Business, Consumer Services and Housing Agency– Governor Gavin Newsom

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 574-8900 F (916) 263-1897 www.bppe.ca.gov

Bureau for Private Postsecondary Education
Notice of Advisory Committee WebEx Meeting Agenda

Wednesday, August 26, 2020, at 9:30 a.m.

NOTE: Pursuant to the provisions of Governor Gavin Newsom's Executive Order N-29-20, dated March 17, 2020, neither a public location nor teleconference locations are provided.

INSTRUCTIONS FOR OBSERVATION:

WEBCAST: https://thedcapage.blog/webcasts Webcast will be available at 9:30 a.m. on August 26, 2020

FOR PUBLIC COMMENT, PLEASE LOG ON TO THIS WEBSITE

https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=ea30e3fb2aaebde50a1a7dd0f76381656

The preferred audio connection is via phone bridge. The phone number and access code will be provided as part of your connection to the meeting. General instructions for using WebEx can be found at the end of the agenda.

Important Notices to the Public: The Bureau for Private Postsecondary Education will hold a meeting via WebEx – access information is provided above. General instructions for using WebEx are attached at the bottom of the agenda.

The Advisory Committee Meeting is open to the public. Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will need to provide a unique identifier such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make public comment; participants who choose not to provide their email address may utilize a fictitious email address like in the following sample format: XXXXX@mailinator.com.

The Advisory Committee Meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Richie Barnard at (916) 574-8903, by emailing richie.barnard@dca.ca.gov or sending a written request to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818. Providing your request at least five business days before the meeting will help ensure availability of the requested accommodation.

Discussion and action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Chair. In the event a quorum of the committee is unable to attend the meeting, or the committee is unable to maintain a quorum once the meeting is called to

order, the members present may, at the chair's discretion, continue to discuss items from the agenda and make recommendations to the full committee at a future meeting.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the committee or prior to the committee taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issues before the Advisory Committee, but the chair may, at her discretion, apportion available time among those who wish to speak. If public comment is not specifically requested, members of the public should feel free to request an opportunity to comment. Individuals may appear before the Advisory Committee to discuss items not on the agenda; however, the committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125, 11125.7(a)). The Advisory Committee plans to webcast this meeting at https://thedcapage.blog/webcasts. Webcast availability cannot, however, be guaranteed due to limited resources or technical difficulties. The meeting will not be cancelled if webcast is not available. Using the WebEx link will allow for participation and observation. Using the Webcast link will allow for observation with closed captioning.

Agenda

The public may provide appropriate comment on any issue before the Advisory Committee at the time the item is discussed. If public comment is not specifically requested, members of the public should feel free to request an opportunity to comment.

1. Welcome, Introductions and Establishment of a Quorum

2. Public Comment on Items not on the Agenda (Note: The Advisory Committee may not discuss or take action on any matter raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code Sections 11125 and 11125.7(a))

3. Review and Approval of February 19, 2020, Advisory Committee Meeting Minutes

4. Remarks by a Representative of the Department of Consumer Affairs, which may include updates pertaining to the Bureau's Operations, Human Resources, Department's Administrative Services, Enforcement, Information Technology, Communications and Outreach, as well as Regulatory and Policy Matters

5. Bureau Operations Update and Discussion related to the following:
   a. COVID-19 Update
   b. Update on Fee Audit
   c. Update on Advisory Committee Handbook Revisions
   d. Update on the Bureau's IT System Project
   e. Annual Reports (AR) Report
   f. Quality of Education Report
   g. Compliance and Discipline Report
      i. School Inspections by the Bureau
      ii. Disciplinary Highlights and Resulting Actions Statistics
      iii. Citation and Fines
   h. Complaint and Investigation Report
      i. Complaint and Investigation Statistics
   i. Licensing Report
      i. Licensing Applications Status Statistics
      ii. Report on the Number of Institutions

      j.   Office of Student Assistance and Relief (OSAR) Report
            i.   Overview of OSAR Activities Summary Report
           ii.   School Closure Outreach Update
     k.   Student Tuition Recovery Fund (STRF) Report
            i.   STRF Claims and Large Impact Closure Statistics

6.   Status Updates related to the following Regulations:
    a.   English as a Second Language Programs [Title 5, California Code of Regulations (CCR), Section 70000 (k)]
    b.   Application for Verification of Exempt Status (CEC Sections 94874, 94874.2, 94874.7, 94874.5, and 94927.5); Title 5, CCR Section 71395)
    c.   Compliance with Laws and Procedures (Title 5, CCR, Section 71755)
    d.   Student Records and the Maintenance of Records (Title 5, CCR Sections 71920, 71930, 71940 and 71950)
    e.   Annual Report (Title 5, CCR Section 74110)

7.   Future Agenda Items

8.   Adjournment

HOW TO – Join – DCA WebEx Event

The following contains instructions to join a WebEx event hosted by the Department of Consumer Affairs (DCA).

NOTE: The preferred audio connection to our event is via telephone conference and not the microphone and speakers on your computer. Further guidance relevant to the audio connection will be outlined below.

1. Navigate to the WebEx event link provided by the DCA entity (an example link is provided below for reference) via an internet browser.

   Example link:
   https://dca-ca.webex.com/dca-ca/onstage/g.php?MTID=eb0a73a251f0201d9d5ef3aaa9e978bb5
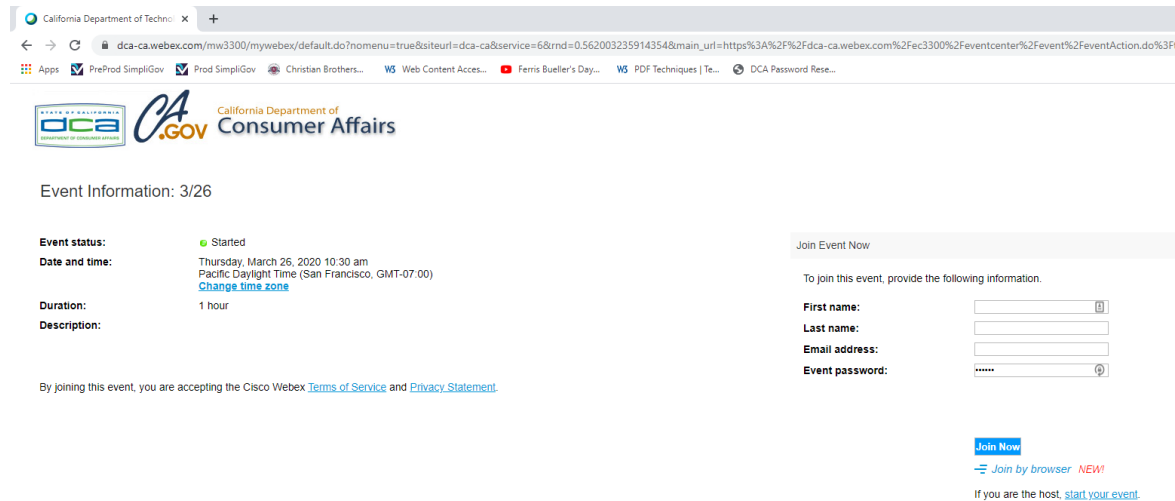
2. The details of the event are presented on the left of the screen and the required information for you to complete is on the right.
   NOTE: If there is a potential that you will participate in this event during a Public Comment period, you must identify yourself in a manner that the event Host can then identify your line and unmute it so the event participants can hear your public comment. The 'First name', 'Last name' and 'Email address' fields do not need to reflect your identity. The department will use the name or moniker you provide here to identify your communication line should you participate during public comment.

1

HOW TO – Join – DCA WebEx Event
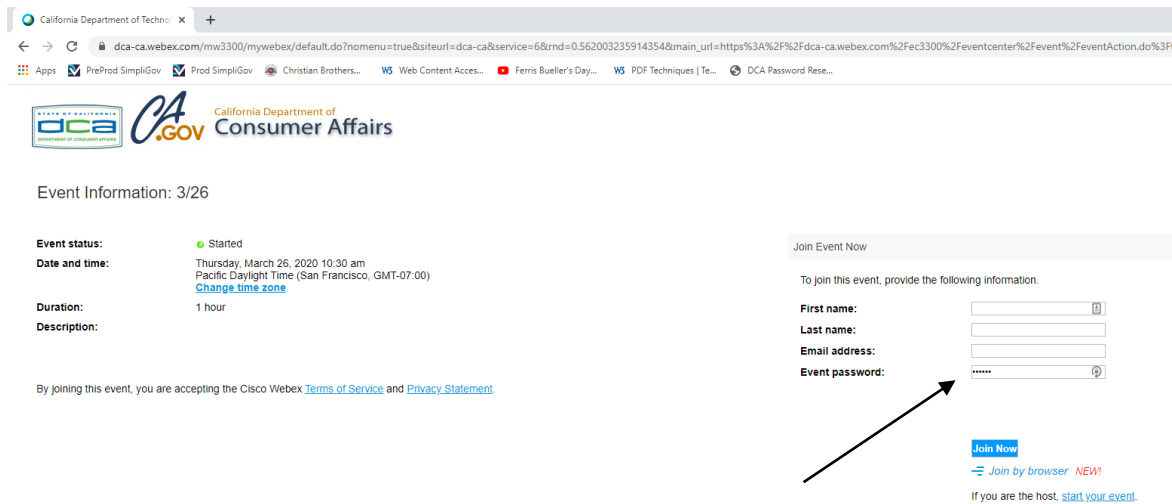
3. Click the 'Join Now' button.

   NOTE: The event password will be entered automatically. If you alter the password by accident, close the browser and click the event link provided again.

4. If you do not have the WebEx applet installed for your browser, a new window may open, so make sure your pop-up blocker is disabled. You may see a window asking you to open or run new software. Click 'Run'.
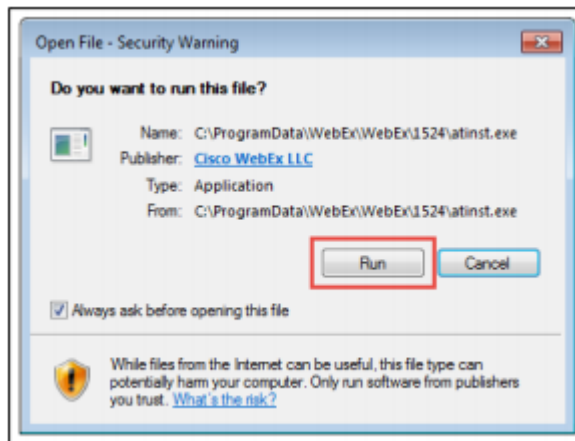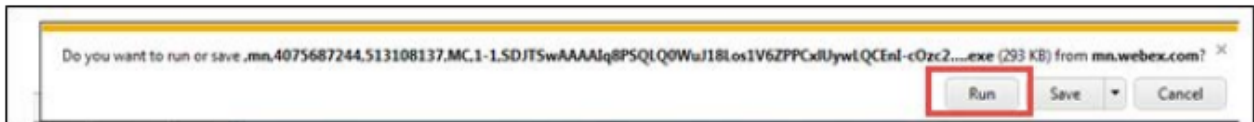

Depending on your computer's settings, you may be blocked from running the necessary software. If this is the case, click 'Cancel' and return to the browser tab that looks like the window below. You can bypass the above process.

Starting Webex...

Still having trouble? Run a temporary application to join this meeting immediately.

5. To bypass step 4, click 'Run a temporary application'.

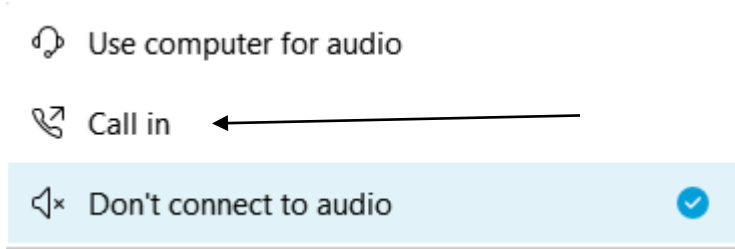6. A dialog box will appear at the bottom of the page, click 'Run'.

Do you want to run or save .mn.4075687244.513108137.MC.1-1.SDJTSwAAAAIq8PSQLQ0WuJ18Los1V6ZPPCxIUywLQCEnI-cOzc2....exe (293 KB) from mn.webex.com?   ×

Run   Save ▾   Cancel

The temporary software will run, and the meeting window will open.

7. Click the audio menu below the green 'Join Event' button.

◯ Cisco Webex Events   ⑦ ✕

Another test
12:00 PM - 1:00 PM

JP

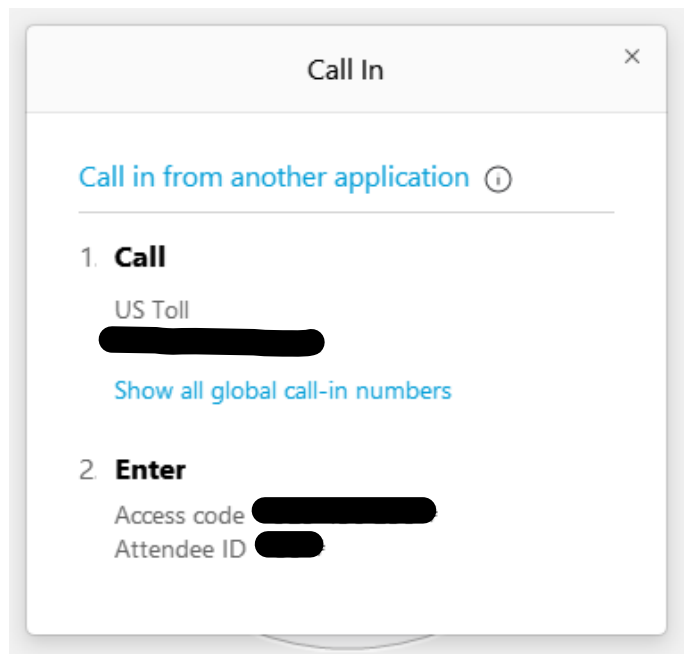**Join Event**

◁× Don't connect audio ⌄
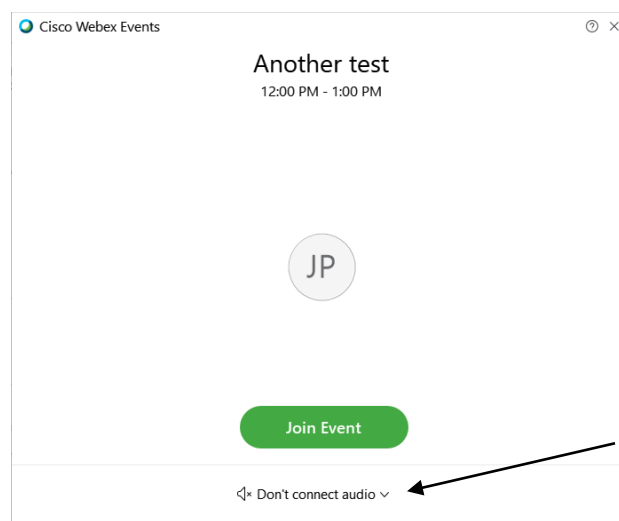
8. When the audio menu appears click 'Call in'.

9. Click 'Join Event'. The audio conference call in information will be available after you join the Event.
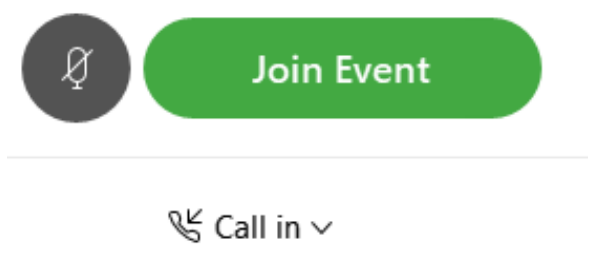
10. Call into the audio conference with the details provided.

NOTE: The audio conference is the preferred method. Using your computer's microphone and speakers is not recommended.

HOW TO – Join – DCA WebEx Event

Once you successfully call into the audio conference with the information provided, your screen will look like the screen below and you have joined the event.
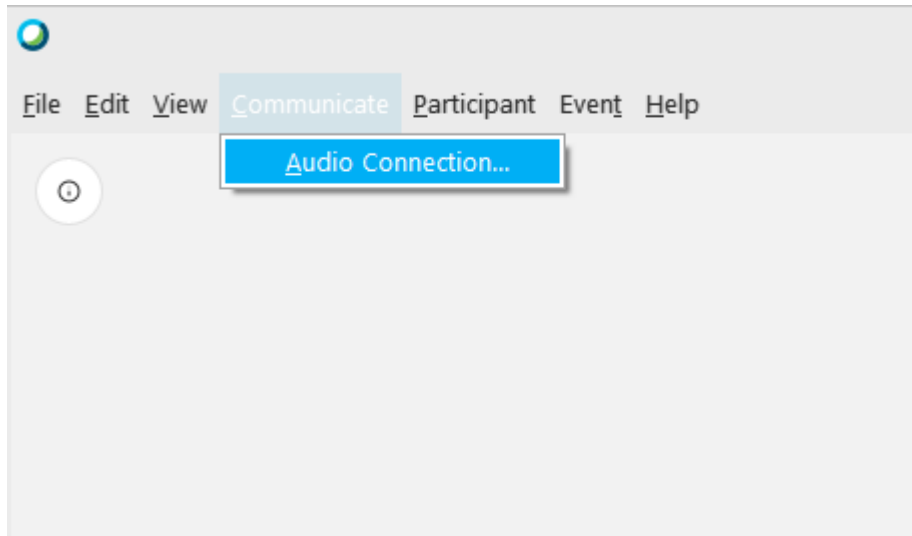
Congratulations!
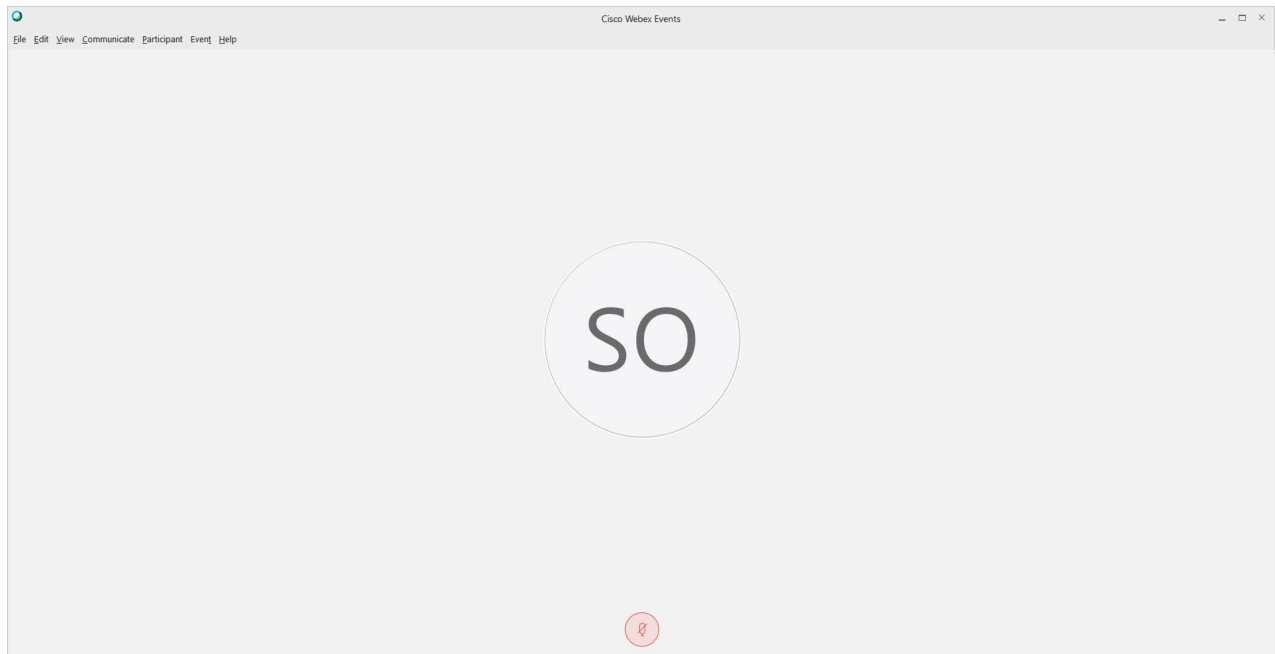
NOTE: Your audio line is muted and can only be unmuted by the event host.

If you join the meeting using your computer's microphone and audio, or you didn't connect audio at all, you can still set that up while you are in the meeting.

Select 'Communicate' and 'Audio Connection' from top left of your screen.

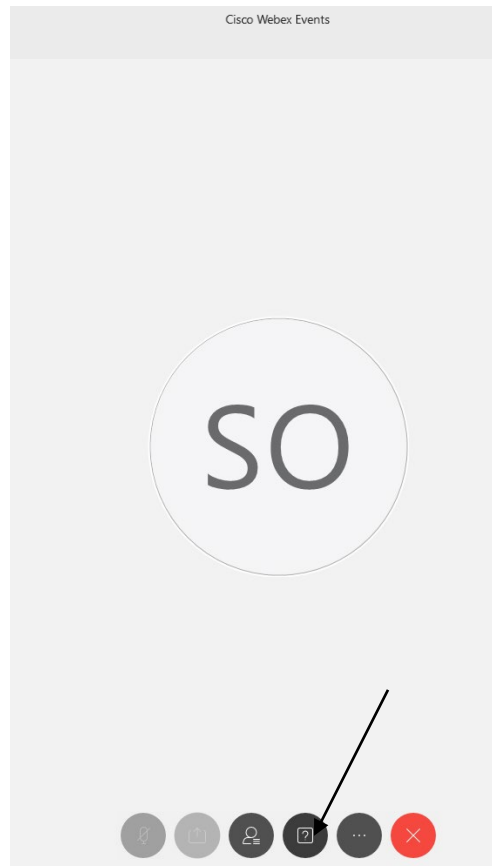# HOW TO – Join – DCA WebEx Event

The 'Call In' information can be displayed by selecting 'Call in' then 'View'
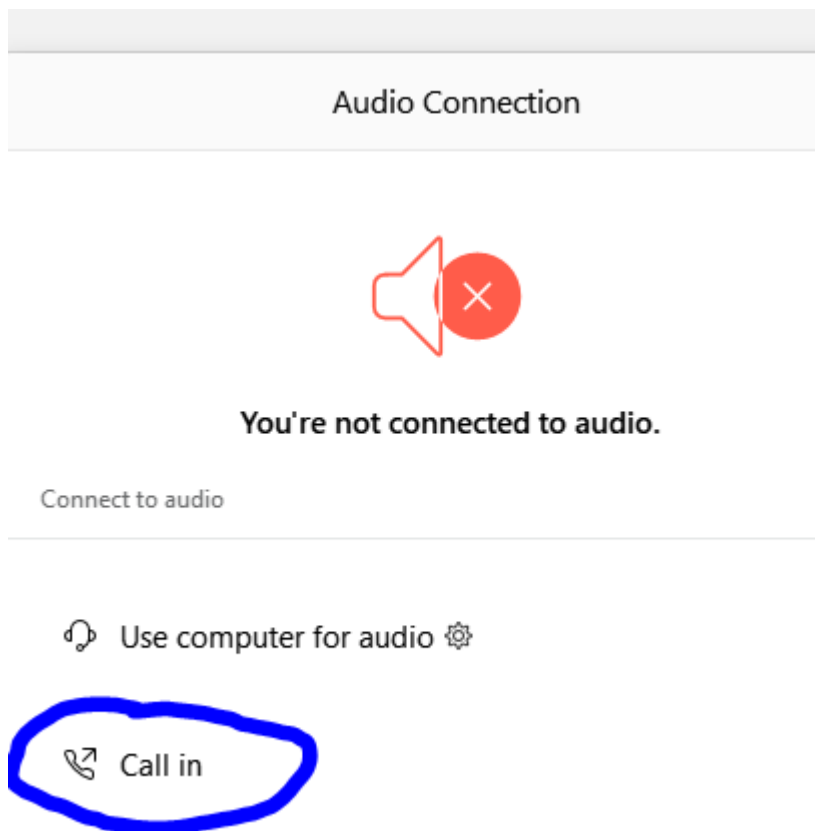
You will then be presented the dial in information for you to call in from any phone.
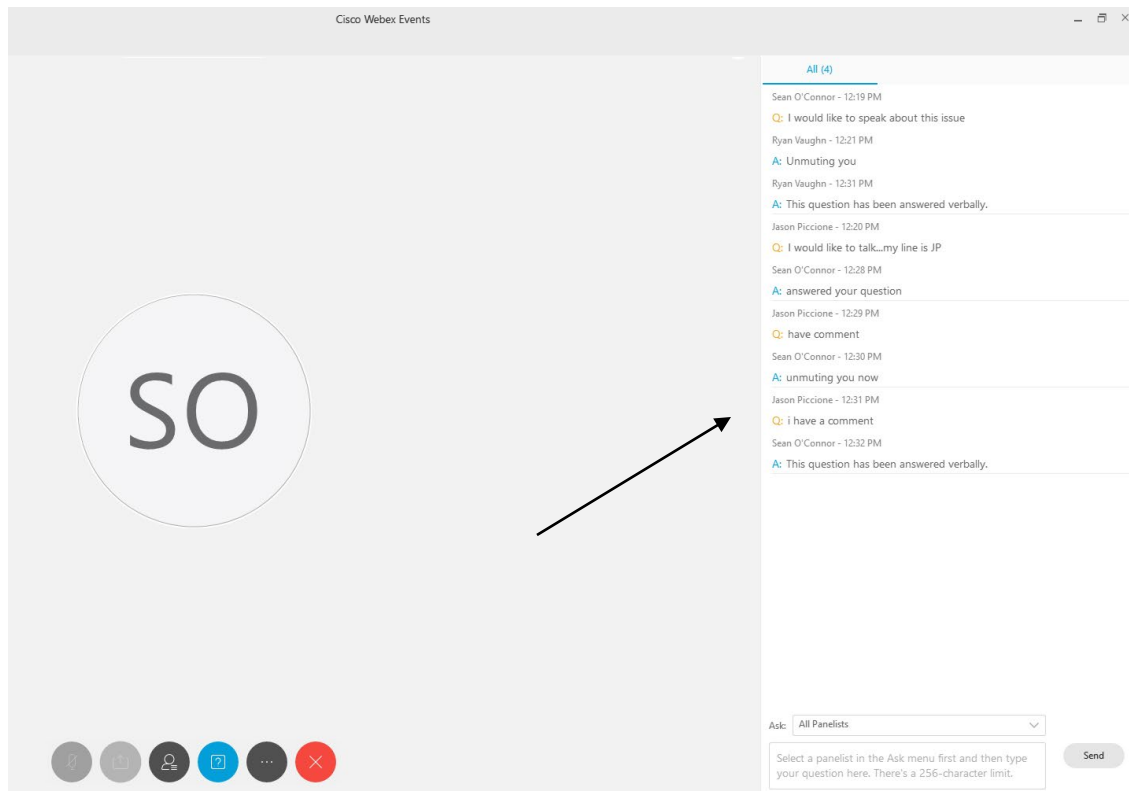
Participating During a Public Comment Period

At certain times during the event, the facilitator may call for public comment. If you would like to make a public comment, click on the 'Q and A' button near the bottom, center of your WebEx session.

This will bring up the 'Q and A' chat box.

NOTE: The 'Q and A' button will only be available when the event host opens it during a public comment period.

HOW TO – Join – DCA WebEx Event

To request time to speak during a public comment period, make sure the 'Ask' menu is set to 'All panelists' and type 'I would like to make a public comment'.

Attendee lines will be unmuted in the order the requests were received, and you will be allowed to present public comment.

NOTE: Your line will be muted at the end of the allotted public comment duration. You will be notified when you have 10 seconds remaining.