3. One (1) violation of La. R.S. 17:3140.16, which provides, “No owner of a school or solicitor for a school shall publish or cause to be published any advertising

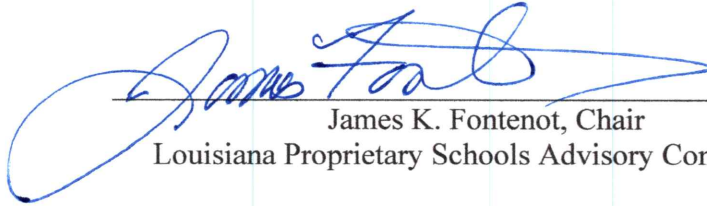
materials until the owner or solicitor obtains a valid license or a permit issued in accordance with the provisions of this Chapter.”

C. Recommended Penalties

After making the aforementioned findings of fact and conclusions of law, the Commission recommends to the Board accept the stipulation agreement and agreed upon penalty of \$1,500.00.

The findings of fact, conclusions of law, and recommended penalty were approved by the Commission in an open hearing on January 31, 2024, at Baton Rouge Louisiana

This document signed this 16 day of February 2024, at Baton Rouge, Louisiana.



James K. Fontenot, Chair
Louisiana Proprietary Schools Advisory Commission