



Alaska Commission on Postsecondary Education

P.O. Box 110505
Juneau, Alaska 99811-0505

Customer Service Center
Toll Free: (800) 441-2962
In Juneau: (907) 465-2962
TDD: (907) 465-3143
Fax: (907) 465-5316
acpe.alaska.gov

MEMORANDUM

TO: Members, Alaska Commission on Postsecondary Education
THROUGH: Diane Barrans, Executive Director
FROM: Kierke A Kussart and Joann Rieselbach, Institutional Authorization
DATE: July 8, 2015
RE: Compliance Activities Report

INSTITUTIONAL AUTHORIZATION (IA)

Administrative Approval

Charter College (Anchorage)

- review and approval of revisions to the enrollment contract and catalog

Initial Authorization

Thomas Edison State College (Eielson AFB)

Renewal of Authorization

Alaska Christian College (Soldotna)

Program Amendments

Alaska Bible College (Palmer)

Charter College (Anchorage)

Glenda's Salon and Training Center (Wasilla)

Exempt Schools

There are currently 633 exempt institutions or postsecondary education providers that have a status with ACPE to offer education or training in Alaska; of those, 490 offer only distance or online instruction and do not have a physical presence in the state. It should be noted that the number of exempt institutions solely offering online/distance education has seen a modest decline, which can be directly attributed to the increasing number of institutions participating in the State Authorization Reciprocity Agreement (SARA) through their home state. SARA-participating institutions no longer have to separately apply for an exemption from ACPE to offer online/distance education to Alaska residents.

This quarter, staff approved or recertified 78 institutions or postsecondary education providers that qualified for exemption from authorization. Again, the majority of exemptions were for distance or online instruction delivered by out-of-state accredited institutions.

Staff Activities

Authorization:

Recently regulation 20 AAC 17.015 (a)(4), was amended by extending the maximum short course duration to qualify for exemption from 80 hours or 10 days to 120 hours or 15 days. As a result, Beacon Occupational Health and Safety Services transitioned from an authorized to an exempt institution.

On May 26th, Governor Walker signed into law HB 131, “An Act relating to the licensure of nail technicians and hairdressers...” amending AS 08.13. Under the new law, the length of a manicuring program required for licensure will increase from 12 to 250 hours, effective January 1, 2016. ACPE staff contacted owners of manicuring schools currently offering the 12-hour program, informed them of the change in law, and advised that under the new law, schools would need to be authorized to offer the 250-hour program. Currently authorized cosmetology schools were also contacted and advised of the need to submit a program amendment to have the 250-hour program approved.

Miscellaneous Items:

This past quarter, two authorized institutions applied for and obtained their initial approval to participate in the Alaska Performance Scholarship (APS) program: Embry-Riddle Aeronautical University – Anchorage Campus, and Glenda’s Salon and Training Center. The two institutions have executed program participation agreements on file with ACPE and can begin enrolling APS-eligible students in qualifying programs beginning in the 2015-2016 academic year.

As reported in the previous quarter, a survey regarding the services and support provided by ACPE’s Institutional Authorization unit was distributed to authorized and exempt institution and training provider staff. Survey responses, summarized in the attached report, show:

- Nearly 100% of respondents said their interactions with ACPE's Institutional Authorization (IA) & Compliance staff resulted in a positive outcome - that is, the questions being asked were answered and the service and support provided was either *Good* or *Very Good*.
- Institutions disclosed knowledge gaps relative to the statutory and regulatory requirements for authorized institutions. 55% - 65% of respondents said they or their staff were *Not At All Knowledgeable* or *Not Very Knowledgeable* about: general institutional authorization regulations; school record requirements; enrollment contract requirements; when an amendment to authorization is required and submission deadlines; and, the recertification of exemption from authorization or renewal of authorization processes.

Relative to the identified knowledge gaps, staff will be scheduling training webinars to ensure, going forward, Alaska institutions will have a better understanding of the statutory and regulatory requirements governing postsecondary education.



Alaska Commission on Postsecondary Education

P.O. Box 110505
Juneau, Alaska 99811-0505

Customer Service Center
Toll Free: (800) 441-2962
In Juneau: (907) 465-2962
TDD: (907) 465-3143
Fax: (907) 465-5316
acpe.alaska.gov

INSTITUTIONAL AUTHORIZATION

July 23, 2015

ACTION AGENDA

- A. Initial Authorization
 - 1. Thomas Edison State College (Eielson Air Force Base)
Recommend initial authorization for two years, through July 31, 2017.

- B. Renewal of Authorization
 - 1. Alaska Christian College (Soldotna)
Recommend renewal of authorization for one year, through July 31, 2016.

- C. Program Amendment
 - 1. Alaska Bible College (Palmer)
Recommend approval of Pastor David Ley as Alaska Bible College's new President.
 - 2. Charter College (Anchorage and Wasilla)
Recommend approval of Brenda Young as Charter College Alaska's new President.
 - 3. Glenda's Salon and Training Center (Wasilla)
Recommend approval of a new program in Advanced Manicuring.



Thomas Edison State College
Authorization Type: Initial

Summary

Thomas Edison State College is a public institution established by the State of New Jersey and chartered by the New Jersey Board of Higher Education in 1972. The College was founded to provide education to adult students. For more than 30 years, the College has been providing specialized educational opportunities for members of the United States Military and currently has a presence on bases in fifteen states. All campuses are regionally accredited by the Middle States Commission on Higher Education (MSCHE).

The College entered into a memorandum of understanding with the Eielson Air Force Base to offer nine Bachelor and three Masters degrees beginning in September 2015. A site supervisor is in the process of being hired as well as on-ground instructors.

The campus will offer courses taught in a blended delivery format. During an eight-week period, students will attend four on-ground classes; the rest of the instruction will be offered online in an asynchronous format. On-ground classes are offered primarily in the evenings to accommodate working students. Students can also take courses completely online.

President	Dr. George Pruitt	Associate Vice President for Military and Veteran Education	Louis Martini
Address	101 W State St. Trenton, NJ 08608	Alaska Address	2623 Wabash Ave Eielson AFB, AK 99702
Year Founded	1972	Initial Fee Paid	N/A*
Surety Amount/Type	N/A*	Financial Statements	Audited

* Under 20 AAC 17.015(b) an institution operated by a state is exempted from the bonding and fee requirements

Site Visit

Staff conducted a site visit to the Education Building at Eielson AFB on September 16, 2014, and found the site to be in compliance with all applicable requirements.

Programs

Program name	Program length	Tuition/Fee Cost†
BA in Computer Science	120 credit hrs	\$30,000
BA in Criminal Justice	120 credit hrs	\$30,000
BS in Applied Science and Technology in Health Services Technology	120 credit hrs	\$30,000
BS in Applied Science and Technology in Air Traffic Control	120 credit hrs	\$30,000

BS in Applied Science and Technology in Electronic Systems Engineering Technology	124 credit hrs	\$31,000
BS in Applied Science and Technology in Aviation Maintenance Technology	120 credit hrs	\$30,000
BS in Applied Science and Technology in Aviation Flight Technology	120 credit hrs	\$30,000
BS in Business Administration in General Management	120 credit hrs	\$30,000
BS in Homeland Security and Emergency Preparedness	120 credit hrs	\$30,000
Master of Business Administration	39 credit hrs	\$24,063
Master of Public Service Leadership	36 credit hrs	\$22,212
Mater of Homeland Security	36 credit hrs	\$22,212

† Cost for Active Duty Military and their families

Evaluation

Minimum Standards Component - AS 14.48.060	Staff Evaluation/Comments
1. Program and courses meet stated objectives	Yes, institution is accredited by the MSCHE
2. Adequacy of space, equipment, and resources	Noted during site visit, approved by accreditor and maintained by Air Force
3. Appropriateness of staff/faculty credentials	Approved by accreditor
4. Catalog/brochure compliance	Technical assistance provided and required changes made
5. Credential compliance	Diploma awarded
6. Adequacy of records	Advised of recordkeeping requirements
7. Compliance with applicable laws	Fire inspections received; facility maintained by the Air Force
8. Financial soundness	Audited financials documented compliance
9. Advertising and sales	Advertising noted as compliant
10. Administrators are of good reputation	Background check—no adverse findings
11. Student housing, if any	N/A
12. Refund policy compliance	Reviewed and documented‡
13. Costs and charges compliance	Reviewed and documented

‡ Thomas Edison has requested approval of an alternate refund policy under 20 AAC 17.115(m). As required, the policy is approved by the MSCHE and the U.S. Department of Education. ACPE staff have no concerns about the alternate policy.

Recommendation

Recommend a two-year initial authorization of Thomas Edison State College, through July 31, 2017, and approval of alternate refund policy.



Alaska Commission on Postsecondary Education

P.O. Box 110505
Juneau, Alaska 99811-0505

Customer Service Center
Toll Free: (800) 441-2962
In Juneau: (907) 465-2962
TDD: (907) 465-3143
Fax: (907) 465-5316
acpe.alaska.gov

Alaska Christian College Renewal of Authorization

Summary

Alaska Christian College (ACC) began in 2001 as a mission of the Evangelical Covenant Church of Alaska delivering postsecondary education to Alaska Native students. Initially, ACC was an exempt institution offering a one-year religious program, which was expanded to a two-year certificate program in 2004. At that time, the institution obtained applicant status for accreditation with the Association for Biblical Higher Education (ABHE), followed by candidate status in 2008. With the achievement of candidate status, ACC applied for and was granted eligibility to participate in federal student financial aid programs. ACC was initially authorized in July 2009 and in February 2012, became fully accredited. Next, they were approved, by the ABHE in Dec. 2012 and by ACPE in April 2013, to offer two Associate degrees.

Chief Administrator	Keith Hamilton, President	FY15 Enrollment	Fall – 68; FT - 63 Spring – 70; FT - 61
Address	35109 Royal Pl. Soldotna, AK 99669		
Year Founded	2001	FY15 Revenues	\$584,493
Authorized Since	2009	FY15 Complaints	None
Surety Amount/Type	\$100,000/ CD	FY15 Completion Rate	N/A*
Fee Paid	\$2,500	Financial Statements	Audited

*degree programs are too new to calculate completion rate

Programs

Program or degree name	Program length	Tuition/Fee Cost
AA in Christian Ministry	61 credit hrs	\$15,000
AA in Paraprofessional Education	61 credit hrs	\$15,000
Biblical Studies Certificate	30 credit hrs	\$ 7,500

Site Visit

Staff conducted a site visit on June 24, 2015, and found the site to be in compliance with all applicable requirements.

US Department of Education Title III, Part A, Native –Serving Institutions Program Grant
In 2010, ACC was approved by the U.S. Department of Education (Department) for a Title III, Part A, Native-Serving Institutions Program Grant. The five-year grant award is \$2,787,146, with over \$2,000,000 received and expended. In 2014, as a result of a federal review of the grant, the Department determined ACC did not demonstrate that it met the statutory requirements for the grant award at the time of application. The Department informed the College the grant funds received must be repaid. Although it disagreed with the findings, ACC proposed a compromise of repayment for a much lesser amount. The Department has indicated it is considering ACC’s proposal; however, there is no information as to when a decision will be rendered. This unresolved matter resulted in a “going concern” exception in the audit opinion associated with the institutions most recent financial statements.

Evaluation

Minimum Standards Component - AS 14.48.060	Staff Evaluation/Comments
1. Program and courses meet stated objectives	Yes, institution is accredited by the ABHE
2. Adequacy of space, equipment, and resources	Noted during site visit and approved by accreditor
3. Appropriateness of staff/faculty credentials	Verified
4. Catalog/brochure compliance	Reviewed and documented
5. Credential compliance	Diploma awarded
6. Adequacy of records	Verified at site visit
7. Compliance with applicable laws	Fire inspection received; no observations of non-compliance with other applicable laws
8. Financial soundness	Audited financials note going concern
9. Advertising and sales	Advertising noted as compliant
10. Administrators are of good reputation	Background check - no adverse findings
11. Student housing, if any	Appropriate, safe and adequate
12. Refund policy compliance	Reviewed and documented
13. Costs and charges compliance	Reviewed and documented

Recommendation for Action

Recommend renewal of authorization for one year, through July 31, 2016, due to the ongoing negotiations and uncertainty around the impacts of ACC’s financial obligation to the U.S. Department of Education.



Alaska Commission on Postsecondary Education

P.O. Box 110505
Juneau, Alaska 99811-0505

Customer Service Center
Toll Free: (800) 441-2962
In Juneau: (907) 465-2962
TDD: (907) 465-3143
Fax: (907) 465-5316
acpe.alaska.gov

Alaska Bible College Program Amendment for a Change in Senior Management

In November 2014, Alaska Bible College's (ABC) president, Nick Ringger, gave notice. In January 2015, the ABC Board of Directors appointed an interim president, Dr. Bob Lee, while they conducted a presidential search. In May 2015, the Board selected David Ley, a senior pastor at Hesperia Community Church in California, as the College's 7th President.

Pastor Ley holds a Masters of Theology degree from Dallas Seminary and is currently enrolled in a doctoral program at Talbot Seminary. He will begin serving at ABC on August 1st.

Address	248 E Elmwood Ave Palmer, AK 99645
Year Founded	1966
Authorized Since	1977
Surety Amount/Type	\$50,000 / Bond
Fee Paid	\$100

Review

A background check found no adverse findings.

Recommendation

Recommend approval of David Ley as Alaska Bible College's new President.



Alaska Commission on Postsecondary Education

P.O. Box 110505
Juneau, Alaska 99811-0505

Customer Service Center
Toll Free: (800) 441-2962
In Juneau: (907) 465-2962
TDD: (907) 465-3143
Fax: (907) 465-5316
acpe.alaska.gov

Charter College Program Amendment for a Change in Senior Management

In February 2015, President Larry Capps gave notice, with an April 1st effective date. After a recruitment period, College leadership selected Ms. Brenda Young, the Campus Manger of Wasilla, as the new Alaska Campus President.

Ms. Young began working for the College in September 2014. Prior to that, she was a twelve-year employee of Job Corps, a U.S. Department of Labor vocational training program. She holds a BS in Communication, with a Concentration in Technology, from the University of Phoenix.

Address	2221 E Northern Lights Blvd Anchorage, AK 99508
Year Founded	1985
Authorized Since	1985
Surety Amount/Type	\$250,000 / Bond
Fee Paid	\$100

Review

A background check found no adverse findings.

Recommendation

Recommend approval of Brenda Young, as Charter College's new Alaska President.



Glenda's Salon and Training Center

Program Amendment: Addition of a Program in Advanced Manicuring

Summary

Glenda's Salon has operated as a Wasilla business for eleven years. Three years ago, the business expanded to Glenda's Salon and Training Center, becoming an authorized school offering hairdressing, barbering, and esthetics. The owner, Glenda Ledford, is a licensed instructor and is currently the chair of the Board of Barbers and Hairdressers.

Chief Administrator	Glenda Ledford		Surety Amount/Type	\$10,000 / Bond
Address	344 Main St. Wasilla AK 99654			
Year Founded	2004		Fee Paid	\$100
Authorized Since	2012		FY15 Complaints	None

New programs

Effective January 1, 2016, new manicurists will be required to complete a 250-hour Advanced Manicuring program in order to achieve licensure. This change is due to the passage of HB 131, which amended AS 08.13 by eliminating the 12-hour manicuring program, and making the formerly-optional Advanced Manicuring program mandatory. The curriculum of the 12-hour program focused on safety and sanitation with two hours of anatomy and physiology. The 250-hour curriculum, described in 12 AAC 09.148, includes 45 hours of sanitation and safety; 45 hours of anatomy and physiology of the arms, hands and feet; 155 hours of manicuring and pedicuring; and 5 hours of state law. The instructor must also incorporate communication skills, professional ethics, sales skills, decorum and record keeping into the training.

Program or degree name	Program length	Tuition/Fee Cost
Advanced Manicuring	250 hrs	\$4,000.00

Review

Application and supporting materials, including a revised catalog and enrollment contract, were submitted timely. Ms. Ledford responded to a number of questions, made some revisions, and was able to document compliance.

Recommendation

Recommend approval of the Advanced Manicuring certificate through July 31, 2016, which is commensurate with the current period of authorization.

Section 1: Staff

Have you or any of your staff contacted ACPE's Institutional Authorization and Compliance staff in the past 12 months for support or services?		
Answer Options	Response Percent	Response Count
Yes	48.8%	20
No	51.2%	21
<i>answered question</i>		41
<i>skipped question</i>		0

The information provided answered my questions.		
Answer Options	Response Percent	Response Count
Strongly Agree	57.9%	11
Agree	36.8%	7
Disagree	5.3%	1
Strongly Disagree	0.0%	0
<i>answered question</i>		19
<i>skipped question</i>		22

The response was timely.		
Answer Options	Response Percent	Response Count
Strongly Agree	63.2%	12
Agree	36.8%	7
Disagree	0.0%	0
Strongly Disagree	0.0%	0
<i>answered question</i>		19
<i>skipped question</i>		22

The staff was professional		
Answer Options	Response Percent	Response Count
Strongly Agree	78.9%	15
Agree	21.1%	4
Disagree	0.0%	0
Strongly Disagree	0.0%	0
<i>answered question</i>		19
<i>skipped question</i>		22

ACPE Institutional Authorization Survey

Section 2: Service

The communication was clear and easy to understand.		
Answer Options	Response Percent	Response Count
Strongly Agree	63.2%	12
Agree	36.8%	7
Disagree	0.0%	0
Strongly Disagree	0.0%	0
<i>answered question</i>		19
<i>skipped question</i>		22

Overall, how would you rate the quality of service you received?		
Answer Options	Response Percent	Response Count
Very Good	73.7%	14
Good	26.3%	5
Fair	0.0%	0
Poor	0.0%	0
<i>answered question</i>		19
<i>skipped question</i>		22

How knowledgeable is staff when it comes to explaining regulatory requirements, agency processes, or other compliance-related policies?		
Answer Options	Response Percent	Response Count
Very Knowledgeable	78.9%	15
Fairly Knowledgeable	15.8%	3
Not Very Knowledgeable	5.3%	1
Not At All Knowledgeable	0.0%	0
<i>answered question</i>		19
<i>skipped question</i>		22

Overall, how satisfied are you with your interactions with, and the services provided by, Institutional Authorization and Compliance staff?		
Answer Options	Response Percent	Response Count
Very Satisfied	68.4%	13
Satisfied	26.3%	5
Somewhat Satisfied	5.3%	1
Not At All Satisfied	0.0%	0
<i>answered question</i>		19
<i>skipped question</i>		22

ACPE Institutional Authorization Survey

Section 3: Website

Have you ever visited ACPE's Postsecondary Institutional Authorization page, at https://acpe.alaska.gov?		
Answer Options	Response Percent	Response Count
Yes	52.5%	21
No	47.5%	19
<i>answered question</i>		40
<i>skipped question</i>		1

It was easy to find information on the section's pages.		
Answer Options	Response Percent	Response Count
Strongly Agree	9.5%	2
Agree	57.1%	12
Disagree	33.3%	7
Strongly Disagree	0.0%	0
<i>answered question</i>		21
<i>skipped question</i>		20

The website is user-friendly.		
Answer Options	Response Percent	Response Count
Strongly Agree	9.5%	2
Agree	66.7%	14
Disagree	23.8%	5
Strongly Disagree	0.0%	0
<i>answered question</i>		21
<i>skipped question</i>		20

The information on the pages is relevant to my school, or is informative.		
Answer Options	Response Percent	Response Count
Strongly Agree	14.3%	3
Agree	66.7%	14
Disagree	19.0%	4
Strongly Disagree	0.0%	0
<i>answered question</i>		21
<i>skipped question</i>		20

ACPE Institutional Authorization Survey

Section 4: Institution Knowledge; Self-Assessment

General institutional authorization regulations		
Answer Options	Response Percent	Response Count
Very Knowledgeable	34.2%	13
Somewhat Knowledgeable	23.7%	9
Not Very Knowledgeable	31.6%	12
Not At All Knowledgeable	5.3%	2
Not Applicable	5.3%	2
<i>answered question</i>		38
<i>skipped question</i>		3

Regulatory requirements for school records.		
Answer Options	Response Percent	Response Count
Very Knowledgeable	42.1%	16
Somewhat Knowledgeable	21.1%	8
Not Very Knowledgeable	23.7%	9
Not At All Knowledgeable	7.9%	3
Not Applicable	5.3%	2
<i>answered question</i>		38
<i>skipped question</i>		3

Regulatory requirements for enrollment contracts		
Answer Options	Response Percent	Response Count
Very Knowledgeable	39.5%	15
Somewhat Knowledgeable	18.4%	7
Not Very Knowledgeable	26.3%	10
Not At All Knowledgeable	7.9%	3
Not Applicable	7.9%	3
<i>answered question</i>		38
<i>skipped question</i>		3

Amendments to authorization; when they are needed and submission deadlines		
Answer Options	Response Percent	Response Count
Very Knowledgeable	23.7%	9
Somewhat Knowledgeable	28.9%	11
Not Very Knowledgeable	28.9%	11
Not At All Knowledgeable	7.9%	3
Not Applicable	10.5%	4
<i>answered question</i>		38
<i>skipped question</i>		3

ACPE Institutional Authorization Survey

Section 4: Institution Knowledge; Self-Assessment (cont.)

The renewal of authorization process		
Answer Options	Response Percent	Response Count
Very Knowledgeable	34.2%	13
Somewhat Knowledgeable	28.9%	11
Not Very Knowledgeable	18.4%	7
Not At All Knowledgeable	10.5%	4
Not Applicable	7.9%	3
<i>answered question</i>		38
<i>skipped question</i>		3

The recertification of exemption from authorization process.		
Answer Options	Response Percent	Response Count
Very Knowledgeable	21.1%	8
Somewhat Knowledgeable	23.7%	9
Not Very Knowledgeable	28.9%	11
Not At All Knowledgeable	7.9%	3
Not Applicable	18.4%	7
<i>answered question</i>		38
<i>skipped question</i>		3

Responses to Open-Ended Questions

Institutional Authorization and Compliance staff strives to communicate promptly, effectively, and concisely. Please take a moment to provide us with feedback on our communication protocols, or offer suggestions you feel may improve staff communications with postsecondary institution and training provider customers.

Thinking of the needs you, your staff, or your institution may have in the upcoming year (e.g. renewal of authorization, program amendments, training), please describe how ACPE's Institutional Authorization and Compliance staff can better assist you or institution staff to navigate the processes you may encounter.

My staff enjoys the communication with ACPE staff. The protocols and expectations are clear and the people are professional.

I have no feed back you all are doing a great job.

Thank you for the great service.

Always good info from the staff..

I feel that the staff is available and timely in responses to either phone calls or emails.

The response and service I got from Joann Rieselbach was terrific. I was totally at sea and she helped me through the process.

I wasn't really sure why I , as a vendor, was required to do this.

The Institutional Authorization and Compliance staff were able to assist us and answer all of our questions immediately.

I appreciate the staff's promptness in responding to all of our questions.

I really appreciated the time that Kierke took to walk me through the expectations so I fully understood what I was asking for in terms of exemption. I also appreciated her letting me know what changes are coming so I can plan for those changes.

I wish every person in every agency was as delightful to work with as you both are!

very professional

Keep up the good work.

ACPE has always been very helpful. I would like to see more information available on the website sometimes

Nothing at all wrong with how I'm treated by ACPE to date. It's been a positive experience.

Just a notification that renewal date is pending.

We are happy

Nothing I can think of right now.

No assistance needed.

nothing to think of, very nice staff.

Nothing that they are not already doing comes to mind.

I do best with direct assistance. When I am flummoxed by the on line information I give in and call a person. So having knowledgeable people is great. Reminders of timely filing of information by email is great. Thanks

Just keep me updated with changes etc.

A primer on all the annual reporting requirements and deadlines pertaining to institutional authorization would be very helpful. Perhaps in calendar format.

Our organization will be applying for institutional authorization at the end of 2015. We'll most likely need support as we work through the process.

We would like to grow our program and accreditation seems out of our reach. We are searching for alternatives that will help us provide the best services possible to our students and help them gain the education they want and need.

I can't think of anything, but thank you.

The ball is in our court to contact you- it looks like you have many resources.

thanks - i guess it'd be nice to have someone check in with us, just to make sure we're in compliance, and talk about our program- or maybe just an email with that opportunity. i know you all are there for us to call you, but we end up getting busy and it'd be a great reminder.

No suggestions at this time.