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**State Workforce Innovation Council
Career and Technical Schools Accreditation Committee
Indiana Government Center South
302 West Washington Street, Indianapolis, IN
Conference Room C
June 13, 2013**

Present: Jac Padgett, Leroy Jackson, Randy Holmes, Mark Maassel

Absent: Paula Pinkstaff, Dennis Rohrs

Also Present from DWD: Nate Klinck, Director of Policy; Terri Banks, Associate Director of Policy; Jodi White, Dinell Edge, Accreditation Specialists

Call to Order and Roll

Committee chair, Jac Padgett, called the meeting to order at 1:15 p.m. and began by noting a quorum.

Meeting Minutes – February 28, 2013

Mr. Padgett introduced the minutes of the committee meeting held on February 28, 2013 and asked for comments. There were no comments. Mr. Holmes motioned to approve the minutes, and Mr. Maassel seconded. The motion carried unanimously.

Mr. Klinck announced that Jodi White, Accreditation Specialist, will be retiring from State Government on July 19, 2013. He also expressed appreciation for her assistance in the smooth transition of regulatory responsibilities for the proprietary institutions to DWD.

Policy Development

Ms. Banks explained that policy drafts would be presented to the committee at the next meeting. The policies are intended to provide procedural guidance on decisions made by the committee at prior meetings. They include: granting temporary status to applying institutions, granting interstate reciprocity, adjudicating student complaints, suspending accreditation or initiating the accreditation revocation process, and conducting site visits to investigate complaints or concerns. Additional policy will be drafted to address the pre-application process which includes completion of a determination of status questionnaire and an online orientation.

Mr. Klinck explained the integration process between IN Training and OCTS. The long-term goal is to provide one portal for IN Training, OCTS, and other state agencies with regulatory oversight for proprietary schools and/or their programs.

Adding Felony Conviction Question to Application

The felony conviction question will be added to the application for status.

Mr. Klinck stated that an updated application will be provided to the committee members.

Ms. Banks agreed the online orientation should include clear information regarding the felony conviction. Additionally, the committee recommended that the orientation should be programmed to “force” an individual to “complete” sections before being able to advance through the presentation.

Updating Rules (IAC 646)

Ms. White stated that she has reviewed the code to clean up the language and indicated that since the USDOE is reauthorizing the Higher Education Act we will want to keep apprised of any impact reauthorization may have on any proprietary schools seeking continued USDOE approval to participate in Title IV funding. Mr. Klinck assured the committee that no policies will be implemented or removed without first seeking committee approval.

Updating Institutional Self-study and Prioritizing On-site Evaluations (Inspections)

OCTS staff will update the self-study and send it out to institutions, beginning with institutions that were on applicant status when transferred from the Commission on Proprietary Education. On-site inspections will be scheduled beginning with Mecca School of Massage. Mecca is a priority because the school is attempting to obtain national accreditation and requires the requisite state approval before making application. Additionally, the committee advised that we should consider prioritizing the evaluations using criteria other than how long the school has been on applicant (or temporary accreditation) status and might also look at the specific career demand.

Developing Electronic Payment Process

Ms. Edge provided an update on modernizing the fee payment process to include electronic payments. She further explained that communications with the Treasurer’s Office indicates that a “per item” fee will be levied by PNC Bank for each electronic payment processed. Before an electronic payment process can be approved, it must be proven that the number of payments received is justified given the levied fees. The “per item” fees most likely would be charged back to OCTS.

Activity Report

Ms. Banks provided the Report of Activity handouts to committee members. The report was updated to reflect activity between April 16, 2013 and June 12, 2013.

Next Meeting to be held August 22 at 2:00 p.m.

Adjournment

The meeting was adjourned at 2:20 p.m.