

**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 were 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. Programs Without Concerns for Ratification

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