



**Maryland Higher Education Commission
Department of Academic Affairs
Career & Workforce Education Unit**

Private Career School Advisory Council (PCSAC) Meeting

Tuesday, December 15, 2020

9:30 A.M. – 11:00 A.M

Location: **Virtual meeting**

6 N. Liberty Street

Baltimore, Maryland 21201

Meeting Minutes

IN ATTENDANCE

MHEC Staff: Dr. Ashley Wallace, Eric Jackson, Angela Carroll, Trish Gordon McCown, Dr. Emily Dow, Soma Kedia (OAG), Everette Jackson (VA)

Council Members: Dr. A'lise Williams, Beth Hepler (Chair), Dean Kendall, Andrea McLendon, Dr. Ellen Beattie

Applicant: Dr. Felicia Demery

1. CALL TO ORDER (9:30 am)

Dr. Ashley Wallace, Associate Director, Career and Workforce Education

- Introductions
- Expectations

2. APPLICANT

Hair Remede Beauty Career, LLC d/b/a Hair Remede Beauty Career
(Temple Hills, Maryland)

Cosmetology Program

Applicant: Dr. Felicia Demery



3. DISCUSSION, STIPULATIONS AND ACTIONS

Hair Remede Beauty Career, LLC d/b/a Hair Remede Beauty Career Stipulations from Council (12/15/20)

General Comments:

1. **Catalog Checklist needs to be reviewed to ensure that Catalog meets all regulatory requirements**
2. **Catalog does not adhere to COMAR**
3. **Significant deficiencies remain**
4. **The applicant admitted (in her general comments) that she had not read all of COMAR but rather only certain sections.**

Catalog

1. Program Overview (p. 3) still does not address catalog checklist. Meal breaks are not disclosed. Hours per week are missing. [Dean Kendall]
2. Description of attendance policy (p. 8) is still unclear. Students cannot exceed 120% of their contracted program time.
 - Applicant response: Students have up to a year to complete.
 - Dean Kendall / Andrea McClendon: They do not have up to a year. If the program lasts for 37.5 weeks, then students have up to 45 weeks to complete (80% attendance rule).
3. Make-up Policy (p. 8) is still unclear. Are makeup days built into Mondays or do they occur at any time? [Dr. A'lise Williams]
 - Applicant response: There is no school on Monday to give time to implement make-up hours.
 - How can students make up a full day on Monday if there isn't enough time allotted [not a full 8-clock hour day]? [Dean Kendall]
 - If a student is sick for 3 consecutive days, how does the student make up time? [Andrea McClendon]
 - Applicant Response: We can allow them to make up work; they will make up time later.
4. Disclosure of all fees (transcripts, licensing exams, etc.) and revised refund policy was requested by Council (October 2020 review) but has not been addressed by the applicant in 2nd review (December 2020).
 - Disclosure of all fees means all fees. This is in COMAR and is a catalog checklist requirement. [Dean Kendall]
 - Refund Policy is only a "copy and paste" exercise. [Dean Kendall]



-
5. Council noted during October 2020 review that applicant clarify admissions process (p. 5) and separate it from entrance Requirements (the documents that are required for entrance including age, academic credentials, etc.). These issues still have not been addressed by applicant (December 2020). [Andrea McClendon]
- “official transcript” never specifies “high school transcript” [Dean Kendall]
 - Requiring a high school transcript and GED® can exclude students who took other pathways or student from other states. Recommendation: state “high school equivalency” [Dr. Ellen Beattie]

Beth Hepler (Chair) asked for guidance from legal counsel (Soma Kedia) regarding the options that are available for the applicant (Motion to Approve, Motion to Deny, Motion to Table, Motion to Approve with Stipulations). Soma provided an overview of their options.

Beth Hepler stated that applicant seems to know now what edits are required and asked for a motion from the PCSAC.

Dr. A'lise Williams asked for MHEC staff comments regarding the applicant. Eric Jackson noted a potential lack of applicant understanding of COMAR policies but acknowledged that the applicant has made an effort to adhere to PCSAC feedback.

The applicant repeated statements from the October 2020 meeting that she was “doing this on [her] own” and stated that if she were provided one more chance, that the changes would be made by January 2021.

Beth Hepler asked applicant is she were comfortable with where COMAR, checklists, and resources are.

Soma Kedia: You have an infinite number of motions available. If one motion does not pass, the PCSAC can continue to present new motions.

Dr. A'lise Williams asked Soma Kedia about the option of tabling a motion and reviewing documents again in January 2021.

Beth Hepler asked for a motion from PCSAC.

~ END OF DISCUSSION ~

- Dean Kendall motioned to deny application for approval.
- Andrea McClendon seconded the motion.
- Breakdown of Vote:
 - Yea's:
 - Dean Kendall



-
- Andrea McClendon
 - Dr. A'lise Williams
 - Dr. Ellen Beattie

 - Nay
 - Beth Hepler (Chair)

Soma Kedia: Secretary will get documents to applicant with notifications about appeals process. The steps for the appeals process will be included therein.

Applicant stated that she would prefer to withdraw her application and return at a later date to reapply rather than receive a denial. Soma Kedia informed the applicant to provide formal notification to MHEC staff of her intention.

4. OPEN DISCUSSION –

- Dean Kendall - discussion on obtaining feedback about what comments Council members make that do not need to be made in a second review. Andrea McClendon - concerns about the applicant's understanding of the policies and COMAR prior to sitting before Council.
- Beth Hepler – Asks for thoughts about external resources that can be suggested to applicants/institutions to complete the application, understand COMAR, and adhere to checklist requirements.
- Ashley Wallace - clarification about application process, procedures and applicant expectations.
- Soma Kedia - clarification that if an application does not meet COMAR minimum standards, it is not required that an applicant sit before the Council. However, per COMAR, an application must go before the Council for review before the Secretary approves the entity as a private career school.
- Ashley Wallace - clarification that if applicant is not prepared, MHEC Staff will issue a Notice of Deficiencies (NOD) and will recommend to the Secretary that a denial letter be issued.



-
- Andrea McClendon - recommendation to have an initial (potentially virtual) information session/workshop with (potential) applicants that clarifies expectations and allows applicants to ask questions about the application, COMAR and required documents.

5. ADJOURNMENT – The meeting adjourned at 10:53 am.