

Certification Advisory Council (CAC)

Tuesday, April 24, 2018

Summary Notes

Members Present: Donna Jurick (chair); Joyce Williams; Melissa Armentor; Jennifer Ramm; Dianna Miller

Member Absent: Robert Rhodes

Staff Present: Garry Tomerlin; Rex Peebles

Others Present: Ann M. Mirabito, site team chair; Lisa Ping Hui Tsao Lin and Alan Preston, representing United States American College of Business and Healthcare

The webcast of this meeting is available at the following link:

<http://www.theccb.state.tx.us/apps/Events/Broadcasts/webcast.cfm?youtube=Ja-f7KR8OOs>

1. Welcome and introduction of CAC members

Dr. Rex Peebles, Assistant Commissioner, Academic Quality and Workforce, welcomed everyone to the Certification Advisory Council meeting and stated that the meeting was being webcast. Dr. Peebles introduced himself and Garry Tomerlin, Deputy Assistant Commissioner as staff present at the meeting.

The Certification Advisory Committee members introduced themselves and a quorum was established.

Lisa Lin, President, and Alan Preston, Vice President of Academic Affairs and Research, represented United States American College of Business and Healthcare. Ann Mirabito, site evaluation chair represented the site evaluation team.

Dr. Peebles turned the meeting over to Donna Jurick, CAC chair for the meeting.

2. Consideration of Summary Notes from the July 25, 2017 meeting

The CAC members reviewed the July 25, 2017 meeting summary notes. Joyce Williams made a motion to accept the minutes as written. Melissa Armentor seconded the motion. Motion passed. Discussion.

3. Consideration of the application for its first Certificate of Authority from United States American College of Business and Healthcare

Dr. Jurick introduced consideration of the application from United States American College for Business and Healthcare (USACBH) for its first Certificate of Authority. The CAC members had previously received the site evaluation team report and USACBH response prior to the meeting. Dr. Jurick asked USACBH representatives to provide an overview of the institution's degree programs applied for and how the institution came to be split from Texas Health & Science University (THSU).

Dr. Preston provided the background for splitting degree programs between USACBH and THSU, including the history of Accrediting Council for Independent Colleges and Schools (ACICS) accreditation and Accreditation Commission for Acupuncture & Oriental Medicine (ACAOM) accreditation. Due to uncertainty with ACICS' future, a decision was made to split the programs between two institutions. The degree programs, business and healthcare, required a division of accreditation to fit the scope of the programs.

Dr. Ann Mirabito, the site evaluation chair, was called on by Dr. Jurick to provide a summary of the site team's report. Dr. Mirabito relayed that the site visit team consisted of three members. The members were Dr. Ann McFadyen, Associate Professor of Strategic Management at the University of Texas at Arlington; Dr. David Salgado, D.O.M., practitioner at Energetics, an examiner and reviewer for the New Mexico State Board of Acupuncture, and an oriental medicine site reviewer for the American College of Acupuncture and Oriental Medicine (ACAOM); and Dr. Ann Mirabito, Associate Professor of Marketing at Baylor University. The site team concluded that the applicant met eighteen of the twenty-four Standards for Operation of Institutions outlined in Texas Higher Education Coordinating Board (THECB) administrative rules. Since then, the applicant has taken the steps necessary to meet the additional six standards. Dr. Mirabito stated that the applicant's board members, staff, and students all had a positive demeanor and the team was impressed by the institution as a whole.

Dr. Jurick encouraged questions and discussion from the CAC members regarding the site evaluation report and institution response.

Ms. Joyce Williams requested the background history of all institutional board members. Ms. Lisa Lin gave a brief explanation about the five members and explained why she felt the members are qualified to be professional experts. Ms. Lin relayed to Ms. Williams that the members report quarterly to the Board.

Jennifer Ramm asked Mr. Alan Preston to describe the enrollment assumptions that were used between the 2018 and 2020 budget. Mr. Preston stated that most of the targeted audience are international students. International institutions send a selected number of students to the United States to get educated with curriculum from an American institution so when they go back to their foreign institution, the students have an American influence on the management side for their businesses and practices. Ms. Lin stated that currently there are seven students enrolled and by the fall of 2019, there will be eleven students enrolled.

Mr. Preston referenced a new THECB rule regarding surety bonds that was passed to ensure all colleges and institutions have protection that would reimburse student's tuition for that semester if something catastrophic were to happen to the school, such as the school going out of business. Dr. Rex Peebles stated that the surety bond was a result of legislation that was passed in the last Texas legislative session.

Ms. Ramm asked Ms. Lin for the current tuition rate. Ms. Lin stated the cost is about \$4,400 per semester, and about \$13,000 for a tri-semester. Dr. Peebles asked Mr. Preston to clarify the number of hours in a tri-semester. Mr. Preston advised that a tri-semester would consist of 36 hours for an MBA or 45 hours for an MBA of Healthcare.

Ms. Williams asked Dr. Ann Mirabito to address the scenario of if Ms. Lin retiring from her position considering she is the President of the school and is the institution's building owner. Dr. Ann Mirabito expressed that the scenario had not been a concern for the site team. Succession planning could be implemented and taken into consideration by the institution's board if that were to happen.

Dr. Jurick asked if USACBH was approved for a Certificate of Authority if the students that are enrolled in those programs would move to the new institution with those programs. Mr. Preston confirmed students would transfer to the new institution. Ms. Lin advised that there are seven students enrolled into the MBA and MBA Healthcare programs. She also explained that the BSTCM program and the BA program have zero students currently enrolled. The BSTCM students all have been moved into the master's program. Enrollment for the BA program will begin in the fall of 2019.

Ms. Melissa Armentor questioned the status of USACBH's student handbook. Mr. Preston stated the Handbook for USACBH is now complete, which references the new name. Ms. Lin further explained that the student handbooks were emailed to all students and that the student body was happy to be informed as to the status of the school.

Dr. Peebles reminded CAC members of the Certificate of Authority approval process. He stated that a Certificate of Authority is good for two years. Upon the end of the term, the institution can re-apply for a subsequent Certificate of Authorization for a total of eight years. Dr. Peebles also reminded everyone that the CAC makes a recommendation to the Commissioner and to the Coordinating Board members; the Commissioner can make his own recommendation. The recommendations go to the Coordinating Board at a committee meeting and then to the full board at a quarterly meeting. In addition, if the CAC recommends approval, the CAC members may also make contingency recommendations for additional conditions, restrictions, or reporting requirements during the first two years of operation under a Certificate of Authority.

Melissa Armentor made a recommendation to move the application forward to the Commissioner for approval.

Joyce Williams made an amendment to Ms. Armentor's recommendation to add a contingency for Ms. Lin to provide the committee in writing identification of the person who is the alternative for her position. Ms. Lin replied that she did not feel comfortable naming a specific person for this duty because she feels there needs to be equal opportunity if her position became available. Ms. Lin also explained that she does not have the governing power to make that decision. Dr. Preston confirmed the institution's board has a policy in place to convene to name a replacement for Ms. Lin, if necessary. Ms. Williams rescinded her amendment to the recommendation.

Dr. Jurick asked for a motion to recommend approval to the Commissioner without contingency recommendations, additional conditions, or restrictions. Melissa Armentor made the motion. The motion was seconded by Dianna Miller. The motion passed (VOTE: 4 YES/1 NO).

4. Update on upcoming meeting dates and nominations for AY 2018-2019

Dr. Jurick asked if there were additional items that needed to be discussed. Dr. Peebles stated staff are receiving nominations for membership of the CAC for next year and will be reviewing nominations next week for members from two private or independent institutions of higher education and one public institution of higher education. He reminded the CAC that the next regular meeting is being held on July 24, 2018, unless there are no agenda items. In addition, Dr. Peebles advised the council to submit a summary of their expenses for the meeting as we are required to report the amount advisory committee members expend for meetings to the Coordinating Board and the Legislative Budget Board.

5. Adjournment

Dr. Jurick thanked everyone for attending and adjourned the meeting.