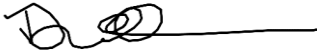






TO: The Honorable the Members of the Board of Regents

FROM: Douglas E. Lentivech 
John L. D'Agati 

SUBJECT: New York School for Medical and Dental Assistants, Inc.
Provisional Authority to Award the Associate in
Occupational Studies (A.O.S.) Degree

DATE: May 31, 2018

AUTHORIZATION(S): 

SUMMARY

Issue for Decision (Consent Agenda)

Should the Board of Regents confer upon New York School for Medical and Dental Assistants, Inc. (NYSMDA) provisional authority to award the A.O.S. degree for a period of up to five years and approve a master plan for NYSMDA to offer an A.O.S. degree in Medical Assisting?

Reason(s) for Consideration

Required by State statute and State regulation.

Proposed Handling

The question will come before the full Board at its June 2018 meeting, where it will be voted on and action taken.

Procedural History

NYSMDA submitted a request for degree-granting authority to offer an A.O.S. degree program in Medical Assisting. Education Law §224(1)(a) provides, "No individual, association, partnership or corporation not holding university, college or other degree conferring powers by special charter from the legislature of this state or from the regents, shall confer any degree..." Section 3.58 (b) of the Rules of the Board of Regents provides that "A for-profit institution may be granted degree-conferring authority by the Board of

Regents in accordance with the procedures of this section. Such an institution that has no degree-granting authority must first obtain provisional authority to confer degrees for a period of up to five years...”

Background Information

NYSMDA is a proprietary school located in Queens, New York. The School was established in 1966 admitting its first students in 1967. It has operated as a licensed private school under the Bureau of Proprietary School Supervision (BPSS) of the New York State Education Department (the Department) since 1997. NYSMDA is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC).

The School is owned by CLIDO, Inc., a New York State Subchapter S Corporation. The two owners of the School are active in the day to day operations of the School, one serving as President and one serving as Treasurer and Secretary. They also serve on the Board of Trustees.

Currently the school offers non-credit certificate programs in Medical Assisting and Certified Dental Assistant. The mission of the School is to provide quality education to allow students of diverse educational, cultural, and personal backgrounds to have successful careers in the healthcare field. The School strives to afford students quality placement opportunities and instill in all the graduates a desire for lifelong education and learning. The proposed 60 credit A.O.S. program is consistent with the School’s mission. It will prepare graduates primarily for entry-level positions as medical assistants and for advancement into four-year allied health programs.

Staff members reviewed the application and determined that the proposed A.O.S. program meets the registration standards and the School meets the provisions specified in Section 3.58 of the Rules of the Board of Regents. As part of the review process, staff members participated in the November 2015 peer review site visit to the School. The purpose of the site visit was to assess whether the School has the capacity to offer the A.O.S. program. The peer reviewers concluded that the School has the financial resources necessary to accomplish its objectives; the proposed program meets the program registration standards in curriculum, faculty, admission standards, administration, and academic standards.

As part of the Master Plan process, the School provided data on the need of the proposed program. A canvass of the institutions of the New York City region was conducted to determine potential impact on current programs and resources. One institution voiced concerns about the shortage of externship sites. The School responded that the proposed A.O.S. program will use the existing externship sites.

The School was informed of the Deputy Commissioner’s Recommendation and was given 30 days to respond. The School did not provide a response.

Recommendation

VOTED: That the Board of Regents authorizes NYSMDA to confer the A.O.S. degree on students successfully completing registered programs for a period beginning immediately and ending on June 30, 2023, and approves a master plan for NYSMDA to offer an A.O.S. degree program in Medical Assisting. This master plan approval will be effective until June 30, 2019, unless the Department registers the program prior to that date, in which case master plan shall be without term contingent upon the School maintaining the degree-granting authority. At least 12 months prior to the end of the provisional authority period, the School must apply for permanent authority to confer degrees.

Timetable for Implementation

If the Board of Regents grants provisional degree authority and approves the master plan, the Department will register the program and the School will proceed to recruit and enroll students.

Attachment: Factual Basis for Recommendation

New York School for Medical and Dental Assistants, Inc. (NYSMDA) is a proprietary school located in Queens, New York. The School was established in 1967. It has operated as a licensed private school under the Bureau of Proprietary School Supervision (BPSS) of the New York State Education Department (the Department) since 1997. NYSMDA is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC). Currently the school offers non-credit certificate programs in Medical Assisting and Certified Dental Assistant. The School submitted a request for degree-granting authority to offer an A.O.S. degree program in Medical Assisting.

Based on all the available evidence, including the School's Self-Study, the program application, readiness peer review site visit report and the School's response, information on provisional degree authority application, and additional documents, it is determined that the School is in compliance with section 3.58 of the Regents Rules on proprietary college degree-conferring authority, including meeting the program registration standards. Therefore, the Deputy Commissioner recommends granting provisional authority to the School to confer the A.O.S degree. Presented below are findings supporting this recommendation:

§3.58 (c)(2)(i)(a): evidence confirming the owner's capacity to operate the institution in compliance with the Education Law, program registration standards set forth in Part 52 of this Title, other rules of the Board of Regents and regulations of the Commissioner of Education, other State statutes and regulations, and Federal statutes and regulations, relevant to the operation of degree-granting institutions;

Finding:

As part of the review process, staff members participated in the November 2015 peer review site visit to the School. The purpose of the site visit was to assess whether the School has the capacity to offer the A.O.S. program and whether the School complies with program registration standards and other pertinent rules and regulations. Presented below are the findings of the site visit.

§52.2(a) Resources: NYSMDA has adequate financial resources and facilities to accomplish its objectives. The School has had revenues in excess of expenditures under the current ownership. The School has no debt and has built a strong financial reserve base. Retained earnings are in excess of \$1 million. The School uses a five-year financial projection showing revenues and expenses through 2020. The projection shows a concomitant doubling of expenses related to the academic programs, reflecting the School's commitment to providing sufficient resources to support the new programs. The School has budgeted approximately \$150,000 in capital expenditures in instructional and lab equipment resource acquisitions for the first eight years of operations after the School receives degree-granting authority.

NYSMDA occupies 20,500 square feet in an office building located at 33-10 Queens Blvd, Long Island City, NY 11101. The facility is comprised of four (4) lecture classrooms and five (5) laboratory classrooms, and one (1) computer classroom. The

proposed program will utilize the existing facility. The School has a plan to secure additional space within walking distance when the enrollment number reaches 280 for all the programs.

The school's library has ten (10) computers with access to the internet and the school's electronic library, which includes accessible reference books on topics such as Anatomy and Physiology, Medical Terminology, Treatment Room Procedures, Insurance and Medical Billing, Disease and Pathology, Pharmacology, Law and Medical Ethics, Nursing, Medical Assisting, Dental Office Management, Clinical Dental Assisting, and Dental materials. In addition to the school's library shelf collection, the school also has approximately one hundred instructional DVD's and VHS tapes that the instructors use to support their lectures and skills development instruction. The library is open 10:00am – 8:00pm and will be staffed by a professional librarian. The minimum qualifications for the professional librarian is a Master's degree in Library or Information Science from an accredited American Library Association graduate program, two years of experience in library reference and collection development services in an academic library, experience in library outreach and working with faculty from other disciplines.

The School's five-year budget for the proposed and existing programs dedicates fiscal resources, including additional library expansion and construction and funding to support the liberal arts and sciences coursework (\$7,000 per year) and medical assisting coursework (\$5,000 per year). In addition, an additional amount of \$15,000 per year is earmarked for the dental assisting and other new programs.

§52.2(b) Faculty: At the time of the Site Visit, the School has three full time faculty members, including a program chair, and four part-time faculty members. All of them have been with the School for over a year. Review of faculty CVs indicates that they are qualified to teach the courses they are assigned to. During the interviews, current students and alumni indicate that each faculty member is invested in their success both during the program and upon graduation. Additional faculty member will be added when the enrollment increases. The School has a plan to maintain a 16:1 student to faculty ratio and to have a majority of the courses be taught by full-time faculty members.

As part of the faculty evaluation process, the Department Chair will observe new faculty within two weeks of the start of the semester. Continuing faculty members are observed once per year. Additional observations are at the discretion of the Department Chair. Additionally, course evaluations are conducted at the end of each semester, and the Department Chair assesses professionalism and personal growth on a regular basis. Faculty members receive in-service training for professional development and the school has budgeted \$1,000 per month to support professional development/conferences.

§52.2(c) Curriculum: The School currently offers a certificate in Medical Assisting and a non-credit certificate in Dental Assisting that leads to the Certified Dental Assisting licensure title. The Dental Assisting program consists of 900 clock hours including 300 hours of clinical externship. The current Medical Assisting program consists of 900 hours including 275 hours of supervised externship.

The school's curriculum is reviewed on a continuous basis through quarterly Advisory Board meetings, weekly meetings with Campus Directors and Program Directors. Faculty meetings are held with program directors to discuss teaching, learning strategies and evaluate perceived barriers students may have in achieving programmatic goals.

The proposed 60-credit A.O.S. program in Medical Assisting comprises 14 credits in general education and 46 credits in major core requirements, including a four-credit clinical externship at an affiliated site during the final term. The purpose of the program is to prepare students to obtain gainful employment in entry level positions as medical assistants in a wide array of healthcare institutions as well as improving their educational mobility and pursuit of baccalaureate degrees in other allied health fields. The proposed program is consistent with NYSMDA's institutional mission and goal of providing quality education to allow students of diverse educational, cultural, and personal backgrounds to have successful careers in the healthcare field.

During the peer review site visit conducted in November 2015, peer reviewers reviewed course syllabi for the proposed program and observed class instructions. Peer reviewers commented that course outlines were clear and concise. When the peer reviewers visited the classroom and the laboratory, the team observed that faculty employed a variety of instructional strategies and activities to accommodate varied learning styles and student ability levels. Students exhibited interest in learning.

Assessment of learning outcomes will be based on a review of student performance in course work on tests, portfolios, and externship/clinical performance. Findings will be supplemented by student career placements rates, employer surveys, externship site visits, and feedback from the NYSMDA Program Advisory Committee.

§52.2(d) Admissions: To be eligible for admission into the proposed program in Medical Assisting, a student must possess a high school diploma or its equivalent. In addition, NYSMDA will require prospective students to take a computerized placement test to determine basic skills competencies appropriate to achieving programmatic success at the college level. Students whose assessment indicates additional attention to, and improvement of, skills in writing, reading comprehension, and/or mathematics will be required to enroll in and successfully complete pre-college, non-credit remedial courses prior to program completion. Admission criteria is clearly stated in the School Catalog. The policy of the School is to accept applicants who demonstrate that they have the interest, ability, and potential to successfully complete the appropriate requirements for the course of study. Application to the School includes admission interviews.

The projected new enrollment is 85 in year 1; 110 in year 2; 135 in year 3; 165 in year 4; and 195 in year 5 and each year thereafter.

§52.2(e) Administration: The Campus Director and the Program Director have oversight responsibility of the proposed program. The administration of policies and programs is well articulated in various documents. Regular faculty meetings, faculty committees, and a Prospective Faculty Handbook ensure that faculty are fully aware of their responsibilities regarding educational policy. In addition, regular meetings of the

Advisory Board, consisting of faculty, community and healthcare constituents, are held to discuss and enforce educational policy and implementation. The Prospective Faculty Handbook has clear and explicit policies on recruitment and hiring of faculty, faculty qualifications, faculty review, rights and obligations of faculty, termination, etc.

At regularly scheduled meetings, faculty members discuss the need for new equipment, library resources, and development/modification of procedures/policies to support the program. The meeting minutes are reviewed by the Vice President of Academic Affairs (VPAA) and Academic Affairs Management team (consisting of Program Chairs, Librarian, and Director of Academic Support and Services). The VPAA makes a final recommendation to the owners who make the final decision.

The Full-time faculty members are expected to serve on at least one college committee and attend all scheduled faculty meetings. Adjunct faculty members are expected to attend at least two faculty meetings a year and may be requested to serve on the following committees: Faculty Development and Review Committee, Departmental Curriculum and Instruction Committee, Academic Standards Committee and The Library and Information Services Committee.

During the peer review site visit, faculty members, both full-time and part-time indicated that they are aware of the School's policies and procedures as they related to governance. They expressed satisfaction with the degree of academic freedom granted to them.

§52.2(f) Support Services: Faculty members serve as student advisors. The School provides tutoring services for those students who need extra academic help. The School's Career Services Department engages the students on orientation day. The Director gives a lecture about employment requirements. This may include tips on professional work attire, interview etiquette, and general behaviors expected in the work place. Throughout the program, the Director stays connected with the students, including matching externship site based on their interests. At the end of the program study, the Career Services Department informs the students about employment opportunity. The peer reviewers deem that the support services provided by the School are adequate to support the proposed program.

§3.58 (c)(2)(i)(b): evidence confirming that the institution has sufficient financial resources to ensure satisfactory conduct of its degree programs and achievement of its stated educational goals;

Finding: The School provided the audited financial statements for the period ending June 30, 2017 for CLIDO. Inc. and its wholly-owned subsidiary, NYSMDA. Below is a summary upon the Department's review:

- The balance sheet indicated the Company (CLIDO, Inc. and the School) had \$986,671 in cash. The Department calculated \$446,284 in average monthly expenses and \$476,058 in average monthly revenue for the period.

- The Company had current assets of \$2.51 million and current liabilities of \$1.96 million, which means it had \$1.28 in current assets for every dollar of current liabilities.
- The Company’s net income is \$357,283 on \$5.71 million in total revenue. This represents a net income ratio of 6.25 percent.
- The following table shows the Company’s federal composite scores for the 2013 through 2017 fiscal years.

Fiscal Year	Composite Score	Interpretation of Score
2017	2.4	“financially healthy”
2016	2.1	“financially healthy”
2015	2.0	“financially healthy”
2014	2.0	“financially healthy”
2013	2.0	“financially healthy”

§3.58 (c)(2)(i)(c): evidence that the individuals having ownership or control of the institution have experience operating an educational institution or other business or enterprise in an effective manner which demonstrates their capacity to operate a degree-granting institution; and

Finding: The School is owned by CLIDO, Inc., a New York State Subchapter S Corporation. The two owners of the School are active in the day to day operations of the School, one serving as President and one serving as Treasurer and Secretary. They also serve on the Board of Trustees. The individuals having ownership of the School have been operating the School since 1993. The graduation rate for the Medical Assisting and Dental Assistant programs was above 75 percent for the past three years. The employment rate for these programs ranged from 80 percent to 89 percent. They also operate a massage therapy School in Idaho. The graduation rate for the Idaho Message Therapy program was between 55 percent and 61 percent and the employment rate was between 72 percent and 81 percent for the past three years. The tables below show the outcome data reported to ACCSC.

Graduation Rates:

	2016-2017	2015-2016	2014-2015
Medical Assisting (NY)	81.52%	80.79%	83.43%
Dental Assistant (NY)	68.63%	78.10%	81.25%
Massage Therapy (ID)	66.67%	61.11%	58.06%

Employment Rates:

	2016-2017	2015-2016	2014-2015
Medical Assisting (NY)	80.67%	88.81%	80.13%
Dental Assistant (NY)	87.38%	79.63%	89.06%
Massage Therapy (ID)	76.17%	80.95%	76.47%

Default Rates for the New York Campus: 2014: 4.5%; 2013: 5.4%; 2012: 7.3%. The Idaho Campus does not have any Title IV eligible programs. Therefore, there is no applicable default rate.

Review of documentation indicates that the School has been licensed by BPSS since 1997 and the School is in substantial compliance with the pertinent Education Law and the Commissioner's Regulations.

§3.58 (c)(2)(i)(d): evidence that the individuals having ownership or control of the institution have not engaged in fraudulent or deceptive practices.

Finding: The School reported that there is no pending litigation. The Department's review revealed no apparent evidence of fraudulent or deceptive practices by the individuals having ownership or control of the schools.