**Minutes**

**State Board of Private Career Education**

**Arkansas Division of Higher Education – Meeting by Phone**

**March 24, 2021 – 10:00 a.m.**

**Members Present:** Alice Obenshain, Brittney Matthews, Brock Thompson, Jacqueline Brownell, Jasmine Wilson

**Others Present:** Jessie Walker, Julie Chavis, Alana Boles, Tracye McKeown

**Welcome and Approval of Minutes of November 16, 2020 Meeting**

Alice Obenshain called the meeting to order and asked if anyone had any comments or questions regarding the minutes from the last meeting. There being no questions or comments, the minutes of the November 16, 2020 meeting were approved with all present voting in favor.

**Report from Arkansas Division of Higher Education (ADHE) Staff**

**Applications**

Alana Boles reported that staff members are working on new school applications for a Certified Nursing Assistant school, out-of-state computer support specialists school and vocational training school. Ms. Boles also said there are currently 5 background checks pending for new schools. Ms. Boles added that ADHE staff continue to receive calls regularly seeking information on opening private career education schools and staff sends out information to those inquiring about opening new schools.

**Renewals**

Ms. Boles informed the board that ADHE will begin asking for school license renewals and that the extended license expiration date of May 31 due to Covid-19 would become the permanent expiration date and replace the April 30 expiration date.

**Legislation**

Ms. Boles updated the board that the bill passed that Jennifer Dedman from the Arkansas Department of Education described at the last meeting. Ms. Boles reminded the board that the bill amends the law for the State Board of Private Career Education (SBPCE) mandate to issue temporary licenses in 60 days so as to give staff more time to review applications. Ms. Boles added that the new legislation also eliminates references to the SBPCE Arbitration Panel since there is no longer a need for the panel and the board will continue to assume those duties as they arise.

**New Project**

Ms. Boles reported on a new document she is preparing that establishes and outlines SBPCE standard operating procedures to have on record. Alice Obenshain recommended FOP software that will automatically keep everything on the cloud and alerts of any addendum or changes when dealing with federal and state regulations.

**Input from SBPCE Members**

There being no questions or unfinished business, the meeting adjourned at 10:15 a.m.