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

**Private Career School Advisory Council (PCSAC) Meeting**

Tuesday, April 20, 2021

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, Esq. (OAG)

Council Members: Beth Hepler (Chair), Dean Kendall, Andrea McLendon, Dr. Ellen Beattie, Erica Lewis-Thomas, Joyce Cleary

Applicant: *The Real Estate School* (Brandy Blair, Marc Blair)

### **1. CALL TO ORDER (9:30 am)**

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

- Introductions of MHEC Staff
- Introduction of new Council members
- Overview of Application Process and Review Process
- Purpose of the Council

### **2. APPLICANT**

The Real Estate School, LLC d/b/a The Real Estate School  
(Landover, Maryland)

Principles and Practices of Real Estate for Salespersons

Applicant: Brandy Blair, Marc Blair



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### 3. DISCUSSION, STIPULATIONS AND ACTIONS

#### The Real Estate School, LLC d/ba The Real Estate School Stipulations from Council (4/20/21)

##### Preliminary Discussion

Andrea McLendon: Should ownership in Catalog be listed under “The Real Estate School, LLC” as opposed to “The Real Estate School”.

Soma Kedia, Esq.: No.

Brandy Blair: There was no centrally located real estate school that wasn’t attached to a brokerage.

Dean Kendall questioned how much technology was to be implemented.

Marc Blair: Cloud based materials, enrollment online, grades can be checked via an app

Dean Kendall: Is there a pre-requisite to determine if someone has minimum technology skills?

Marc Blair: Students with limited technology skills can pick up the phone or come to the office.

Beth Hepler: Suggestion: Disclose to students what is required and available.

##### Catalog

1. Why does the financial guarantee cap enrollment at 17 students if the SI ratio is 15? (Andrea McLendon)
  - Brandy Blair: The cap is 15.
2. Disclosure of HB464/ Needs to be updated to include the year (Catalog, page 6) (Soma Kedia)
3. Question about the entrance requirement and the separation between the high school proficiency requirement and government issued ID (Catalog, page 2) (Dean Kendall)
  - Brandy Blair read aloud the revised statement and Dean Kendall stated that it was “clearer”.
4. Specify “80%” graduation/completion rate of attendance on page 3 of the Catalog. (Andrea McLendon)
  - Include “at a minimum 80% attendance rate”
5. Makeup Policy: Where are the 24 clock hours included in the schedule? (Dean Kendall)
  - Brandy Blair: 3 makeup instructional days are attached at the end for students who need them (Catalog, page 7)
  - They’re making up content and time? (Andrea McLendon)
    - Brandy Blair: Yes.



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6. Grading System: Students must have a minimum **cumulative** average of 75%? Students must obtain this before sitting for the Final Exam? (Dean Kendall)
    - Brandy Blair: Yes.
    - Brandy Blair: Students can still make up assessments, but they want students to take it seriously.
    - Brandy Blair: Quizzes are not weekly; they're spaced out.
      - Andrea McLendon: Would the students know how they're doing in the program? After they pass the 50% mark, they're not entitled to a refund.
      - Brandy Blair: Yes, students are getting counseled weekly.
  7. Program Costs (Catalog, page 4)
    - Remove "if applicable"
  8. Student Conduct Policy (Catalog, page 7)
    - Remove the next to the last paragraph
  9. Student Grievance Procedure (Catalog, page 7)
    - There's a lot of weight on Ms. Jackson as the Director/Instructor. She's wearing several hats (Andrea McLendon).
      - Beth Hepler agreed.
    - Brandy Blair: We can add another level of review. The owner (Brandy) can also review the grievance.

### **Enrollment Agreement**

1. Make sure that the "80% minimum attendance rate" language is included. (Dean Kendall)

-END OF DISCUSSION OF APPLICANT'S MATERIALS-



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Soma Kedia, Esq. stated to the new Council members that they were permitted to vote or abstain from voting. It would be their decision.

Dean Kendall made a motion to recommend approval to the Secretary with the stipulations outlined.

Andrea McLendon seconded the motion.

Breakdown of Vote:

- Yea's:
  - Beth Hepler (Chair)
  - Dean Kendall
  - Andrea McClendon
  - Dr. Ellen Beattie
  - Erica Lewis-Thomas
  - Joyce Cleary
  
- Nay's
  - NONE

#### **4. OPEN DISCUSSION –**

- Beth Hepler asked if the Council was fully staffed now, and Dr. Ashley Wallace stated “No”. The Council is required to have 7 members and the current Council consists of only 6 members. Beth Hepler and Dean Kendall recommended that the next Council member come from the Maryland Real Estate Commission (MREC).
- Dr. Ashley Wallace mentioned the several school closures that had recently occurred—Maryland Bartending School, Lawyer’s Advantage Career School, Von Lee International School of Aesthetics, Robert Paul Academy of Cosmetology Arts & Sciences.

#### **5. ADJOURNMENT –** The meeting adjourned at 11:00 am.