AGENDA

Iowa Coordinating Council for Post-High School Education(ICCPHSE)

Wednesday, January 19, 2011
10:00 a.m. – 2:00 p.m.

Building 7 – Walnut Room
DMACC Conference Center
2006 South Ankeny Boulevard
Ankeny, Iowa

1.	Welcome	Sally Mason, Vice Chair
2.	Call to Order and Introductions	Sally Mason, Vice Chair
3.	Approval of Meeting Minutes – (Attachment) October 13, 2010	Roger Utman, Recording Secretary
4.	Treasurer's Report (Attachment) • Appointment of Audit Committee	Gary Steinke, Treasurer
5.	**Notices of Intent** -- Programs without concerns for ratification (Attachment)	Diana Gonzalez, Permanent Secretary
6.	Update from the Division of Community Colleges and Career and Technical Education • Foreign languages legislation (SF 2274) –(Attachment)	Roger Utman, Ph.D., Administrator
7.	Update on Postsecondary Registration activities (Attachment) • University of South Dakota • Hamilton Technical College	Julie Leeper Iowa College Student Aid Commission
8.	Presentation: **What Works in Student Retention?**	Sally Mason, Vice Chair Dr. Wes Habley, ACT, Iowa City
9.	Updates • Fall 2010 Enrollment Report (Attachment) • Membership for 2010 – 2011 (Attachment) • Listserv email address -- (Attachment)	Diana Gonzalez, Permanent Secretary
10.	For the Good of the Order	Sally Mason, Vice Chair

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Iowa Coordinating Council for Post-High School Education (ICCPHSE)
North Iowa Area Community College
Muse-Norris Conference Center
500 College Drive
Mason City, Iowa

ICCPHSE Meeting Minutes – October 13, 2010

1. Welcome

The Iowa Coordinating Council for Post-High School Education (ICCPHSE) met on Wednesday, October 13, 2010, at 10:00 a.m., at North Iowa Area Community College in Mason City, Iowa. As chair of ICCPHSE and president of NIACC, Debra Derr welcomed the council members and guests to the meeting.

2. Call to Order and Introductions

Chair Derr called the meeting to order, and then the council members and guests introduced themselves. The following individuals were present

State Board of Education Members
Sister Jude Fitzpatrick*

Department of Education
Roger Utman*

University Representatives
Sally Mason* (University of Iowa)

Representatives of Independent Colleges
No representatives were present.

Representatives of Private Proprietor Schools
Susan Spivey* (Kaplan University)

Representatives of the IPTV Board
Terry Rinehart*

Community College Representatives
Debra Derr* (North Iowa Area Community College)

Members of the Board of Regents Institutions
Chet Rzonca* (University of Iowa)
Dave Holger* (Iowa State University)
Michael Licari* (University of Northern Iowa)
Joel Haack* (University of Northern Iowa)

Members of the Board of Trustees of Member Institutions
Gary Steinke*(Iowa Association of Independent Colleges and Universities)

Iowa College Student Aid Commission Representatives
No representatives were present.

Iowa Public Broadcasting Board Representatives
Terry Rinehart*

Student Representatives
No representatives were present.

Liaison Representatives
Diana Gonzalez* (Board of Regents)

Guests
Andy Baumert (Iowa Association of Independent Colleges and Universities)
Jodi Clendenen (ITT Tech – Clive)
Chinh Dao (Drake University)
Laura Dickson (Board of Regents)
Shawn Ellerbroek (Wartburg College)
Ann Fields (William Penn University)
Cathy Plunkett (Vatterott College)
Regina Matheson (St. Ambrose University)
Keith Saunders, (Board of Regents)
Brenda Shostrom (Coe College)
Christa Steffens (Kaplan University)
Mary Stivers (Grand View University)
Mary Tarbox (Mount Mercy University)
Jason Wetzel (ITT Tech – Cedar Rapids)

* Indicates voting delegate.

3. Research Collaboration

Gonzalez introduced this portion of the agenda and talked about how topics are chosen. The executive committee of the council takes input from council members and then topics are chosen for the coming year. This year's theme is "Collaboration."

Presenters were: Madeline Shea, University Iowa Director of FUTURE in Biomedicine Program; Chinh Dao, Assistant Professor, Drake University; and Shawn Ellerbroek, Associate Professor, Wartburg.

Chair Derr introduced Dr. Shea. Shea presented an overview of the goals and development of FUTURE, Fostering Undergraduate Talent – Uniting Research and Education. FUTURE is investing in a healthy future for Iowa and provides ongoing scientific research and assists with developing the individuals who will be doing the research. The stated purposes of the program are:

- Fostering closer research collaborations between its faculty and those of primarily undergraduate institutions throughout the state of Iowa.
- Mentoring talented undergraduates who will be our next generation of physicians and biomedical scientists.
- Promoting opportunities to translate biomedical discoveries and methods into educational materials used in Iowa's college classrooms.
- Making its research facilities available to statewide network of scientist-educators.

An additional purpose of the program is to get students to think of the University of Iowa as the place in Iowa to get involved with the research and that graduate school is exciting and affordable. It is also a place to then be able to move on to research assistantships in University of Iowa Biosciences Programs. Outreach in the state is one of the goals of the FUTURE Program. Therefore, partnerships with public universities and a variety of private institutions is a must. Since the development of program in 2009, a website has been developed to assist in providing information about the program.

In the first year of operation of the program, seven private Iowa college partnerships were developed. The participants during the first year included seven faculty fellows from private colleges, five undergraduate researchers, working with seven University of Iowa Carver College of Medicine Laboratories. The program operates in June and July, with two conferences at the end of summer. November 15, 2010, is the date for the website to open to start taking applications for the next summer. With the second round of applications, applications to the program will be open to community colleges as well. Applications to the program will require permission from the applicant's institution to participate and what it would mean for the applicant's institution.

Dr. Shea then introduced Shawn Ellerbroek, biochemistry professor at Wartburg College. Before becoming a faculty member at Wartburg, he had been at research universities. It was a departure going to a liberal arts college where the focus was on teaching. However, there is a move to be more involved with research. There is also more of a focus for hiring new science faculty who have an interest in research. Ellerbroek stated that there was more collaboration with other colleges due to the program and that the program provided an opportunity to talk and work with others in the same field. The research setting is important to stay current. The setting gives individuals the opportunity to explore what is happening. Ellerbroek stated that he would be interested in attending the FUTURE program again or have someone else from Wartburg attend.

Chinh Dao, associate professor at Drake University, reported on his experiences with FUTURE and stated that it had been a great experience. He believes that the program is helpful with a variety of things which include teaching and mentoring of students. He also stated that there were lots of benefits for the students who attend. It is important for students to participate in research. Dao believes that the experience has enhanced his teaching and he is more aware of the skill sets needed for the biomedical field. The program has assisted with his review of the biology curriculum at his institution. The scholarship and leadership from the program has been helpful. He has taken this information back to Drake, and having access to the science research is also beneficial. It assists with student advising and he believes it has helped him remain interested in continuing to be a faculty member at a liberal arts college because he has access to the program.

Chair Derr thanked the presenters for their efforts and was pleased that the invitation for application to the program will be extended to the community colleges across the state this next year.

4. Approval of Meeting Minutes

Chair Derr presented the minutes from the April 21, 2010, ICCPHSE meeting and the June 10, 2010, ICCPHSE executive committee meeting.

Action: A motion was made by Dave Holger, and seconded by Terry Rinehart, for approval of the minutes as presented. Motion passed.

5. Treasurer's Report

Gary Steinke presented a statement of the council's income and expenditures. The treasury balance was listed at $2,364.98. The balance is at a low level and the council may need to assess dues at the end of this academic year. Steinke pointed out the balance sheet handed out did not reflect the commitment by the council to the Way-Up Conference. It was not in the list of finances. Steinke was asked about when dues where last assessed to the

members. It had been a couple of years. Steinke will make a recommendation in the spring concerning the need to collect dues again.

Action: A motion was made to approve the treasurer's report by Sister Fitzpatrick, and seconded by Susan Spivey, for approval of the treasurer's report as presented. Motion passed.

6. Update from the Division of Community Colleges and Workforce Preparation

Roger Utman presented on two topics that relate to the House File 815 legislation (articulation and transfer) and the alignment among curriculum at other institutions.

- **Senior Year Plus (SYP) and the Alternative Assessment—**The Department of Education was asked to work with school districts from across the state to come up with models of possible alternative assessments for students enrolling in concurrent credit at the community colleges. In the SYP legislation passed in 2008, the legislation mandated that high school students be deemed proficient in math, reading and science by using the Iowa Tests of Educational Development (ITED) or an alternative assessment which would show proficiency in those areas. While a number of districts have approved alternative assessments for placement, there have been other districts which have asked the department for guidance by providing models for the districts to review.

  The districts want to be sure they are using valid assessments and also to be sure that there is consistency across the state in what is being used to enroll students in concurrent courses. Late this last spring, the department met with individuals from the school districts, community colleges, ITED staff, and with staff from ACT to discuss the issue. The department has received several models for consideration from this group and the department will be reconvening the group with additional interested stakeholders to come up with the suggested models.

  Legislation does state that the local school board must approve the alternative assessment used by the district. Since there were some concerns expressed by districts which had not adopted an alternative model, the department did give guidance on this issue this past spring. Districts can continue to use the measures they had in place for the coming school year. The department made the commitment to provide the models by the end of December so districts would have the necessary information in place before course registration starts for the 2011-12 school year. The department has continued to work with a variety of stakeholders this fall to make sure that the school districts have the requested guidance by the end of the year.

- **Postsecondary Course Audit Committee—**The Postsecondary Course Audit Committee has agreed to the National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation standards as the process for approving concurrent enrollment courses at the community colleges. Since concurrent enrollment makes up the majority of the coursework offered under Senior Year Plus (SYP), the Committee decided that was the logical place to start. NACEP is a professional organization for college and high school partnerships offering college courses in high schools. Formally established in 1999 in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP serves as a national accrediting body for concurrent enrollment programs and supports members by providing standards of excellence, opportunities to network and share best practices, and access to information about research and national trends in dual and concurrent enrollment. The department has done the crosswalk between the SYP legislation and what is required by NACEP and the two match very well. All 15 of Iowa's community colleges have made the commitment and are in the process of being NACEP-accredited.

  Dave Holger asked if there was any work being done on how different cohorts who take courses are matching up. Utman stated that that research was not being done at this time. Holger stated that the state may need to look at how students are doing in the sequential courses and whether or not students are ready to take the next level. Utman stated that in House File 815 there is a requirement for transition guides from community college coursework to Iowa's public institutions to address the issue that students have the skills/course knowledge ready for the next course level. This is happening at a variety of levels. The state will need to look at how students who took coursework while in high school and how they do compared with the students who started at the universities.

  Chet Rzonca mentioned the completed study done by ACT on this issue. The study is complete and the results/report will be released in March 2011.

7. Update on Postsecondary Registration Activities

Julie Leeper, Iowa College Student Aid Commission (ICSAC), was not present. Gonzalez mentioned that postsecondary registration for the state is now under ICSAC. Gonzalez stated that it would be explored with ICSAC on where ICCPHSE fits into the process.

8. Notices of Intent

A. <u>Programs Without Concerns for Ratification</u>

Diana Gonzalez reported. Those colleges which had programs have been notified. Chair Derr asked Gonzalez to clarify the process and it was briefly explained about the listing on the public website with an announcement sent to colleges and others. Gonzalez asked that

groups A and B from the agenda be considered together. Chair Derr mentioned that all had received the list of programs and asked for a motion to support.

Action: The motion was made to approve the programs by Joel Haack, and seconded by Sister Fitzpatrick. Motion passed. (Susan Spivey asked a clarifying question to be sure that there was a quorum of the council membership. A quorum was present.)

Iowa State University, Ames
Landscape Architecture
Masters (MLA)
CIP # 04.0601/04.0401
On-campus

Landscape Architecture
Master of Science
CIP # 04.0601/04.0401
On-campus

Architecture
Master of Science
CIP # 04.0201
On-campus

St. Ambrose University, Davenport
Proposed program location – .6 miles from the main campus
Intent to move 3 existing departments --
Nursing, Occupational Therapy, and Physical Therapy

July 15, 2010 – Projected date for relocation of programs.
August 9, 2010 – Instruction begins in Doctor of Physical Therapy program.
August 25, 2010 – All programs in session.

Kaplan University, Various locations
Phlebotomist
Certificate
CIP # 51.1009
Davenport, Cedar Rapids, Des Moines (Urbandale), Council Bluffs, Mason City, and Cedar Falls

Human Services
Associate of Applied Science
CIP # 44.0000
Davenport, Cedar Rapids, Des Moines (Urbandale), Council Bluffs, Mason City, and Cedar Falls

Medical Office Management
Associate of Applied Science
CIP # 51.0705
Mason City and Cedar Falls

Medical Transcription
Associate of Applied Science
CIP # 51.0708
Council Bluffs

Accounting
Bachelor of Science
CIP # 52.0301
Mason City and Cedar Falls

Criminal Justice
Bachelor of Science
CIP # 43.0104
Council Bluffs

Health Care Administration
Bachelor of Science
CIP # 51.0701
Davenport, Cedar Rapids, Des Moines (Urbandale), Council Bluffs, Mason City, & Cedar Falls

Human Services
Bachelor of Science
CIP # 44.0000
Davenport, Cedar Rapids, Des Moines (Urbandale), Mason City, and Cedar Falls

Professional Studies
Bachelor of Science
CIP # 30.9990
Davenport, Mason City, and Cedar Falls

Grand View University
Biochemistry
Bachelor of Arts
CIP # 26.02
Main campus

Iowa State University
Industrial Design
Bachelor (BID)
CIP # 50.0404
On-campus

Graceland University, Lamoni
Agricultural Business Major
B.A. degree
CIP #01.0101
On-campus – Lamoni

William Penn University (WPU), Oskaloosa
Insurance Certificate: Property & Liability
CIP #52.1701
WPU's College for Working Adults in West Des Moines, Oskaloosa and Ankeny

Justice Systems Leadership
B.A. Degree
CIP #43.0100
WPU's College for Working Adults in West Des Moines, Oskaloosa and Ankeny

Graduate program -Business Leadership CIP #52.0213
BA degree completion - Business Management CIP #52.0201
BA degree completion - Justice Systems Leadership CIP #43.0100
Certificate in Insurance – 52.1701
Location: DMACC Ankeny Campus

Insurance Certificate: Property and Liability
Undergraduate
CIP #52.1701
WPU's College for Working Adults in West Des Moines, Oskaloosa and Ankeny

B.A., Justice Systems Leadership
Undergraduate
CIP #43.0100
WPU's College for Working Adults in West Des Moines, Oskaloosa, Ankeny

Southeastern Community College, West Burlington
Industrial Maintenance Technology
Certificates, Diploma and AAS
CIP #47.0303
Keokuk campus

Helicopter Pilot Training Program
Diploma
CIP #49.0102
On-campus - West Burlington

Des Moines Area Community College, Ankeny
Wine Service Certificate
Certificate
CIP #52.1910
On-campus – Ankeny

Western Iowa Tech Community College, Sioux City
Motorcycle/Power Sports Technology
Associate of Applied Science
CIP #47.0611
On-campus – Sioux City, Denison, Le Mars and Cherokee

Action: Moved and seconded to approve the presented "Programs without Concerns." Motion passed.

William Penn University, Oskaloosa
College for Working Adults
AA in Leadership Studies; BA in business Management & Master of Business Leadership
CIP #51.1601
2405 SE Creek View, Ankeny

Kaplan University, Cedar Rapids
Bachelor of Science in Communication
Bachelor of Science
CIP #09.0101
Cedar Rapids, Des Moines (Urbandale), and Cedar Falls campuses

St. Ambrose University
RN (Registered Nurse) to BSN (Bachelor of Science in Nursing)
Bachelor
CIP # 51.1601
#7 Mercy Medical Center - Clinton

Indian Hills Community College
Occupational Therapy Assistant
AAS
CIP # 51.0803
On-campus

Des Moines Area Community College
Clinical Medical Laboratory Technician Program
AAS
CIP # 51.0904
On-campus

Health Information Technology Program
AAS
CIP # 51.0707
On-campus

ITT Technical Institute
Criminal Justice
Associate of Science
CIP # 43.0103
On-campus; Clive

Project Management
Bachelor of Science
CIP # 52.0201
On-campus

Software Development Technology
Associate of Science
CIP # 11.0201
On-campus

Software Applications Development
Bachelor of Science
CIP # 11.0201
On-campus

American Institute of Business (AIB) College of Business
Media Communication
Associate in Applied Science
CIP #10.0105
On-campus

Sports and Event Management
Associate in Applied Science
CIP # 31.0504
On-campus

Health Information Management
Associate in Applied Science
CIP # 51.0706
On-campus

General Studies
Associate in Applied Science
CIP # 24.0102
On-campus

Kirkwood Community College
Humane Officer Training Program
Associate in Applied Science (AAS)
CIP # 01.0599
On-campus

Western Iowa Tech Community College
Professional Photography
Diploma
CIP # 50.0406
Sioux City, Denison, Le Mars and Cherokee

Iowa Western Community College
Sustainable Energy Systems Technology
AAS
CIP # 15.0503
On-campus

Eastern Iowa Community College District
Electro-Mechanical Technology
AAS, diploma, certificate
CIP # 15.0403
Blong Technology Center – Scott Community College

Action: Moved, and seconded to approve the programs with questions/concerns resolved. Motion passed.

B. Ratification of Programs with Questions/Concerns Resolved

William Penn University
Change in location: Ankeny

Kaplan University
BS in Communication
University of Northern Iowa withdrew concerns June 1, 2010

Master of Science in Criminal Justice
Simpson College withdrew concerns July 19, 2010

Action: These were also approved under the one motion.

C. Program with Questions/Concerns not Ratified by ICCPHSE

BSN – Kaplan

Representatives from institutions that had posted concerns about the proposed BSN program at Kaplan University identified the following issues:

- Concern for finding adequate and qualified faculty since there is already a shortage of faculty among existing programs.
- Concern for having adequate clinical sites for new students since there are already problems in finding clinical sites, not only in the proposed targeted areas, but across the state.
- Concern for where these additional graduates will be able to find jobs in the targeted areas.

These issues were not resolved to the satisfaction of the ICCPHSE membership. Therefore, the proposed program was not ratified. Ms. Spivey indicated that Kaplan University would proceed with the implementation of the program. Chair Deb Derr indicated that a letter would be sent from the council to Kaplan University indicating that the program had not been ratified.

9. Demonstration of On-Line Enrollment Survey Developed by the University of Iowa

Diana Gonzalez presented. The new on-line survey/report on fall enrollment data will assist in doing away with paper copies. It is similar to the Integrated Postsecondary Education Data System (IPEDS) database. Gonzalez and others have been working with Iowa College Student Aid Commission on which institutions need to be included in the data collection. Gonzalez described the process in general and stated that the deadline for data submission is November 1, 2010. The question was asked if there are any institutions that do not participate. There are not currently any institutions which are not participating.

10. ICCPHSE Updates

Diana Gonzalez presented.

- **Membership for 2010:** The membership for the ICCPHSE for 2010-11 was sent to the council with the October meeting materials. Gonzalez asked members to identify alternates so that the list could be updated. When an alternate is identified, be sure that everyone is aware that only the member or the alternate can vote. Check their sector to be sure that a member or alternate is listed.

- **Website Information Update:** All of the postings for the council are on the Regents website under **ICCPHSE**. Laura Dickson, from the Regents' Office, has assisted with getting things placed on the website. Gonzalez mentioned that there is a concern when programs are eliminated that the program information is not updated by the institution involved and she asked for assistance from the institutions in addressing this issue. Many program codes are also out of date.
- **Taxonomy—New Programs and Terminated Programs; Communication Concerning Program Changes:** Many new codes are available for new programs and for updating the old codes.
- **Ratification of Updated Notice of Intent to Offer a New Program or Location:**
  The program notice form on the website needs to be updated into its final current form. Gonzalez asked for a motion to approve the notice form which was updated last spring. It was stated that there may need to be information posted on accreditation also. Chair Derr suggested that Gonzalez be directed to address the accreditation issue for both the institution and any needed approval from a board/accrediting body. **Action**: Motion was made by Sister Fitzpatrick to ratify the updated notice and Joel Haack seconded. Motion passed.
- **Listserv Email Address Listings**: Gonzalez requested that each institution review the list to ensure it is up-to-date. Anyone not on the list will not receive information in a timely manner, if at all. Updates to the listserv should be sent to Ilene Tuttle, Board of Regents Office (ituttle@iastate.edu).

11. For the Good of the Order

1. Chair Derr asked Gonzalez to mention the information on the Way-Up Conference. Gonzalez distributed many brochures.
2. Dave Holger mentioned the HLC issue on visiting remote sites. He has asked for clarification on what is meant by remote sites to be sure that institutions are in compliance. HLC is working on clarifying and will get back to him with an answer.

The meeting was adjourned at 1:07 p.m.

Respectfully submitted by:
Roger Utman, ICCPHSE Recording Secretary

IOWA COORDINATING COUNCIL FOR POST HIGH SCHOOL EDUCATION

July 1, 2010 - December 31, 2010

	Budget	To Date	Balance
I. Income			
A. Dues			
Board of Regents	$0.00	$0.00	$0.00
Dept./Education	0.00	0.00	0.00
IAICU	0.00	0.00	0.00
IAPBS/IPSSA	0.00	0.00	0.00
ICSAC	0.00	0.00	0.00
IPTV	0.00	0.00	0.00
	$0.00	$0.00	$0.00
B. Interest Income	0.00	0.00	0.00
C. Articulation Cmt. Carry Over	0.00	0.00	0.00
D. ICCPHSE Carry Over	2,364.98	2,364.98	2,364.98
Total Income	$2,364.98	$2,364.98	$2,364.98
II. Expenses			
A. Council Meetings Expense (Includes meetings via ICN)	$2,000.00	$338.05	$1,661.95
B. Secretarial Expense	250.00	0.00	250.00
C. Treasurer's Expense	100.00	0.00	100.00
D. Program Expense	1,000.00	0.00 *	1,000.00
E. Articulation Subcommittee	1,000.00	0.00	1,000.00
F. Miscellaneous Expense	250.00	500.00 *	(250.00)
G. Distance Learning Expense	416.40	0.00	416.40
H. Reserve Fund	0.00	$0.00	0.00
		0.00	
Total Expenses	$5,016.40	$838.05	$4,178.35
III. ICCPHSE Balance		$1,526.93	

Account Balances 12/31/10

Iowa State Bank A/C	$ 4,648.37	
Way Up Balance	1,910.77	
Carol Kay Memorial	1,210.67	
ICCPHSE Balance	1,526.93	
Total of All Accounts		$4,648.37

*Way Up Conference Donation **Sales Tax, Service Charge

IOWA COORDINATING COUNCIL FOR POST HIGH SCHOOL EDUCATION
Statement of Income and Expenses
July 1, 2010 - December 31, 2010

I. Income

6/30/2010	Balance Forward	$1,910.77			
7/31/2010		$0.00	1/31/2011	$0.00	
8/31/2010		$0.00	2/28/2011	$0.00	
9/31/2010		$0.00	3/31/2011	$0.00	
10/31/2010		$0.00	4/30/2011	$0.00	
11/30/2010		$0.00	5/31/2011	$0.00	
12/31/2010		$0.00	6/30/2011	$0.00	
Total Income					$1,910.77

II. Expenses

7/31/2010	$0.00	1/31/2011	$0.00	
8/31/2010	$0.00	2/28/2011	$0.00	
9/30/2010	$0.00	3/31/2011	$0.00	
10/31/2010	$0.00	4/30/2011	$0.00	
11/30/2010	$0.00	5/31/2011	$0.00	
12/31/2010	$0.00	6/30/2011	$0.00	
Total Expenses				$0.00

III. Way Up Balance 12/31/10	$1,910.77

CAROL KAY MEMORIAL

I. Income

6/30/2010	Balance Forward	$1,210.67			
7/31/2010		$0.00	1/31/2011	$0.00	
8/31/2010		$0.00	2/28/2011	$0.00	
9/30/2010		$0.00	3/31/2011	$0.00	
10/31/2010		$0.00	4/30/2011	$0.00	
11/30/2010		$0.00	5/31/2011	$0.00	
12/31/2010		$0.00	6/30/2011	$0.00	
Total Income					$1,210.67

II. Expenses

7/31/2010	$0.00	1/31/2011	$0.00	
8/31/2010	$0.00	2/28/2011	$0.00	
9/30/2010	$0.00	3/31/2011	$0.00	
10/31/2010	$0.00	4/30/2011	$0.00	
11/30/2010	$0.00	5/31/2011	$0.00	
12/31/2010	$0.00	6/30/2011	$0.00	
Total Expenses				$0.00

III. Carol Kay Balance 12/31/10	$1,210.67
December Balance of Way Up and Carol Kay	$3,121.44

PROGRAMS WITHOUT CONCERNS

PROGRAMS TO BE LISTED ON AGENDA FOR JANUARY 19, 2011 ICCPHSE MEETING

Iowa State University
Industrial Design
Masters (MID)
CIP # 50.0404
On-campus

The University of Iowa
MFA in Book Arts
Master of Fine Arts (MFA)
CIP # 50.0799
On-campus

Vatterott College
Wind Energy Technician
Diploma
CIP # 15.0403
Des Moines Campus

NEW: National Security Education Program			
Deadline	**Staff**	**Statute**	**Report To**
January 15, 2011	CC – Tom Beasley	§ 256B.3 SF 2274	General Assembly
Language			
Sec. 9. NATIONAL SECURITY EDUCATION PROGRAM WORKING GROUP. The department of education, in collaboration with the state board of regents, shall convene a working group that includes but is not limited to representatives of the business community of this state, to explore the possibility of securing the cooperation and assistance of the United States department of defense, the national defense university, and the national security education board to participate in the federal national security education program and establish a foreign language road map, flagship program, and timeline in this state for K=16 and graduate=level students. The working group also shall study the feasibility, including but not limited to the costs, of establishing the road map, program, and timeline, and shall submit a report of its findings and recommendations to the general assembly by January 15, 2011.			

Note:

The languages included in the "flagship program" are Arabic, Chinese, Hindi/Urdu, Korean, Persian/Farsi, and Eurasian Languages.

http://www.nsep.gov/

http://www.nsep.gov/initiatives/flagship/

IOWA COLLEGE STUDENT AID COMMISSION

University of South Dakota
Application for Postsecondary Registration in Iowa
January 2011

RECOMMENDED ACTION:
Approve the application for postsecondary registration for the University of South Dakota (USD).

Registration Purpose

Iowa Code Section 261B.3 requires registration with the Commission for "a school that maintains or conducts one or more courses of instruction including courses of instruction by correspondence or other distance delivery method, offered in this state or which has a presence in this state and offers courses in other states or foreign countries. . ." USD seeks registration so that it may continue to offer an Associate of Science in nursing degree program in partnership with the Evangelical Lutheran Good Samaritan Society (Good Samaritan Society). The Good Samaritan Society offers senior living, assisted living, skilled nursing, rehabilitation, long-term care, and home care services to elderly persons through facilities and centers throughout Iowa and other states. The Good Samaritan Society provides this program to its employees as a career advancement opportunity and calls it the "Growing Our Own" RN program. USD awards credit for the program and confers the Associate of Science in nursing degree. USD provides classroom and clinical instruction in this program through a combination of online and in-person delivery methods. The classroom component is offered through an online delivery method. The clinical component is offered in person at the following locations in Iowa:

- Floyd Valley Hospital, 714 Lincoln Street, LeMars, IA
- Horn Physician's Clinic, 700 East 2nd Street, Ida Grove, IA
- Orange City Area Health System, 1000 Lincoln Circle SE, Orange City, IA

Clinical instruction is overseen by other eligible Good Samaritan employees who are hired by USD as adjunct faculty for this purpose.

USD also proposes to expand its in-person program offerings in Iowa through a partnership with the Western Iowa Technical Community College (WITCC), 4647 Stone Ave., Sioux City, IA. USD requests approval through registration to pursue its proposal to offer, during the initial 4-year registration period, in-person instruction at WITCC facilities in the following:

- Degree completion ("2+2") programs –
  - Bachelor of Science in Health Administration
  - Bachelor of General Studies

  - Bachelor of Business Administration
  - Bachelor of Science in Alcohol and Drug Studies
  - Bachelor of Science in Criminal Justice

- Graduate programs (delivered in hybrid format with select classes offered through in-person instruction and the remainder offered through distance education) –
  - Master of Science in Administration
  - Master of Business
  - Executive Masters of Public Administration
  - Master of Professional Accounting

USD's application includes a letter from the President of WITCC, Dr. Robert Dunker. Dr. Dunker expresses his support for USD's proposal to expand their Iowa program offerings to include "2+2" baccalaureate degree completion programs hosted on the WITCC campus. USD will contract for space use with WITCC upon receiving the Commission's approval to operate in Iowa.

USD also discloses the following programs that it offers to residents of the Sioux City, Iowa, area exclusively through the distance education delivery method. Please note that, in and of themselves, these online program offerings do not invoke the requirement of Iowa law to register with the Commission:

- Undergraduate Certificate in Alcohol and Drug Studies
- Graduate Certificate in Alcohol and Drug Studies
- Graduate Certificate in Disaster Mental Health
- Graduate Certificate in Long-Term Care Management
- Graduate Certificate in Literacy Leadership and Coaching
- Associate of Arts in General Studies
- Bachelor of Science in Alcohol and Drug Studies
- Bachelor of General Studies
- Bachelor of Science in Health Sciences
- Master of Science in Administration/Alcohol and Drug Studies
- Master of Science in Administration/Criminal Justice
- Master of Science in Administration/Health Services Administration
- Master of Science in Administration/Long-Term Care Administration
- Master of Science in Administration/Interdisciplinary Studies
- Master of Science in Administration/Organizational Leadership
- Executive Master of Public Administration
- Master of Science in Technology for Education and Training
- Master of Arts in Addiction Studies
- Master of Arts in Educational Administration/Adult and Higher Education
- Master of Arts in Educational Administration/Elementary School Principal
- Master of Arts in Educational Administration/Secondary School Principal

- Master of Arts in Educational Administration/Pre-K – 12 School Principal
- Master of Arts in Educational Administration/School District Superintendent
- Master of Business Administration
- Master of Business Administration health Services Administration
- Education Specialist Degree Educational Administration/Elementary School Principal
- Education Specialist Degree Educational Administration/Secondary School Principal
- Education Specialist Degree Educational Administration/Pre-K – 12 School Principal
- Education Specialist Degree Educational Administration/School District Superintendent
- Transitional Doctorate in Physical Therapy

Background

USD is a public institution governed by the South Dakota Board of Regents. USD is not registered with the Secretary of State in either South Dakota or Iowa. Commission staff confirmed with the Commission's legal counsel that such registration is not applicable given USD's status as a public institution authorized by the laws of South Dakota. USD's main campus is located at 414 East Clark Street, Vermillion, South Dakota 57069. USD's President and Chief Executive Officer is James W. Abbott, J.D. Dr. Laurie Becvar, Dean of the USD Division of Continuing and Distance Education, provides oversight for the Iowa-based programs listed above. USD provides comprehensive support services for students enrolled in this and its other distance education programs through its web-based home page at http://www.usd.edu/continuing-and-distance-education/student-resources.cfm.

USD has a memorandum of understanding with the Tri-State Graduate Center in Sioux City, Iowa, to provide educational programs in northwestern Iowa. The Tri-State Graduate Center is a nonprofit consortium of colleges and universities in Iowa, Nebraska, and South Dakota that assesses the educational needs of students in northwestern Iowa and helps students find local programs that meet their educational needs. According to a letter included in USD's application from the school's President, James Abbott, the Tri-State Graduate Center invited USD to offer programs in Iowa. The Tri-State Graduate Center does not charge students for its services.

Staff at the Tri-State Graduate Center are well versed in programs that USD offers in Iowa. USD offers the Tri-State Graduate Center as an Iowa contact point:

Carrie Radloff
Tri-State Graduate Center
Suite 318
1520 Morningside Ave.
Sioux City, IA 51106
712-274-8733

USD also lists as an Iowa contact the Dean of Instruction at Western Iowa Technical Community College, Dr. Mary C. Mohni, 4647 Stone Ave, Sioux City, IA 51102; 712-274-1277.

USD provided Commission staff with documentation substantiating that all programs offered to Iowa residents, including those offered exclusively through an online delivery method, are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The HLC's Statement of Affiliation Status (SAS) for USD indicates that USD is approved to offer programs to the Tri-State Graduate Center in Sioux City, Iowa. The SAS for USD also indicates that the University is approved for the HLC's Streamlined Review Process, which permitted an institution approved for that process to offer existing programs at a new location with notice to HLC versus pre-approval. The HLC discontinued the name Streamlined Review Process, and replaced it effective July 1, 2010, with a policy for institutional changes that require notification or approval. (See the HLC policy document entitled "Overview of Commission Policies and Procedures for Institutional Changes Requiring Notification or Approval" at http://www.ncahlc.org/information-for-institutions/institutional-change.html). Under this policy, USD is approved for access to the notification program for additional locations. USD is therefore not required to seek prior HLC approval to initiate program offerings at WITCC, but must notify HLC of its additional location at WITCC before USD begins instruction at that location.

In its application materials, USD also provided documentation from the Iowa Board of Nursing stating that the Iowa Board of Nursing honors the South Dakota Board of Nursing's approval status for USD's nursing education programs offered in Iowa.

Charges for the programs USD offers to Iowa residents are set by the South Dakota Board of Regents. The South Dakota Board of Regents sets credit-hour charges for off-campus programs at $258.80 per hour for an undergraduate program, and $343.75 per credit hour for a graduate program. Additional fees do not apply to off-campus programs with the exception of nursing. Charges are disclosed to students on the USD Continuing and Distance Education website. Total charges for programs offered to Iowa residents are as follows:

- Associate of Science in Nursing - $26,755.20 (tuition, fees, books, and supplies)
- Undergraduate level programs Sioux City - $33,126.40 (typical undergraduate program of 128 credit hours)
- Graduate level programs Sioux City - $11,343.75 - $12,375 (typical master's program of 33 – 36 credit hours)
- BS in Health Science (WITCC) - $16,563.20 (typical student would require 64 credit hours for program completion)
- Degree completion baccalaureate programs (WITCC) - $16,563.20 (typical student would require 64 credit hours for program completion)
- Online undergraduate program - $33,126.40 (typical undergraduate program of 128 credit hours)

- Online graduate program - $11,343.75 - $12,375 (typical master's program of 33 – 36 credit hours)

Registration Compliance

As required by Iowa Code Section 261B.4, USD disclosed its policy on refunding tuition charges to withdrawn students by providing a copy of the South Dakota Board of Regents Policy Manual. This information is directly disseminated to students in USD's undergraduate and graduate catalogs, in its online Business Office policies, and for distance education students, in its online course enrollment confirmation. USD is not required to comply with the Iowa tuition refund policy in Iowa Code Section 714.23, which applies only to a for-profit institution.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) "e" through "h". (Note: Iowa Code Chapter 261.9(1)(h) does not exist.)

- Iowa Code Section 261.9(1)(e) and (f) require the school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires that the school maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. These requirements duplicate policies and disclosures required by the federal Department of Education for a school that participates in the federal student aid programs. USD complies with these requirements, and discloses its compliant policies to students, through publication of its 2010-2011 Jean Clery Report and its Student Conduct Code.

- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, who must withdraw from the school because of a call to active state or federal military duty or service. Specifically, Iowa law requires a registered school to adopt a policy that provides at least the following options to the withdrawn military servicemember or, as applicable, the servicemember's spouse who must withdraw:

    - Withdrawal from the student's entire registration and receipt of a full refund of tuition and mandatory fees, or

    - Arrangements with the student's instructors for course grades, or for incompletes for all or a portion of courses that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

> South Dakota Board of Regents policies 2:30, 5:7, and 2:10 provide for special tuition refund and other policies that take affect when students are required to report for active military duty during a term. USD asserts that these policies, in combination, provide at least the options required by Iowa law to an activated military servicemember who must withdraw. Relative to the spouse of a military servicemember, USD asserts that South Dakota Board of Regents policies 5:7 and 2:10 permit USD to grant the same options as required by Iowa law to a student who is the spouse of an activated military servicemember, under provisions for circumstances beyond a student's control. Please see the separate memorandum dated January 10, 2011, to the Iowa College Student Aid Commission from Dr. Laurie Becvar, Dean of the USD Division of Continuing and Distance Education/Graduate School. USD provided the applicable South Dakota Board of Regent policies to Commission staff for review.

On its registration application, USD affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies; whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures duplicate student consumer information disclosures required by the federal Department of Education for a school that participates in the federal student aid programs, and are provided in the school's undergraduate and graduate catalogs, and through disclosures posted on the USD Division of Continuing and Distance Education website.

USD discloses in its registration application the South Dakota Board of Regents' policy on Student Academic Folders, which addresses the preservation of student records:

> Retention: Retain current in office. Microfilm student academic folder when volume warrants and maintain film for 75 years.

USD provided contact information for an individual from the USD main campus in Vermillion, SD, from whom a student may request academic transcript information.

USD employs a full-time Iowa faculty member, Nancy Denker. Ms. Denker is a full-time Assistant Professor in USD's online programs, and works remotely from her home in Denison, Iowa, 605-202-0958 (work cell). USD also employs part-time adjunct faculty members who will work with Iowa students enrolled in the Associate of Science in nursing degree program clinicals. USD provides the following information about the qualifications of faculty associated with the Associate of Science in nursing degree program:

- Primary Teaching Faculty

Nancy Denker: Licensed RN (Iowa license # 067980); MS (1995); 21 years of teaching experience in nursing education.

Lorall Karpuk: Licensed RN (Iowa licence # 053402); MS (1995); 8 years teaching experience in nursing education.

- Clinical Coordinator

  Barbara Stolle: Licensed RN (Iowa license # 068027); MS (1995); 10 years teaching experience in nursing education

- Part time Clinical Faculty

  Floyd Valley Hospital, LeMars, IA: Lorraine Murphy: Licensed RN (Iowa license # 113230); BS (1996); pending MS 2010

  Orange City Area Health System, Orange City, IA: Marian Wess: Licensed RN (Iowa license # 112757); BS (2008)

If the Commission approves USD's registration request to expand programming to WITCC, USD intends to assign a program manager to serve students and faculty in Iowa. At this time, USD cannot commit to the number of hours a program manager would spend exclusively in Iowa.

USD discloses that it will comply with the provisions of Iowa Code Section 261B.7, which states, "Neither a school nor its officials or employees shall advertise or represent that the school is approved or accredited by the commission or the state of Iowa *nor shall it use the registration as a reference in promotional materials*." Commission staff believes that, provided a school does not claim "approval" or "accreditation" by the Commission, it serves the public's interests if the school discloses that it is registered with the Commission, and provides contact information for the Commission to whom Iowa residents may direct inquiries or express concerns about the school. Commission staff requests that the Commission permit this limited disclosure under the conditions described immediately above. Commission staff will work with USD to ensure that the disclosure is appropriate.

USD complied with the following additional registration requirements of administrative rules:

- USD submitted a copy of an auditor's report dated March 31, 2010, from the State of South Dakota, Department of Legislative Audit. The report expresses the Department's opinion that USD's financial statements for the fiscal year ending on June 30, 2009, fairly represent the school's financial position.

- USD submitted administrative procedures for the development of distance education programs, including processes for hiring adjunct faculty and course development.

Courses are subject to the approval of the Continuing and Distance Education Dean, Dr. Laurie Becvar, and the appropriate College or School Dean.

- The application includes a signed statement executed by USD's President attesting to the school's commitment to deliver programs offered in Iowa, either through USD or another alternative in the event that any of these programs close before students have completed their courses of study.

Verifications

Commission staff independently verified the following facts that are pertinent to USD's registration eligibility:

- USD discloses that it operates or maintains a presence in the following states:
  - South Dakota: USD is specifically authorized by South Dakota law, Chapter 13, Section 57-1, to provide undergraduate and graduate programs of instruction in the liberal arts and sciences and professional education in business, education, fine arts, law and medicine, and other courses or programs as the Board of Regents may determine. Staff verified that the nursing education programs offered by USD are approved by the South Dakota Board of Nursing.
  - North Dakota: Per correspondence from the North Dakota Department of Career and Technical Education, USD is exempt from licensure in that state because it is a public institution. The North Dakota Board of Nursing did not respond to staff inquiry.
  - Kansas: The Kansas Board of Regents exempted USD from licensure in that state. The Kansas Board of Nursing reports that USD is approved to offer nursing programs in Kansas.
  - Wisconsin: Per correspondence from the Wisconsin Educational Approval Board, USD is exempt from licensure because it is a public institution. The Wisconsin Department of Regulation and Licensing did not respond to staff inquiry.
  - Nebraska: The Nebraska Coordinating Commission for Postsecondary Registration reports that USD is exempt from registration in Nebraska. The Nebraska Health and Human Services system reports that USD is in good standing with the Nebraska Board of Nursing because they are approved by the South Dakota Board of Nursing to offer nursing education programs.
  - New Mexico: The New Mexico Higher Education Department reports that state law requires public institutions to request approval for programs offered in New Mexico. USD is aware that it must register in New Mexico and reports that it is currently working on a New Mexico registration application. The New Mexico Board of Nursing did not respond to staff inquiry.

- Minnesota: The Minnesota Office of Higher Education reports that state law requires public institutions that offer programs with an on-the-ground component in Minnesota to register. USD reports that it is aware it must register in Minnesota, and is currently working on a Minnesota registration application. The Minnesota Board of Nursing reports that USD is exempt from state approval for its nursing education programs.

- Idaho: The Idaho State Department of Education reports that USD is exempt from registration. The Idaho Board of Nursing reports that USD is in good standing because USD is approved by the South Dakota Board of Nursing to offer nursing education programs.

- Iowa: USD is in good standing with the Iowa Board of Nursing because USD is approved by the South Dakota Board of Nursing to offer nursing education programs.

- Contact with the Commission's liaison at the Iowa Department of Education, Kris Crabtree-Goff, reveals that the Iowa Department of Education does not require approval of USD's exclusively online education-related programs because they are not teacher preparation programs. Ms. Crabtree-Goff forwarded staff's inquiry to the Iowa Board of Educational Examiners. Susan Fisher from the Board of Educational Examiners reports that the Board does not pre-approve out-of-state programs.

- The Iowa Board of Nursing's online license verification system confirms that the primary faculty, adjunct faculty, and clinical coordinator for the Iowa-based Associate of Science in nursing program are currently licensed in Iowa as registered nurses.

- The federal Department of Education reports that USD is currently accredited by the HLC, an accrediting agency that the federal Department of Education recognizes.

- The HLC's web-based accreditation record for USD indicates that USD is currently accredited and has no stipulations on its affiliated status.

- USD has minimum standards for hiring regular and adjunct faculty, as determined by the South Dakota Board of Regents, to ensure that instructors and professors who provide instruction to Iowa residents have, as applicable, graduate degrees, special training, and experience that qualifies them for their assignments.

- The federal Department of Education reports that USD is not subject to a limitation, suspension, or termination of its eligibility to participate in the federal student aid programs.

Additional Information

USD disclosed the following additional information as required by the registration application. These data are provided for informational purposes only; they do not relate to registration criteria under Iowa Code or administrative rules.

- Federal Stafford Loan Cohort Default Rate (FFY 2008): 2.6%

  - FFY 2008 national average cohort default rate: 7%

- Average Debt Upon Graduation: $22,676

- Retention Rate (percentage of first-time students in fall 2008 who returned to the school to continue their studies in fall 2009): 72%

- Graduation rate (percentage of first-time, full-time students who graduated within 150% of the normal time for program completion): 46%

- Procedure for resolution of student complaints-detailed procedural information for students with complaints or grievances is established by the South Dakota Board of Regents and disclosed to students in academic policies available through the USD secure University Portal “myu.”

Attachment:
Memorandum dated January 10, 2011, to the Iowa College Student Aid Commission from Dr. Laurie Becvar

IOWA COLLEGE STUDENT AID COMMISSION

Hamilton Technical College
Application for Postsecondary Registration in Iowa
November 2010

RECOMMENDED ACTION:

Approve the application for postsecondary registration for Hamilton Technical College (HTC).

Registration Purpose

Iowa Code Section 261B.3 requires registration with the Commission for "a school that maintains or conducts one or more courses of instruction including courses of instruction by correspondence or other distance delivery method, offered in this state or which has a presence in this state and offers courses in other states or foreign countries. . .". HTC is seeking initial registration in order to continue offering postsecondary vocational diploma and degree programs at its campus in Davenport, Iowa. HTC has been offering postsecondary vocational education in Iowa since 1969.

Background

Commission staff researched HTC's registration status as the result of a public inquiry that staff first received on June 11, 2010. Initially, staff replied to that inquiry by indicating HTC was exempt from registration. However, after further investigation, staff determined that HTC did not qualify for any current registration exception under Iowa law. Therefore, staff required HTC to apply for registration. HTC did so promptly and has fully complied with staff requests pursuant to registration requirement.

Commission staff believe that HTC was previously treated as though it were exempt from registration under Iowa law. In fact, the school may have been exempt at one time under Iowa Code Sections 261B.2 (definition of "school") and 261B.11(11). These provisions of law do not require a school that offers non-degree, specialty vocational programs to register with the Commission. For many years, HTC offered only postsecondary, vocational diploma programs. However, later, HTC expanded its program offerings to include postsecondary degree programs. Commission staff recommends no adverse action regarding HTC's previously unregistered status.

HTC offers the following programs solely through in-person instruction on site at its Davenport campus:

- Electronics Communication Technology (diploma) – new program

- Process Control Systems Technology (diploma) – new program
- Electronics Engineering Technology (Bachelor of Science degree)
- Electronics Engineering Technology (Associate of Science degree)
- Medical Assisting Technology (diploma)
- Medical/Insurance Coding Specialist (diploma)

The school provided Commission staff with documentation substantiating that all of the aforementioned programs are approved by the institution's accrediting agency, the Accrediting Commission of Career Schools and Colleges (ACCSC).

Tuition and fee charges for these programs are as follows:

- Electronics Communication Technology (diploma) - $14,875
- Process Control Systems Technology (diploma) - $14,875
- Electronics Engineering Technology (Bachelor of Science degree) - $39,625
- Electronics Engineering Technology (Associate of Science degree) - $29,725
- Medical Assisting Technology (diploma) - $11,275
- Medical/Insurance Coding Specialist (diploma) - $11,275

Registration Compliance

As required by Iowa Code Section 261B.4, HTC disclosed its policy on refunding tuition charges for withdrawn students by providing a copy of its student catalog and training contract. The school's specific tuition refund policy is not a registration criterion for registration, however, staff note that HTC's tuition refund policy for Iowa residents meets the requirements of Iowa Code Section 714.23. See below under "Chapter 714 Compliance."

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) "e" through "h". (Note: Iowa Code Chapter 261.9(1)(h) does not exist.)

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. These requirements duplicate policies and disclosures required by the federal Department of Education for a school that participates in the federal student aid programs. At the time of the application HTC complied with the requirements of Iowa Code Section 261.9(1)(e) through disclosures provided to students in the HTC catalog. During the application review process, HTC worked cooperatively with Commission staff to develop a crime awareness policy that complies with Iowa Code Section 261.9(1)(f) and the federal Department of Education's

requirements for a Title IV participating school. These policies are incorporated into the school's catalogue for disclosure to students.

- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active (Iowa) state or federal military duty or service. During the application review process, HTC worked cooperatively with Commission staff to develop a policy that meets the requirements of Iowa Code. HTC has decided that it will extend the flexibilities afforded by this policy not only to Iowa residents but to all students regardless of the student's state of residency. HTC's policy on military withdrawal is incorporated into the school's catalogue for disclosure to students.

On its registration application, HTC affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies, whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are duplicative of the federal Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs, and are provided in the school's catalog.

HTC discloses its procedure for preserving student records in its registration application as follows:

> All student files, which include admissions, academics and financial records, are stored in locked, fire-safe file cabinets on campus. These are locked each evening. Additionally, student information is stored by our administrative software, CampusVue. This information is secured with a two password system on local servers. This information is backed up every evening and the back-up is stored off site.

HTC provided contact information for an individual at its Davenport campus that a student may contact for academic transcript information.

HTC employs 17 full-time Iowa employees at its Davenport campus, of which 7 are full-time faculty.

HTC discloses that it will comply with the provisions of Iowa Code Section 261B.7, which states, "Neither a school nor its officials or employees shall advertise or represent that the school is approved or accredited by the commission or the state of Iowa *nor shall it use the registration as a reference in promotional materials*." Commission staff believe that, provided a school does not claim "approval" or "accreditation," the school serves the public's interests if it

discloses that it is registered with the Commission, and provides contact information for the Commission to whom Iowa residents may direct inquiries or express concerns about the school. Commission staff request that the Commission permit this limited disclosure under the conditions described immediately above. Commission staff will work with HTC to ensure that the disclosure is appropriate.

HTC complied with the following additional registration requirements of administrative rules:

- HTC submitted copies of an audit conducted by an independent auditing firm, Blair, Thomsen and Co., P.C., for the fiscal year ending December 31, 2009. The auditing firm expressed its opinion that HTC's financial statements present fairly, in all material respects, the school's financial position.

  The auditing firm also stated its opinion that HTC fairly represented, in all material respects, the school's compliance with two standards of financial responsibility that must be met by a school that participates in the federal student aid programs:

  - A school must maintain a composite score, based on a three factor financial responsibility ratio, of at least 1.5 in order to be determined "financially responsible." HTC reports that its composite score is 1.78.

  - A for-profit institution is prohibited from deriving more than 90% of its revenue from Title IV aid. HTC reports that it derives 90.0% of its revenue from Title IV aid.

- HTC's application and catalog provide sufficient substantiation that HLC maintains adequate learning resources and physical facilities for the school's programs.

- HTC provided Commission staff with a document entitled "Educational Administration and Faculty Qualifications" that includes sufficient information to substantiate that key staff (i.e., the Director of Education, Academic Dean, and Director) with an appropriate discipline are involved in developing and evaluating curriculum for the school's programs, and ensuring that faculty have the qualifications and experience necessary for their assignments.

- The application includes a signed statement executed by the school's chief executive officer, Maryanne Hamilton, attesting to the school's commitment to deliver programs HTC offers, and to find alternatives for teach-outs for students to complete programs at other schools if HTC closes a program before students have completed their course of study.

Verifications

Commission staff independently verified the following facts that are pertinent to HTC's registration eligibility:

- HTC has an active Certificate of Existence #65416 registered with the Iowa Secretary of State as a domestic, for-profit corporation.

- HTC is not required to seek approval of the Iowa Board of Nursing or any other Iowa state agency for its Medical Assisting Technology diploma program.

- The federal Department of Education reports that HTC is currently accredited by the ACCSC, an accrediting agency that the federal Department of Education recognizes.

- The ACCSC confirms that HTC is accredited and in good standing. ACCSC reconsidered HTC's accreditation renewal application during its November 2010 meeting and has renewed the school's accreditation until May 2015.

- The federal Department of Education reports that HTC is not subject to a limitation, suspension, or termination of its eligibility to participate in the federal student aid programs.

Additional Information

HTC disclosed the following additional information as required by the registration application. These data are provided for informational purposes only; they do not relate to registration criteria under Iowa Code or administrative rules.

- Federal Stafford Loan Cohort Default Rate (FFY 2008): 8.7%

  - FFY 2007 national average cohort default rate: 7%

- Average Debt Upon Graduation

  - Medical Assisting Technology diploma program $8550.00
  - Medical/Insurance Coding Specialist diploma program $8550.00
  - Associate of Science in Electronics Engineering Technology $29,250.00
  - Bachelor of Science in Electronics Engineering Technology $38,880.00
  - Electronics Communication Technology diploma program – no data; new program
  - Process Control Systems Technology diploma program – no data; new program

- Graduation rate (percentage of first-time, full-time students who graduated within 150% of the normal time for program completion):

  - Bachelor of Science in Electronic Engineering Technology 100%
  - Associate of Science in Electronic Engineering Technology 45%
  - Medical Assisting Technology diploma program 67%
  - Medical/Insurance Coding Specialist diploma program 58%

  - Electronics Communication Technology diploma program – no data; new program
  - Process Control Systems Technology diploma program – no data; new program

- Procedure for resolution of student complaints – detailed procedural information for students with complaints or grievances is provided in the school's catalog. In addition, HTC maintains an internal procedure of requesting formal student critiques at the end of each semester. This procedure is administered by the Academic Dean and critiques are reviewed with each instructor.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

As an addendum to its registration application, HTC applied for an exemption from filing evidence of financial responsibility under Iowa Code Section 714.18. HTC claimed a trade or vocational school exemption under Iowa Code Chapter 714.22. Iowa Code Chapter 714.22 requires that the trade or vocational school submit evidence of a current, continuous corporate surety bond in favor of the State of Iowa in the amount of $50,000, or a CPA's sworn financial statement showing that the net worth of the school (or the school's parent company) is at least five times the amount of the bond. Based on the vocational focus of all of its program offerings, Commission staff believe HTC qualifies as a trade or vocational school, and the school has fulfilled the conditions of the claimed exemption by filing evidence of a bond in the requisite amount. Commission staff separately approved the school's exemption claim.

Section 714.23 – State Tuition Refund Policy

Iowa Code Section 714.23 requires "a person offering a course of instruction at the postsecondary level, for profit, that is more than four months in length and leads to a degree, diploma, or license…" to provide a refund of tuition to a student who withdraws from the school's program in an amount that at least meets the formula specified in Section 714.23. During the application review process, Hamilton Technical College worked with Commission staff to develop a tuition refund policy for Iowa residents who withdraw. HTC's policy complies with the provisions of Iowa Code Section 714.23 and has been incorporated into the school's catalogue for disclosure to students.

Iowa College and University Enrollment Report, Fall 2010

Prepared for the Iowa Coordinating Council on Post-High School Education **DRAFT**

Table I. Total Enrollment

	Total Students Degree Credit Enrollment					Extension Included in Total	HS Concurrent Included in Total	PSEO Included in Total	By Academic Load		Total Semester Credit Hours		Adjusted Total	Residency Status	
	Fall 2010				Fall 2009										
	M	W	Unknown	Total	Total	Fall 2010	Fall 2010	Fall 2010	Full-Time	Part-Time	Full-Time	Part-Time	(FT + Adj. PT)	Resident	Non-Res
Public 4-Year or Above															
Iowa State University	16,116	12,566		28,682	27,826	1,288		90	25,319	3,363	377,284.	15,593.	26,880.	18,448	10,234
University of Iowa	14,923	15,902		30,825	30,328	2,094	3	81	25,467	5,358	349,232.	24,377.	27,850.	17,600	13,225
University of Northern Iowa	5,474	7,727		13,201	13,032	797		61	11,148	2,053	156,910.	10,029.	12,088.	11,978	1,223
Subtotal	36,513	36,195		72,708	71,186	4,179	3	232	61,934	10,774	883,426.	49,999.	66,819	48,026	24,682
Private Non-Profit 4-Year or Above															
AIB College of Business	298	611		909	950	346	28		610	299	6,923.	1,673.	796.	857	52
Allen College	24	453		477	454				296	181	3,849.	961.	392.	453	24
Briar Cliff University					1,097		88								
Buena Vista University	947	1,759		2,706	2,643	1,667		7	2,279	427	22,771.	1,328.5	2,398.	2,340	366
Central College	767	881		1,648	1,636	132	1	6	1,606	42	23,743.5	270.5	1,629.	1,282	366
Clarke University	409	846		1,255	1,173			28	979	276	14,629.5	1,381.	1,107.	780	475
Coe College	630	713		1,343	1,283		14		1,288	69	5,319.12	91.3	1,296.	819	538
Cornell College	552	639		1,191	1,144				1,182	9	18,234.	64.	1,187.	219	972
Des Moines University Osteopathic	813	1,008		1,821	1,783	258			1,388	433	63,374.	2,192.	1,632.	571	1,250
Divine Word College	73	34		107	92				103	4	1,691.	5.	103.		107
Dordt College	702	666		1,368	1,360			10							
Drake University	2,363	3,253		5,616	5,653			19	4,379	1,237	67,483.5	6,264.	5,041.	2,780	2,836
Emmaus Bible College	107	138		245	246				230	15	3,893.25	127.5	241.	88	157
Faith Baptist Bible College and	173	184		357	446	2	2	5	301	56	4,967.	309.	330.	188	169
Graceland University - Lamoni	729	1,540		2,269	2,355	1,351		125	1,710	559	20,698.	2,574.	1,953.	597	1,672
Grand View University	847	1,261		2,108	2,028			28	1,688	420	23,928.	2,701.	1,919.	1,903	205
Grinnell College	757	898		1,655	1,688	164	19		1,609	46	25,254.	218.5	1,627.	205	1,450
Iowa Wesleyan College	310	461		771	856				583	188	8,748.5	1,144.	678.	456	315
Loras College	792	784		1,576	1,573		5		1,487	89	22,598.5	495.	1,534.	714	862
Luther College	1,065	1,416		2,481				28	2,422	59	37,193.	269.	2,444.	810	1,671
Maharishi University of	792	346		1,138	1,154	594			892	246	14,395.	1,510.	1,056.	113	1,025
Mercy College of Health Sciences	123	667	2	792	778	61		5	464	328	6,356.	2,512.	673.	774	18
Morningside College	730	1,261		1,991	2,036	683	3	5	1,214	777	18,342.	3,084.	1,550.	1,542	449
Mount Mercy University	509	1,134		1,643	1,665	11		4	950	693	13,036.5	4,351.	1,332.	1,565	78
Northwestern College	510	733		1,243	1,199	20		7	1,189	54	18,667.	240.75	1,209.	656	587
Palmer College of Chiropractic	827	426		1,253	1,343				1,232	21	36,947.	118.	1,239.	280	973
Saint Ambrose University	1,419	2,244		3,663	3,719	1,203	18		2,744	919	41,419.	4,705.	3,203.	1,767	1,896
Simpson College	887	1,128		2,015	2,012			10	1,489	526	21,543.	3,805.	1,812.	1,801	214
University of Dubuque					1,719										
Upper Iowa University	2,533	4,232		6,765	6,605	5,850			3,928	2,837	45,639.	18,890.	5,504.	2,354	4,411
Waldorf College	397	246		643	523			42	582	61	8,959.	380.	614.	247	396
Wartburg College	834	941		1,775	1,800			22	1,715	60	24,466.75	331.5	1,747.	1,252	523
Wartburg Theological Seminary	72	79		151	152	13			138	13	1,806.	53.	144.	35	116
William Penn University					2,013										
Subtotal	21,991	30,982	2	52,975	55,178	12,355	178	351	40,677	10,944	626,874.12	62,048.55	46,390	27,448	24,173

Public 2-Year

Des Moines Area Community	11,383	13,275		24,658	15,741		7,940		9,629	15,029	128,146.	83,682.	16,602.	24,253	405
Eastern Iowa Community College	3,855	5,510		9,365	5,961		3,057		4,210	5,155	56,095.5	29,179.5	6,642.	8,406	959
Hawkeye Community College	2,954	3,710		6,664	5,125		1,167		3,787	2,877	52,557.	16,371.	5,151.	6,572	92
Indian Hills Community College	2,335	2,919	266	5,520	3,899		1,340		3,557	1,963	35,720.5	8,228.5	4,243.	5,181	339
Iowa Central Community College	3,169	3,010	25	6,204	3,658		2,003		3,401	2,803	49,848.9	14,270.5	4,590.	5,798	406
Iowa Lakes Community College	1,611	1,819	44	3,474	2,307		984		2,042	1,432	31,322.	7,666.	2,681.	2,949	525
Iowa Valley Community College	1,385	1,760	9	3,154	2,462		716		1,947	1,207	28,056.	6,831.5	2,516.	2,842	312
Iowa Western Community College	2,954	3,842	2	6,798	4,634		1,586		3,982	2,817	56,841.	16,471.5	5,355.	5,140	1,659
Kirkwood Community College	8,531	9,725	200	18,456	15,176		2,696		10,011	8,445	136,386.	48,276.	14,034.	17,488	968
North Iowa Area Community	1,688	2,056		3,744	2,701		1,021		2,028	1,716	28,901.	8,831.	2,764.	3,534	210
Northeast Iowa Community College	1,980	3,156		5,136	3,664		1,536		2,511	3,665	35,453.25	14,727.75	3,738.	4,642	494
Northwest Iowa Community College	773	875		1,648	933		634		742	906	11,697.	4,543.	1,121.	1,542	106
Southeastern Community College	1,421	2,178	2	3,601	3,020		654		2,092	1,509	29,074.5	8,511.7	2,801.	3,014	587
Southwestern Community College	709	1,044		1,753	1,181		554		903	850	13,059.	4,738.5	1,298.	1,642	111
Western Iowa Tech Community	2,675	3,626	120	6,421	4,163		2,064		3,041	3,380	41,972.5	18,676.	4,597.	5,568	853
Subtotal	47,423	58,505	668	106,596	74,625		27,952		53,883	53,754	735,130.15	291,004.45	78,133	98,571	8,026

Private For-Profit 4-Year or Above

Ashford University	18,138	44,952	6	63,096		62,234	23		63,062	34	1,610,247.	209.	63,079.	1,336	61,760
Hamilton Technical College					237										
Kaplan University - Cedar Falls	165	454		619	649				300	319	18,410.	12,117.	1,815.	607	12
Kaplan University - Cedar Rapids	190	537		727	712				294	433	19,256.	20,987.	2,917.	705	22
Kaplan University - Council Bluffs	49	179	1	229	260				90	139	4,078.	4,961.	710.	172	57
Kaplan University - Davenport	193	559	1	753	758				333	420	23,830.	18,378.	2,631.	512	241
Kaplan University - Des Moines	252	606	2	860	923				343	517	16,831.	19,168.	2,739.	842	18
Kaplan University - Mason City	106	258		364	376				141	223	8,562.	9,004.	1,266.	327	37
Kaplan University - Online	15,719	45,681	33	61,433	58,806	61,433			9,456	51,977	792,186.	2,041,197.	266,661.	863	60,570
University of Phoenix - Des Moines															
Subtotal	34,812	93,226	43	128,081	62,721	123,667	23		74,019	54,062	2,493,400.	2,126,021.	341,819	5,364	122,717

Private Non-Profit 2-Year or Less

Covenant Medical Center School of					24										
Iowa Health-Des Moines School of	4	16		20	23				20		63.		20.	17	3
Jennie Edmundson School of					10										
Mercy Medical Center - North Iowa					13										
Mercy/St. Luke's School of	3	23		26	31				26		394.		26.	26	
St Luke's College	20	176		196	185				150	46	1,910.	359.	180.	132	64
Subtotal	27	215		242	286				196	46	2,367.	359.	226	175	67

Private For-Profit 2-Year or Less

American College of Hairstyling -					16										
American College of Hairstyling -					34										
American Hair Academy - Fort	1	29		30	36				30		1,476.		30.	25	5
Aveda Institute - Des Moines															
Bio-Chi Institute of Massage									25				25.	18	7
Body Wisdom Massage Therapy															
Capri College - Cedar Rapids	3	147		150	135				150		2,514.		150.	150	
Capri College - Davenport	5	116		121	155				121		1,980.		121.	77	44
Capri College - Dubuque	5	125		130	115				130				130.	92	38
Carlson College of Massage Therapy															
College of Hair Design					49										
College of Massage & Healing Arts															
E Q School of Hair Design	2	38		40	53				40		60.		40.	36	4
East West School of Integrative															
Faust Institute of Cosmetology -	2	25		27	17				27		975.		27.	23	4
Faust Institute of Cosmetology -	1	32		33	24		16		33				33.	33	
Guiding Light School of Massage															
Hair Tech School of Cosmetology	1	12		13	13				13				13.	13	
Iowa Massage Institute	1	7		8					16				16.	8	
Iowa School of Beauty - Des Moines	8	147		155	133				155		70.		155.	155	
Iowa School of Beauty -	1	23		24	24				24		70.		24.	24	
Iowa School of Beauty - Ottumwa	1	64		65	61				65		70.		65.	65	
Iowa School of Beauty - Sioux City	1	51		52	42				52		70.		52.	52	
ISB/College of Natural Health	10	20		30					30		12.		30.	30	
La James College of Hairstyling and	5	130		135	130				135		2,025.		135.	91	44
La James International College -					79										
La James International College -					60										
La James International College - Des					163										
La James International College -					76										
La James International College -					85										
The Institute of Therapeutic															
The Salon Professional Academy					143										
Therapeutic Solutions															
Total Look School of Cosmetology &															
Vatterott College	158	255		413	367				413		12.		413.	413	
Windemere Institute of Healing Arts															
Subtotal	205	1,221		1,426	2,010		16		1,459		9,334.		1,459	1,305	146

Grand Total	140,971	220,344	713	362,028	266,006	140,201	28,172	583	232,168	129,580	4,750,531	2,529,432	534,846	180,889	179,811

Note: This report is based on point-in-time data representing enrollments corresponding to each College/University census date. For example, for the University of Iowa, University of Northern Iowa and Iowa State University, the census date is the 10th day of classes. The public community colleges use the 14th day of classes for their census date.

Adjusted Total Enrollment is calculated by adding the total number of Full Time students to the number of Part Time Semester Credit Hours divided by the institution's FTE value. (For most institutions the FTE value is 12 semester credit hours for undergraduates, and 9 semester credit hours for graduate and professional students.)

Table II. Summary of Total Enrollment (Head Count) and Adjusted Total Enrollment (Full-Time Enrollment plus Adjusted Part-Time Enrollment)

	Total State Headcount Enrollment				Adjusted Total Enrollment			
Sector	**Fall 2009**	**Fall 2010**	**% Change**	**% of Total**	**Fall 2009**	**Fall 2010**	**% Change**	**% of Total**
Private For-Profit 2-Year or Less	2,010	1,426	-29%	0.39%	2,058	1,459	-29%	0.27%
Private For-Profit 4-Year or Above	62,721	128,081	+104%	35.38%	5,024	341,819	+6,704%	63.91%
Private Non-Profit 2-Year or Less	286	242	-15%	0.07%	299	226	-24%	0.04%
Private Non-Profit 4-Year or Above	55,178	52,975	-4%	14.63%	57,479	46,390	-19%	8.67%
Public 2-Year	74,625	106,596	+43%	29.44%	96,389	78,133	-19%	14.61%
Public 4-Year or Above	71,186	72,708	+2%	20.08%	70,013	66,819	-5%	12.49%
ALL INSTITUTIONS	266,006	362,028	36%		231,262	534,846	131%	

DRAFT

COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION
Membership 2010-2011
January 11, 2011

I. Appointed by the State Board of Education

A. Members of the Board of Education	
Member	Alternate
Sister Jude Fitzpatrick 601 Grand Ave. Des Moines, IA 50309 (515) 237-5048 (515) 237-5070 (Fax) jfitzpatrick@dmdiocese.org	
B. Institutional Representatives	
Member	Alternate
Dr. Deb Derr, President North Iowa Area Community College 500 College Drive Mason City, IA 50401 (641) 422-4000 (641) 423-1711 (Fax) derrdebr@niacc.edu	Dr. Patricia A. Keir 306 West River Drive Davenport, IA 52801 563-336-3304 563-336-3303 (Fax) pkeir@eicc.edu
Dr. Dan Kinney, President Iowa Western Community College 2700 College Road, Box 4C Council Bluffs, IA 51502-3004 (712) 325-3201 (712) 325-3216 (Fax) dkinney@iwcc.edu	Mr. James Mollenhauer 3279 Stone Court Marion, IA 52302 (319) 431-4374 (Cell) jmdm2@mchsi.com Kirkwood Community College
Ms. Donna Miller 3520 Dewitt Road Waterloo, IA 50701 (319) 988-3797 Dmiller1@live.com Hawkeye Community College	

C. Representatives of Dept. of Education	
Member	Alternate
Dr. Roger Utman, Administrator Div. of Community Colleges & Workforce Preparation Iowa Department of Education Grimes State Office Building 400 East 14th Street Des Moines IA 50319-0146 (515) 281-3542 (515) 281-6544 (Fax) roger.utman@iowa.gov	Ms. Colleen Hunt, Chief Div. of Community Colleges & Workforce Preparation Iowa Department of Education Grimes State Office Building 400 East 14th Street Des Moines, IA 50319-0146 (515) 281-0319 (515) 281-6544 (Fax) colleen.hunt@iowa.gov

II. Appointed by the Board of Regents, State of Iowa

A. Representatives of Member Institutions	
Member	Alternate
Dr. Sally Mason, President University of Iowa 101 Jessup Hall Iowa City, IA 52242 (319) 335-3549 (319) 335-0807 (Fax) sally-mason@uiowa.edu	Dr. Beth Ingram, Associate Provost University of Iowa 111 Jessup Hall Iowa City, IA 52242 (319) 335-0148 (319) 335-3560 (Fax) Beth-ingram@uiowa.edu
Dr. Gregory Geoffroy, President Iowa State University 1750 Beardshear Hall Ames, IA 50011 (515) 294-2042 (515) 294-0565 (Fax) geoffroy@iastate.edu	Dr. Dave Holger Associate Provost & Dean of Graduate College Iowa State University 1550 Beardshear Hall Ames, IA 50011 (515) 294-7184 (515) 294-8844 (Fax) holger@iastate.edu
Dr. Ben J. Allen, President University of Northern Iowa 20 Seerley Hall Cedar Falls, IA 50614-0705 (319) 273-2566 (319) 273-6494 (Fax) ben.allen@uni.edu	Dr. Michael Licari, Associate Provost University of Northern Iowa Seerley Hall 1 Cedar Falls, IA 50614-0707 (319) 273-2518 (319) 273-3153 (Fax) Michael.licari@uni.edu
Dr. Barry Butler, Interim Provost University of Iowa 111 Jessup Hall Iowa City, IA 52242 (319) 335-3565 (319) 335-3560 (Fax) Patrick-butler@uiowa.edu	Dr. Chet Rzonca, Dean of Continuing Education University of Iowa 250 Continuing Education Facility Iowa City, IA 52242 (319) 335-2527 (319) 335-2740 (Fax) Chet-rzonca@uiowa.edu

Dr. Elizabeth Hoffman, Provost Iowa State University 1550 Beardshear Hall Ames, IA 50011-2021 (515) 294-0070 (515) 294-8844 (Fax) bhoffman@iastate.edu	Dr. Dawn Bratsch-Prince, Associate Provost Iowa State University 1550 Beardshear Hall Ames, IA 50011-2021 (515) 294-9556 (515) 294-8844 (Fax) deprince@iastate.edu
Dr. Gloria Gibson, Provost University of Northern Iowa Seerley Hall 1 Cedar Falls, IA 50614-0707 (319) 273-2517 (319) 273-3153 (Fax) gloria.gibson@uni.edu	Dr. Joel Haack, Dean, College of Natural Sciences University of Northern Iowa Biology Research Complex -- BCR 50 Cedar Falls, IA 50614-0181 (319) 273-2585 (319) 273-2893 (Fax) joel.haack@uni.edu

III. Appointed by the Iowa Association of Independent Colleges and Universities

A. Members of the Board of Trustees of Member Institutions	
Member	Alternate
Dr. John Sellars, President Graceland University 1 University Place Lamoni, IA 50140 (641) 784-5128 (641) 784- (Fax) jsellars@graceland.edu	Mr. Robert L. Lester Simpson College 12771 Fulton Street Indianola, IA 50125 (515) 961-3209 rlester@dwx.com
Dr. Craig Pearson, Executive Vice President Maharishi University of Management Fairfield, IA 52557 (641) 472-1186 cpearson@mum.edu	Dr. Barbara Quijano Decker, JD SPHR, President Mercy College of Health Sciences 928-6th Avenue Des Moines, IA 50309 (515) 643-6600 (515) 643-6698 (Fax) bdecker@mercydesmoines.org
Dr. Frank Moore, President Central College 2119 Evelyn Street Perry, IA 50220 (515) 465-5432	Mr. Gary Steinke, President Iowa Assoc of Independent Colleges & Universities 505 Fifth Avenue, Suite 1030 Des Moines, IA 50309-2399 (515) 282-3175 (515) 282-9508 (Fax) president@iaicu.org

B. Representatives of Independent Colleges	
Member	Alternate
Dr. Christopher Blake, President Mount Mercy College 1330 Elmhurst Drive NE Cedar Rapids, IA 52402-4797 (319) 368-6464 (319) 363-5270 (Fax) cblake@mtmercy.edu	
Dr. John Byrd, President Simpson College 701 North C Street Indianola, IA 50125 (515) 961-1611 John.byrd@simpson.edu	

IV. Appointed by Iowa College Student Aid Commission

Member	Alternate
Julie Leeper, Iowa College Student Aid Commission 603 E. 12th Street, 5th Floor Des Moines , IA 50319 (515) 725-3420 (515) 725-3401 (Fax) julie.leeper@iowa.gov	Ms. Karen Misjak, Executive Director Iowa College Student Aid Commission 200 Tenth Street, Fourth Floor Des Moines, IA 50309-3609 (515) 725-3410 (515) 725-3401 (Fax) karen.misjak@iowa.gov

V. Appointed by Iowa Public Broadcasting Board

Member	Alternate
Mr. Terry Rinehart Iowa Public Television PO Box 6450 Johnston, IA 50131-6450 (515) 242-4180 (515) 242-3155 (Fax) terry.rinehart@iptv.org	Tiffany DeJager Iowa Public Television PO Box 6450 Johnston, IA 50131-6450 (515) 242-5421 (515) 242-3155 (Fax) tiffany.dejager@iptv.org

VI. Appointed by Private for Profit Schools

Member	Alternate
Ms. Susan Spivey, Campus President Kaplan University 3165 Edgewood Parkway, SW Cedar Rapids, IA 52404 (319) 363-0481 (319) 363-3812 (Fax) sspivey@kaplan.edu	Ms. Kersten Shepard Kaplan University 3165 Edgewood Parkway, SW Cedar Rapids, IA 52404 (319) 363-0481 (319) 363-3812 (Fax) kshepard@khec.com

VII. Student Representatives

Member	Alternate
(Community College Sector)	
(Regent University Sector)	
(Independent Sector)	

VIII. Liaison Representatives – Ex Officio Non Voting

Iowa Assoc of Ind Colleges & Universities Mr. Gary Steinke, President 505 Fifth Avenue, Suite 1030 Des Moines, IA 50309-2399 (515) 282-3175 (515) 282-9508 (Fax) president@iaicu.org	Iowa Department of Education Mr. Kevin Fangman, Interim Director Grimes State Office Building Des Moines, IA 50319-0146 (515) 281-3436 (515) 281-4122 (Fax) Kevin.fangman@iowa.gov
Iowa Association of Community College Trustees Ms. M. J. Dolan, Executive Director 707 East Locust Des Moines, IA 50309 (515) 282-4692 (515) 282-3743 (Fax) mjdolan@iacct.com	Board of Regents, State of Iowa Dr. Diana Gonzalez, Chief Academic Officer Board of Regents, State of Iowa 11260 Aurora Avenue Urbandale, IA 50322-7905 (515) 242-6116 (515) 281-6420 (Fax) gonzalez@iastate.edu

COORDINATING COUNCIL EXECUTIVE COMMITTEE
2010-2011

Chair Dr. Deb Derr, President North Iowa Area Community College 500 College Drive Mason City, IA 50401 (641) 422-4000 (641) 423-1711 (Fax) derrdebr@niacc.edu	**Vice-Chair** Dr. Sally Mason, President University of Iowa 101 Jessup Hall Iowa City, IA 52242-1316 (319) 335-3549 (319) 335-0807 (fax) Sally-mason@uiowa.edu
Permanent Secretary Dr. Diana Gonzalez, Chief Academic Officer Board of Regents, State of Iowa 11260 Aurora Avenue Urbandale, IA 50322-7905 (515) 242-6116 (515) 281-6420 (Fax) gonzalez@iastate.edu	**Recording Secretary** Dr. Roger Utman, Administrator Div. of Community Colleges & Workforce Prep. Iowa Department of Education Grimes State Office Building 400 East 14th Street Des Moines IA 50319-0146 (515) 281-3542 (515) 281-6544 (Fax) roger.utman@iowa.gov
Treasurer Mr. Gary Steinke, President Iowa Assoc of Independent Colleges & Universities 505 Fifth Avenue, Suite 1030 Des Moines, IA 50309-2399 (515) 281-3175 (515) 282-9508 (Fax) president@iaicu.org	**Immediate Past Chair** Dr. Christopher Blake, President Mount Mercy College 1330 Elmhurst Drive NE Cedar Rapids, IA 52402 (319) 368-6464 (319) 363-5270 (Fax) cblake@mtmercy.edu

admbentley@gmail.com
anders@graceland.edu
angie-cochran@uiowa.edu
bashl@wmpenn.edu
bbeert@hamiltontechcollege.com
bdecker@mercydesmoines.org
ben.allen@uni.edu
beth-ingram@uiowa.edu
beverly.wharton@briarcliff.edu
bhoffman@iastate.edu
bkbehli@iastate.edu
bradley@swcciowa.edu
Brandon.shedron@vatterott-college.edu
brenda.wickett@simpson.edu
bruce.campbell@lawiowa.com
Catherine.Gieseler@vatterott-college.edu
cathy.plunkett@vatterott-college.edu
cbamford@grandview.edu
cblake@mtmercy.edu
CBuhr@hawkeyecollege.edu
cdfarlow@dmacc.edu
chall@grandview.edu
cheryl.jacobsen@loras.edu
chet-rzonca@uiowa.edu
christopher.duree@iavalley.edu
cigelmans@aib.edu
clauson@graceland.edu
clfiegen@capricollege.com
cpearson@mum.edu
daniel.nieland@vatterott-college.edu
david.maxwell@drake.edu
david.strom@dmu.edu
dawn-pressler@uiowa.edu
dbarger@grandview.edu
deeds@morningside.edu
derrdebr@niacc.edu
dfile@iwc.edu
dheflin@sf.coloradotech.edu
dkinney@iwcc.edu
dlarson@wartburgseminary.edu
dlittle@prairiepride.org
droby@secc.cc.ia.us
dunkerr@witcc.edu
durhamjd@ihs.org
edwards@dordt.edu

ehoekstra@dordt.edu
fieldsa@wmpenn.edu
fosterj@aib.edu
gene@vincentcompanies.com
geoffroy@iastate.edu
gloria.gibson@uni.edu
gonzalez@iastate.edu
heissere@graceland.edu
hfranken@vatterott-college.edu
holger@iastate.edu
hutchins@dwci.edu
ituttle@iastate.edu
jane.larson@uni.edu
jay.simmons@iwc.edu
jclendenen@itt-tech.edu
jcollins@loras.edu
jcook@iowalakes.edu
jennifer.yarrow@uni.edu
jfitzpatrick@dmdiocese.org
jham@iastate.edu
jmarsden@mtmercy.edu
jmdm2@mchsi.com
joan.lingen@clarke.edu
joanne.burrows@clarke.edu
joel.haack@uni.edu
john.byrd@simpson.edu
johnsmar@niacc.edu
jphifer@coe.edu
j-rives@wiu.edu
jsellars@graceland.edu
jstewart@dbq.edu
judechm@aol.com
jule.thorsen@simpson.edu
julie.leeper@iowa.gov
justin@faustinstitute.com
karen.misjak@iowa.gov
kathy@iaicu.org
khenning@grandview.edu
kjlinduska@dmacc.edu
KochPaulC@sau.edu
kshepard@khec.com
lajames@lajames.net
larry.patten@palmer.edu
lauren-powers@uiowa.edu
lesage@nwciowa.edu

lgarner@cornellcollege.edu
marilyn-brown@uiowa.edu
mark-braun@uiowa.edu
mathewk@DWCI.EDU
mbaehr@coe.edu
mccomas@iowacentral.edu
mcleod@iastate.edu
melody@mtmercy.edu
mestivers@grandview.edu
michael.renner@drake.edu
millerd1533@nicc.edu
mjdolan@iacct.com
mooref@bvu.edu
msprouse@indianhills.edu
nancyw@aib.edu
nericksn@iwc.edu
officeofthepresident@sau.edu
oldfieldc@portal.nicc.edu
osgood@grinnell.edu
pabryant@iastate.edu
pam.bell@vatterott-college.edu
pat.woelber@uni.edu
patricia.geadelmann@uni.edu
pkeir@eicc.edu
president@dbq.edu
president@iaicu.org
president@mum.edu
president@wartburg.edu
presidents.office@simpson.edu
prinke@grandview.edu
pwatts@graceland.edu
reynders@morningside.edu
rjdenson@dmacc.edu
rllester@dwx.com
robert.mayes@columbiasouthern.edu
roed@central.edu
roger.utman@iowa.gov
rolandc@aib.edu
rosemary.link@simpson.edu
rtorgers@luther.edu
RYoho@dmu.edu
sally-mason@uiowa.edu
sanbornelewisw@sau.edu
sharisue.wilcoxon@briarcliff.edu
sknipfel@iastate.edu

smithron@niacc.edu
sspivey@kaplan.edu
staffordjanete@sau.edu
stahlen@wmpenn.edu
stephanie.weeks@iowa.gov
stephen.dengle@dmu.edu
steve.griffith@simpson.edu
stilesMD@stlukes.org
taylor@swcciowa.edu
tbrouwer@itt-tech.edu
terry.rinehart@iptv.org
terry_murrell@witcc.edu
tmcnabb@coe.edu
tom.delahunt@drake.edu
van-allen-shalash@uiowa.edu
vnewhouse@iowalakes.edu
walkera@uiu.edu
welchm@bvu.edu
wilderc@portal.nicc.edu
william.mangan@briarcliff.edu
willsp@nicc.edu
wittmacka@neumannbros.com