

**State Workforce Innovation Council  
Career and Technical Schools Accreditation Committee**

December 20, 2012 1 P.M.

Indiana Government Center South  
302 West Washington Street, Indianapolis, IN

Present: Gina DeSanto, Paula Pinkstaff, Leroy Jackson, Jac Padgett, Mark Maassel, Randall Holmes

Absent: Dennis Rohrs

Also Present: From the Indiana Department of Workforce Development: Nate Klinck, Director of Policy, Terri Banks, Associate Director of Policy, Jodi White and Dinell Edge, Accreditation Specialists

**Call to Order and Roll:**

Committee Chair Gina DeSanto called the meeting to order at 1:10 p.m. and recognized a quorum was present. Since this was the first official SWIC accreditation committee meeting and first time meeting in-person, Nate Klinck introduced committee members to his staff and made a few introductory remarks.

**Action Items**

Prior to the committee meeting, members were sent a handout indicating ten (10) procedural areas for which the Office for Career and Technical Schools (OCTS) staff requested authority in order to conduct business by the most efficient and effective means possible. After careful consideration and some discussion regarding the staff recommendations, the committee determined that five (5) of the ten areas could be addressed in a single motion. Paula Pinkstaff made a motion to grant authority to OCTS staff to carry out business as follows:

- Grant or terminate temporary accreditation;
- Suspend accreditation status for cause;
- Conduct on-site visits to investigate complaints or concerns;
- Initiate the accreditation revocation process; and
- Adjudicate student complaints.

The motion was seconded by Jac Padgett and carried by a unanimous vote.

After some further consideration of a sixth item on the list, Jac Padgett made a motion to grant OCTS staff authority to recognize interstate reciprocity for accreditation. The motion was seconded by Mark Maassel and carried by a unanimous vote.

The remaining four items were tabled and OCTS staff asked to provide additional information, research, and /or rationale for presentation at a subsequent meeting or meetings. Those items are as follows:

- Establish a timeframe for submitting initial application materials;
- Require potential applicants to include criminal history on application form;
- Require all individuals/institutions to attend an orientation prior to submitting an application;
- Require schools to provide certification/licensure data.

### **Date and Location of Future Meetings**

The committee discussed how often to meet and the best day/times for accommodating the minimum in-person requirement while allowing for remote meeting access. Committee members decided to meet every other month following either a full SWIC or Executive SWIC meeting. Meeting dates for 2013 will be sent out soon.

### **Adjournment**

With no further items to present or discuss and no further questions, Dr. DeSanto adjourned the meeting at 2:10 p.m.