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**State Workforce Innovation Council
Career and Technical Schools Accreditation Committee
Indiana Government Center South
302 West Washington Street, Indianapolis, IN
December 19, 2013**

Present: Randy Holmes, Jac Padgett, Leroy Jackson

Also Present from DWD: Terri Banks, Associate Director of Policy and Accreditation Specialists, Ryan Sherwood and Dinell Edge

Absent: Paul Pinkstaff, Dennis Rohrs

Call to Order and Roll

Committee Chair, Randy Holmes, called the meeting to order at 1:25 p.m. and recognized a quorum was present.

Action Items

Meeting Minutes – September 12, 2013 and October 24, 2013

Mr. Holmes introduced the minutes of the committee meetings held on September 12, 2013 and October 24, 2013 and asked for comments. There were no comments. A motion was made by Mr. Padgett and seconded by Mr. Jackson to approve the meeting minutes from September 12, 2013 and October 24, 2013. Motion carried unanimously.

Accreditation Recommendation – Mecca School of Massage

OCTS staff presented a motion for consideration recommending that Mecca School of Massage be granted fully accredited status. Mr. Padgett motioned to grant Mecca School of Massage fully accredited status. The motion was seconded by Mr. Jackson and carried unanimously.

Reinstating Surety Bond Requirement

OCTS staff presented a recommendation which would require all schools to submit a surety bond in the appropriate amount annually or until such time as the fund reaches an initial balance of one million dollars (ref. IC 22-4.1-21-16). A motion was made by Mr. Jackson to accept the staff recommendation to require surety bonds from all schools and seconded by Mr. Padgett. The motion carried unanimously. Additionally, committee members recommended that staff research the possibility of requiring surety bonds from all schools even after the assurance fund reaches one million dollars.

Revised Denial – Mariam Nursing and Allied Health, Inc.

OCTS staff presented a motion for consideration to revise the denial of the initial application for accreditation submitted by Mariam Nursing and Allied Health, Inc. The revised denial is based on findings that the school does not meet minimum accreditation standards pursuant to IC 22-4.1-21-23 section (9). These findings, that the owner/chief administrator of the postsecondary proprietary school operated a school that had its license revoked in Pennsylvania on May 13, 2010, is in addition to the original denial on the basis of misrepresentation. A motion to revise the denial of the initial application for accreditation was made by Mr. Padgett and seconded by Mr. Jackson. The motion carried unanimously.

Michael R. Pence, *Governor*
Scott B. Sanders, *Commissioner*

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Staff Updates

Accreditation Specialist

Mr. Ryan Sherwood introduced himself to the committee members and gave a brief summation of his educational and work history. Mr. Sherwood was welcomed by all.

Initial Site Visit – Indiana State Horseshoeing Academy

OCTS staff informed the committee of the initial site visit made on November 25, 2013, to Indiana State Horseshoeing Academy, located in Straughn, Indiana. The institution was granted temporary accreditation on November 26, 2013.

Allied Health Institute

OCTS staff provided a timeline to the committee regarding the closing and bankruptcy filing of Allied Health Institute located in Merrillville, Indiana. Allied Health Institute staff informed OCTS on October 31, 2013, that the school had been closed and that the proprietor was filing Chapter 7 bankruptcy on November 1, 2013. Student records were received on November 15, 2013.

Servicing Student Records

Staff is working with DWD's legal department to develop a transcript request form to properly service student records received from closed institutions.

Activity Report

A report was presented to the committee highlighting OCTS activity during the period October 19, 2013 through December 13, 2013.

Determine Meeting Dates for 2014

New meeting dates were determined for 2014 and will be posted to the website in a "Save the Dates" document.

Adjournment

A motion to adjourn was made by Mr. Padgett and seconded by Mr. Jackson. The meeting was adjourned at 2:30 p.m.