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**State Workforce Innovation Council
Career and Technical Schools Accreditation Committee
September 12, 2013
Indiana Government Center South
302 West Washington Street, Indianapolis, IN
Conference Room C**

Present: Jac Padgett, Leroy Jackson, Randy Holmes, Paula Pinkstaff

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

Call to Order and Roll:

Committee Chair, Randy Holmes called the meeting to order at 1:12 p.m. and recognized a quorum was present.

Action Items

Meeting Minutes – June 13, 2013

Mr. Holmes introduced the minutes of the committee meeting held on June 13, 2013 and asked for comments. There were no comments. A motion was made by Mr. Padgett and seconded by Ms. Pinkstaff to approve the meeting minutes from June 13, 2013. Motion carried unanimously.

Policy and Procedures Document

OCTS staff presented the Policy and Procedures Document to the committee for consideration. The committee complimented the work. Ms. Pinkstaff recommended an edit on page 11 to strike the phrase “outlined in this manual”, and the committee recommended that a change log be created to track any further updates to the document going forward. Mr. Padgett moved to approve the document. The motion was seconded by Ms. Pinkstaff and carried by a unanimous vote.

Initial Accreditation Application for Mariam Nursing and Allied Health, Inc.

OCTS staff presented a motion for consideration to deny the initial application for accreditation submitted by Mariam Nursing and Allied Health, Inc., because they had not met minimum accreditation standards pursuant to IC 22-4.1-21-23 (4). Ms. Pinkstaff motioned to deny the initial application for accreditation submitted by Mariam Nursing and Allied Health, Inc. The motion was seconded by Mr. Padgett and carried by a unanimous vote.

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Staff Updates

Hiring for Accreditation Specialist

Ms. Banks informed the committee that applications for the vacant accreditation specialist position were being evaluated and that prospective candidates had been selected to answer additional pre-screening questions prior to requesting interviews.

Update on Visits Made and Scheduled

OCTS staff informed the committee that an on-site evaluation for Mecca School of Massage is scheduled for September 18, 2013. Following the on-site evaluation, OCTS staff will develop a report of the visit and will make a recommendation to the committee concerning full accreditation.

Considering NASASPS Membership

OCTS staff provided the committee with information regarding the National Association of State Administrators and Supervisors of Private Schools (NASASPS) and explained the benefits of OCTS membership in the group. The committee voiced the importance of maintaining partnerships with other state regulators of proprietary education and support ongoing membership.

Activity Report

OCTS staff provided the Report of Activity handout to committee members. The report was updated to reflect activity between August 7, 2013 and September 11, 2013.

Questions/Discussion/New Business

There was some discussion regarding the fund and surety bond requirements for new schools and for those schools that were accredited by the former Commission on Proprietary Education that had been allowed to drop the bond requirement after paying into the fund for 16 quarters (the length of time determined by the former commission for the fund to reach one million dollars). For the next meeting, OCTS staff will develop a draft policy regarding the surety bond requirement aligned with new regulatory requirements.

Re-evaluate Meeting Schedule and Set Next Meeting Date(s)

The next meeting will be held on October 17th directly following the SWIC Executive Committee Meeting. Committee members determined there would be two members present at the next meeting, and a call-in number could be provided for those who prefer to attend the meeting remotely.

Adjournment

Having no further business, Mr. Holmes invited a motion to adjourn the meeting. Ms. Pinkstaff so moved and the meeting was adjourned at 2:07 p.m.