

## **Certification Advisory Council (CAC)**

Tuesday, January 31, 2017

### Summary Notes

Members Present (Live): Donna Jurick (acting chair)

Members Present (via WebEx): Jennifer Ramm, Melissa Armentor, Robert Rhodes, Dianna Miller

Members Absent: Carolyn Wilson Green

Staff Present (Live): Cathie Maeyaert; Rex Peebles; Garry Tomerlin; Paul Shuler, Victor Reyna

Others Present (Live): Costel Rizescu, Jerry Heeger, Stephanie Pedroza (applicant)

Others Present (via WebEx): Nick Hallack (applicant); Deena Savage, Midland College (site team representative)

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

<https://thecb.webex.com/thecb/lr.php?RCID=300df8dcebd98d56824efdea85ec173>

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#### **1. Welcome and introduction of CAC members**

Cathie Maeyaert welcomed CAC members and others to the meeting. Ms. Maeyaert informed everyone that the meeting was being conducted through WebEx to accommodate the CAC members' schedules. Ms. Maeyaert stated the agenda was published in the Texas Register providing information for the public to join the meeting in audio mode. No one from the public indicated they wished to make comments.

Ms. Maeyaert explained the CAC members, the applicant, the site team representative, and CB staff would have video capabilities. When someone was speaking, CB staff had the ability to make the speaker a panelist so that all can see the speaker on video. Speakers were asked to identify themselves prior to speaking.

Ms. Maeyaert identified persons who were present at THECB and those who were present via WebEx. A quorum was established.

Ms. Maeyaert turned the meeting over to Donna Jurick, acting chair.

#### **2. Consideration of Summary Notes from the November 4, 2016 meeting**

Donna Jurick asked for review of the November 4, 2016 meeting summary notes. Dr. Jurick asked for any revisions. Motion by Dianna Miller and seconded by Robert Rhodes to approve the minutes. Motion passed on a voice vote.

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### **3. Staff update on application for Certificate of Authority from Al-Huda University**

Dr. Jurick asked Ms. Maeyaert for an update regarding Al-Huda University's application for a Certificate of Authority. Ms. Maeyaert reviewed the timeline for Al-Huda University's application. At the November 4, 2016 CAC meeting, the CAC postponed a recommendation regarding Al-Huda University. Al-Huda was expected to provide additional information for the CAC to consider at the January 2017 meeting. Subsequently, Al-Huda University asked for additional time to gather results of assessments they were doing regarding their institution. It is expected Al-Huda University will bring the additional information to consider at the April 2017 CAC meeting.

### **4. Consideration of motion to postpone consideration of the application for Certificate of Authority from Al-Huda University until the next regularly scheduled meeting of the Certification Advisory Council**

Dr. Jurick moved to postpone a recommendation regarding Al-Huda University's application for a Certificate of Authority until a future regularly scheduled CAC meeting when Al-Huda is prepared to present the additional information. Dr. Miller seconded the motion. Motion passed on a voice vote.

Dr. Jurick confirmed that the decision on Al-Huda University will be postponed until the institution presents additional information at a future CAC meeting.

### **5. Consideration of the application for Certificate of Authority from MediSend Biomedical Equipment Technology School**

Dr. Jurick asked to consider the application for a Certificate of Authority from MediSend Biomedical Equipment Technology School. Dr. Jurick reminded everyone to identify themselves when speaking so staff could ensure the speaker was on video.

Dr. Jurick asked Nick Hallack to provide a short summary of the school's background and its application to award Associate of Applied Sciences degrees in Biomedical Engineering Technology.

Mr. Hallack provided a history of MediSend. The school provides specialized training to technicians around the world. Ten years ago, they launched a program with Exxon Mobil to meet skill gaps for indigenous biomedical technicians. Students were from twenty-one countries. MediSend currently has Texas Workforce Commission approval to offer a certificate program. In 2013, Gen. Richard Myers was approached to bring the program to a domestic

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population. A six-month certificate program was developed to train veterans. In 2014, MediSend received a license from TWC. In 2014, MediSend received approval for GI Bill funding. MediSend piloted an expanded program with Gen. Myers with 100% job placement. MediSend now wants to offer an associate degree. The trend toward an associate degree in the biomedical industry is now favorable and will soon be necessary. Associate degrees should also be the path toward higher degrees to move into management careers or engineering positions. Upon approval for a Certificate of Authority, MediSend would like to partner with universities that have advanced degrees.

Nick Hallack was asked to introduce the MediSend representatives present at THECB. Dr. Heeger is the Chief Academic Officer of MediSend. Dr. Rizescu is the Program Director. Ms. Pedroza is the Chief Financial Officer and Admissions Director.

Dr. Jurick asked the site team representative, Deana Savage, to provide a short summary of the site team's findings. Dr. Savage was speaking on behalf of Dr. Dani Day, the site team chair who was traveling.

Dr. Savage summarized the site team findings from the December 19-20, 2017 site visit. Jeffrey Parks, San Jacinto College was also part of the site evaluation team. Dr. Savage stated that in 2016, MediSend aligned its curriculum with THECB's WECM courses. MediSend has also arranged for students to take general education courses at Dallas County Community College Online College. MediSend intends to seek regional accreditation.

During the visit, MediSend provided all requested information and documentation to the site team. The team found the program was robust, supported by adequate financial and educational resources. The team found that twenty of twenty-four Standards for Operations, found in THECB administrative rules, were met. Subsequent to the site evaluation report, MediSend provided supplemental responses to address the four Standards not met. Dr. Savage reviewed the four Standards not met during the site visit.

Standard Three deals with Governance. The site team found that the institution did not have a Conflict of Interest policy. MediSend had submitted a policy signed by an individual who had resigned from its board. Upon notification, the institution withdrew the erroneous document and submitted another policy signed by current board members.

Standard Seven deals with Institutional Assessment. While student achievement could be assessed, the institution lacked policies and procedures to assess administrative issues. The institution responded that it had developed procedures that would further develop over time to assess these areas.

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Standard Eleven deals with Faculty Qualifications. All faculty were qualified, but one faculty member's official transcripts were not available. Subsequently, MediSend submitted an official transcript for this faculty member.

Standard Twenty-three deals with Health and Safety. The institution did not have a policy to deal with an active shooter. In follow-up, MediSend produced an active shooter policy and procedure.

In summary, Dr. Savage said the institution's responses to the site evaluation met all Standards.

Dr. Jurick opened discussion up to CAC members in order to ask questions about the application and site evaluation so members could make a recommendation on the MediSend application.

Dr. Rhodes asked about the trajectory of the institution and if the institution thought it had a sufficient base in case it wanted to come back to the CAC to expand beyond an associate degree. Dr. Heeger said that the associate degree is a pivotal step that will stand for a period of time. It is crucial for the student's career development. Over time, Dr. Heeger said MediSend will explore the feasibility of a baccalaureate program. Dr. Heeger and Mr. Hallack have also discussed a possible Master's degree program.

Dr. Rhodes thought the program had an ability to scale to other types of delivery. Dr. Heeger stressed the ability to scale is dependent on securing additional facilities and resources.

Dr. Tomerlin asked Cathie Maeyaert to summarize the Certificate of Authority timeframe. Ms. Maeyaert explained the Certificate of Authority is a two year authorization. At the next application in two years, it might be appropriate to apply for an expansion in programs. The total time under a Certificate of Authority is eight years. After eight years, the institution would need recognized accreditation. Dr. Heeger stated the next step is to move forward with accreditation.

Jennifer Ramm asked about the number of enrolled students. Nick Hallack said there were three cohorts in the last year. Each cohort had a maximum of 12 students. Last year, MediSend had a total of 18 students in three cohorts. Mr. Hallack projected there would be 36 students in the next year. MediSend has a lab capability of graduating 50 students per year.

Ms. Ramm asked if MediSend was reliant on international students. Mr. Hallack said the primary and significant focus was on the veterans population.

Dr. Jurick asked about admissions. Dr. Jurick commented that there are students from other countries in the certificate program. These students may have credits from foreign institutions.

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Dr. Jurick asked how equivalency of foreign credits is determined. Dr. Heeger stated that all international students are sponsored by organizations such as the World Health Organization. As sponsored students, their credentials are presented as verified.

Dr. Savage added that the institution does not intend to award transfer credit for the technical curriculum. They plan to use traditional methods for assessing foreign credits. Dr. Heeger and Mr. Hallack agreed.

Dr. Heeger clarified that the MediSend curriculum is extremely prescribed. They want to ensure that every student has had the exact training. Students can apply credits in general education, but not in the technical credits.

Dr. Jurick commented that Mr. Hallack and Dr. Savage's summaries were extremely complete. Dr. Heeger supplemented these summaries significantly. Dr. Jurick asked for final questions. Ms. Armentor commented that the written materials were excellent.

Dr. Jurick reminded CAC members that they were tasked with making a recommendation to the Coordinating Board regarding the current application. Dr. Jurick asked for a motion regarding the MediSend application. Jennifer Ramm made the motion and Robert Rhodes seconded.

Ms. Maeyaert asked for a clarification on the motion. Dr. Jurick restated the motion: Motion to recommend to the Coordinating Board approval of the MediSend Biomedical Equipment Technology School's application for a Certificate of Authority. Ms. Ramm and Dr. Rhodes agreed with the restatement of the motion.

Dr. Jurick asked for further discussion. No further discussion. Motion passed on a voice vote. Dr. Jurick stated the motion to recommend approval of MediSend Biomedical Equipment Technology School's application for a Certificate of Authority was approved.

#### **6. Staff update on upcoming meeting dates, member terms and estimation of meeting costs**

Dr. Jurick asked Cathie Maeyaert to provide an update on future CAC activities. Ms. Maeyaert stated the next CAC meetings are scheduled for Tuesday, April 25, and Tuesday, July 25, 2017. She asked CAC members to block these dates on calendars as soon as possible so a quorum can be met.

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Ms. Maeyaert provided information on CAC member terms. On August 31, 2017, the two-year terms for Carolyn Wilson Green, Robert Rhodes, and Melissa Armentor, who just joined as a replacement member, will expire. Carolyn Wilson Green had indicated her schedule had changed. She is now full-time faculty and unable to continue. Therefore, she has resigned from the CAC. Ms. Maeyaert invited Dr. Rhodes and Ms. Armentor to seek re-nomination.

Ms. Maeyaert asked for a summary of travel and miscellaneous expenses in connection with the meeting as the Coordinating Board tracks those expenses.

### **7. Adjournment**

Dr. Jurick thanked everyone for attending. Dr. Jurick commented that the WebEx meeting worked well. Dr. Jurick asked for a motion and second to adjourn. Dianna Miller moved to adjourn and Ms. Armentor seconded. The meeting was adjourned.