

**Department of Consumer Affairs**  
**Bureau for Private Postsecondary**  
**Education**



**Advisory Committee Handbook**  
**2014**

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## **Introduction**

The Bureau for Private Postsecondary Education (Bureau) is a part of the California Department of Consumer Affairs (DCA). The Bureau regulates private postsecondary education in the State of California. The Bureau's Advisory Committee (Committee) was created to advise the Bureau with respect to issues relating to private postsecondary education, and administering the Private Postsecondary Education Act of 2009 (the Act), including fees, licensing, and enforcement.

This handbook offers an introduction to the DCA and the Bureau. It explains why the Bureau has an advisory committee and the functions and obligations of the Committee. It also discusses reimbursement for expenses, scheduling, and suggested preparation for Committee members.

If you are a new Committee member, the Bureau welcomes you. This handbook can help you thrive in your new position on the Committee and it has answers to many questions.

If you are a returning Committee member, the Bureau thanks you for your continuing support. This handbook has answers to questions you may have and can help you become an even stronger member of the Committee.

## About the DCA

The DCA protects and serves California consumers while ensuring a competent and fair marketplace. The DCA helps consumers learn how to protect themselves from unscrupulous and unqualified individuals. The DCA also protects professionals from unfair competition by unlicensed practitioners.

The DCA issues licenses in more than 100 business and 200 professional categories. The DCA consists of 41 regulatory entities, including nine bureaus. These entities establish minimum qualifications and competencies for licensure. The DCA's regulatory entities license, register, or certify practitioners, investigate complaints and discipline violators. The DCA also provides its boards and bureaus administrative support.

### **DCA's Mission**

To protect consumers through effective enforcement activities and oversight of California's licensed professionals.

### **DCA's Vision**

To be the premier consumer protection agency.

### **DCA's Values**

- **Accountability:** We operate transparently and encourage public participation in our decision-making when appropriate.
- **Consumer Protection:** We make effective and informed decisions to protect the health and safety of Californians.
- **Customer Service:** We acknowledge our stakeholders as customers, listen to them, and take their needs into account.
- **Innovation:** We value creative problem-solving, responsible risk-taking, and enthusiastic pursuit of new ideas.
- **Integrity:** We are committed to honesty, ethical conduct, and responsibility.
- **Diversity:** We foster a welcoming environment of openness and appreciation for all.
- **Employees:** We recognize and value employee contributions and talent, and foster leadership development and professional growth of our workforce.
- **Leadership:** We set the standard for leadership in government by holding ourselves accountable to our employees and stakeholders.

## About the Bureau

The Bureau processes licensing applications, conducts compliance inspections, and responds to complaints for the more than 1,800 approved private postsecondary educational institutions in California. The Bureau also investigates complaints, combats unlicensed activity, and administers the Student Tuition Recovery Fund, which the Bureau uses to reimburse students when a school closes.

### **Our Mission**

The Bureau exists to promote and protect the interests of students and consumers:

1. Through the effective and efficient oversight of California's private postsecondary educational institutions.
2. Through the promotion of competition that rewards educational quality and employment outcomes.
3. Through proactively combating unlicensed activity.
4. By resolving student complaints in a manner that benefits both the complaining student and future students.

### **Our Vision**

The Bureau strives to be the national leader in regulating private postsecondary educational institutions by setting standards in licensing, compliance, enforcement, and outreach that ensure students are protected and approved institutions provide quality education and training programs.

### **Our Values**

- **Accountability:** The Bureau is accountable to the people of California and will provide leadership in accountability by operating transparently and encouraging public participation.
- **Integrity:** The Bureau will be honest, fair, and respectful in making unbiased and impartial decisions, without favoritism or prejudice.
- **Consistency:** The Bureau will strive to apply the laws and regulations under its jurisdiction accurately and consistently throughout all units.
- **Professionalism:** The Bureau will strive to recruit, train, and retain qualified, effective, dedicated, and skilled staff members with a strong commitment to public service.

## **About the Committee**

### **Role of the Committee**

The Committee's role is to provide input to the Bureau chief on matters relating to private postsecondary education and the administration of the Act. This includes reviewing the fee schedule, licensing and enforcement provisions, and advising on regulations.

### **Authority**

Section 94880 of the Act establishes the Bureau's Committee and defines the Committee's 12 positions. The DCA director, the Senate Committee on Rules, and the Speaker of the Assembly appoint Committee members from various demographics involved with private postsecondary institutions.

The Act states that the Committee advises the Bureau about private postsecondary education. The Committee reviews the Bureau's fee schedule, licensing, and enforcement provisions. The Bureau actively seeks the Committee's input.

Find the full text of the Act online at [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppe_act.shtml).

### **Purpose**

The Committee advises the Bureau chief on issues related to private postsecondary education. The Committee helps the Bureau chief evaluate possibilities for regulating postsecondary education and visualize the "big picture" of education in California. Committee members offer unique perspectives, identify relevant issues, and suggest action, all while maintaining consumer protection as their top priority.

The Committee advises the Bureau on issues related to private postsecondary education. The Committee may advise on subjects like the fee schedule, licensing, and enforcement.

The Bureau actively seeks input from and consults with the Committee to develop its programs.

## **Members**

California legislators and the DCA director appoint the Committee's 12 members.

<b>Committee Position</b>	<b>Appointed By</b>
Consumer Advocate Public Member	Senate Committee on Rules
Consumer Advocate Public Member	Speaker of the Assembly
Consumer Advocate	DCA Director
Institutional Representative (3 positions)	DCA Director
Past Student of Private Postsecondary Institution (2 positions)	DCA Director
Employer Member (2 positions)	DCA Director

## **Appointments**

Committee appointees serve at the pleasure of the appointing authority.

Individuals interested in serving on the Committee should contact the Bureau chief for information on positions appointed by the director of the DCA. Please contact Joanne Wenzel, Bureau Chief if you or someone you know are interested in serving on the Committee.

## **Schedule**

The Committee meets at least once each year.

Although the Committee is only obligated to meet once annually and the State imposes restrictions on travel, the Bureau chief anticipates holding quarterly meetings. The Bureau announces Committee meetings on its website, [www.bppe.ca.gov](http://www.bppe.ca.gov), prior to the meeting.

Committee meetings are typically held in one of the DCA's hearing rooms in Sacramento, California.

## **Preparation for Meetings**

Committee members best fulfill their role when they are prepared for meetings. To be ready for a Committee meeting, it is suggested that members:

- Read the meeting materials. Review the meeting's agenda and regulations related to the issues on the schedule, and analyze any materials you receive.
- Review the last meeting's minutes.
- Consider how the issues at hand affect California consumers. The Bureau and DCA exist to protect consumers.
- Identify topics to discuss. Bring issues that are relevant to private postsecondary education to the attention of the Committee and the Bureau chief.
- Prepare yourself to overcome differences with your colleagues. Each member of the Committee offers her or his own unique perspective—that is why they are part of the Committee. You will not agree with everyone, but your role as a Committee member is to balance your colleagues' opinions and reach consensus. A level-headed approach offers the most benefit to the Bureau chief and to California consumers.
- Be willing to listen to speakers who visit the meeting.
- Give consideration to new ideas.

## **Compensation**

Committee members are volunteers and do not receive compensation for their time.

Because State law requires the Committee to meet, Committee members do receive reimbursement for:

- Out-of-pocket expenses authorized by the volunteer coordinator.
- Authorized travel expenses such as, but not limited to, mileage, parking, and airfare.

## **Applicable Statutes and Regulations**

### **Bagley-Keene Open Meeting Act**

Committee meetings must comply with the rules of the Bagley-Keene Open Meeting Act. The following are the Bagley-Keene Open Meeting Act's key points, as set out in the Government Code (GC):

- Committee meetings are open the public, including meetings conducted as a teleconference (GC §11123).
- The Bureau must notify the public of Committee meetings at least 10 days before the meeting. The notice must include a meeting agenda (GC §11125.5).

For more information about the Bagley-Keene Open Meeting Act, read the *Guide to the Bagley-Keene Open Meeting Act* at

[http://www.dca.ca.gov/publications/bagleykeene\\_meetingact.pdf](http://www.dca.ca.gov/publications/bagleykeene_meetingact.pdf).

The full text of the Open Meeting Act is available online at <http://leginfo.legislature.ca.gov/>. It is contained in the Government Code, sections 11120 - 11132.

### **Private Postsecondary Education Act of 2009**

The Private Postsecondary Education Act of 2009 establishes the Bureau and sets forth laws that private postsecondary institutions must follow. It is found in in the California Education Code, Title 3, Division 10, Part 59, Chapter 9. It is also available online at [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppe_act.shtml).

### **California Code of Regulations**

Title 5, Division 7.5 of the California Code of Regulations (CCR) contains the regulations promulgated by the DCA to regulate the administration of the Private Postsecondary Education Act of 2009. This section of the CCR is available online at <http://www.bppe.ca.gov/lawsregs/regs.shtml>.