1. Welcome

The Iowa Coordinating Council for Post-High School Education (ICCPHSE) met on Wednesday, October 17, 2012, at 10:00 a.m. at Graceland University in Lamoni, Iowa. Chair John Sellars welcomed the council members and guests to the meeting.

2. Call to Order and Introductions

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

State Board of Education
Sister Jude Fitzpatrick

State Board of Regents
Diana Gonzalez
Laura Dickson

Community Colleges
Deb Derr, North Iowa Area Community College*
Dan Kinney, Iowa Western Community College*

Public Universities
Joel Haack, University of Northern Iowa*
Michael Licari, University of Northern Iowa*
Beth Ingram, University of Iowa
Tom Brumm, Iowa State University

Independent Colleges
John Sellars, Graceland University*
Debbie Kepple-Mamros, Graceland University
Katie Clauson Bash, Graceland University

Proprietary Colleges
Jeremy Wells, Kaplan University

Iowa Department of Education
Jeremy Varner
Iowa College Student Aid Commission
Jeremy Davis

Iowa Public Television Board
Terry Reinhart

Students
None present.

Guests/Presenters:
Bell Cowden, University of Northern Iowa
Connie Wright, Graceland University
Theresa Ziegler, Iowa Lakes Community College

* Indicates voting delegate.

3. Approval of Meeting Minutes

Chair Sellars presented the minutes from the April 19, 2012, ICCPHSE meeting, as well as the Executive Committee minutes from July 12, 2102.

Action: A motion was made by Dan Kinney and seconded by Joel Haack for approval of the minutes as presented. Motion passed.

4. Treasurer’s Report

In Treasurer Gary Steinke’s absence, permanent Secretary Diana Gonzalez presented a statement of the Council’s income and expenditures, which included the Way-Up contribution. The treasury balance was listed at $1,332.32. Deb Derr and John Sellars offered to be on the Audit Committee for the coming year. Gary Steinke will contact them.

Action: A motion was made by Beth Ingram and seconded by Sister Jude Fitzpatrick for approval of the treasurer’s report as presented. Motion passed.

5. Notice of Intents

A. Programs Without Concerns

Chair John Sellars reported on the notices of intent stating that programs without concern were in need of ratification and also mentioned that the programs with concerns had been resolved. All programs were ratified.

Grand View University, Des Moines
Bachelor of Science in Nursing – RN to BSN
Bachelor of Science in nursing
CIP #51.3801
Iowa Health, Des Moines
Iowa Valley Community College District, Marshalltown
Nurse Aide Specialist
Certificate
CIP 51.3902
Marshalltown, Ellsworth

Iowa Valley Community College District, Grinnell
Automobile/Automotive Mechanics Technology/Technician
Associate of Applied Science
CIP 47.0604
Iowa Valley, Grinnell

Kirkwood Community College, Cedar Rapids
Diagnostic Assistant
AAS
CIP # 51.0711
Cedar Rapids

Baking and Pastry Arts
Diploma
CIP # 12.0501
Cedar Rapids

Iowa Western Community College, Council Bluffs
Physical Therapy Assistant
AAS
CIP # 51.0806
Council Bluffs

Northeast Iowa Community College, Calmar
Industrial Maintenance Technician
AAS and Diploma Option
CIP # 47.0303
Peosta

Indian Hills Community College, Ottumwa
Emergency Medical Technician
Certificate
CIP # 51.0904
Ottumwa

Emergency Medical Responder
Certificate
CIP # 51.0904
Ottumwa
Advanced Emergency Medical Technician
Certificate
CIP # 51.0904
Ottumwa

Phlebotomy Technician/Phlebotomist
Certificate
CIP # 51.1009
Ottumwa

**Saint Ambrose University, Davenport**
Master of Physician Assistant Studies
Master’s level
CIP # 50.0912
Davenport

**North Iowa Area Community College, Mason City**
Information Assurance and Security
AAS
CIP #11.1003
Mason City

Information Technology Specialist
AAS
CIP #11.1006
Mason City

**Southwestern Community College, Creston**
Crop Production
Associate of Applied Science
CIP # 01.1102
Creston

Livestock Production
Associate of Applied Science
CIP # 01.0302
Creston

**Iowa Central Community College, Fort Dodge**
Professional Photography
AAS
CIP # 50.0406
Fort Dodge

**Allen College, Waterloo**
Bachelor of Health Sciences – Major Public Health
Bachelor of Health Science (BHS)
CIP # 51.2201
Bachelor of Health Science – Major Dental Health (completion)
Bachelor of Health Science (BHS)
CIP #51.0602
Waterloo

**Iowa State University, Ames**
Wind Energy Science, Engineering, and Policy
Ph.D.
CIP # 14.9999
Ames

**Action:** A motion was made by Deb Derr to accept the motion to ratify the programs, seconded by Joel Haack. Motion passed.

**B. Programs with Questions/Concerns Resolved per ICCPHSE Procedures**

**Loras College, Dubuque**
Masters of Business Administration
M.B.A.
CIP #52.0200
Dubuque

**Buena Vista University, Storm Lake**
Bachelor of Arts
Education degree completion
Baccalaureate
CIP # 13.1202

**Action:** A motion was made by Deb Derr to accept the motion to ratify the programs, seconded by Joel Haack. Motion passed.

**6. Meeting Schedule for 2012-13**

Discussion of the upcoming meeting schedules were presented by Diana Gonzalez stating these meetings are determined by the Executive Committee in July of each year. Upcoming meetings currently scheduled are January 23, 2013 (which will be a conference call, if needed); and April 17, 2013, to be held at DMACC in Ankeny. A presentation will be made at the April meeting regarding the STEM initiative (detailing STEM hubs). Diana also stated that any time throughout the year if committee members have a topic for discussion or presentation in mind, to email the item to her directly.

**8. Presentation: On-Line Distance Education Delivery**

The presentation was entitled “On-line Distance Education Delivery” representing the private, public, and community colleges experiences and procedures. Guest speakers included Belle Cowden from the University of Northern Iowa (UNI); Connie Wright from Graceland University; and Theresa Zeigler from Iowa Lakes Community College.
Belle Cowden presented the history of on-line learning and how UNI selected Adobe Connect. The Quality Matters (QM) rubric keeps them on track and assists them with course design. They have four phases that they focus on: (1) Professional Development and Course Development; (2) Revisions and Peer Review Certification; (3) Internal Informal Course Review; and (4) Office QM Reviews (which are still in process). Belle also spoke about support services for faculty including instructional development services and strategies for effective on-line teaching. This includes orientation of Adobe Connect, Panopto, and instructional support in addition to a help desk, test sessions, and full library support services for the students.

Connie Wright presented the background on the development of on-line learning experience at Graceland. They began this process in 1969 and currently they have a very large distance education enrollment. She spoke of their venue, programs, modality, and education level. She covered the various departments that are included in their process, stating that there were specific staff members who cover marketing, recruiting, admissions, program consulting, financial aid, and an on-line book store specific for distance learning individuals. They also have a registrar specifically for distance education along with an instructional design team and professional development. Questions were asked by Diana Gonzalez and Jeremy Wells about procedure and how they handle the various situations with such a large enrollment.

Theresa Zeigler presented information regarding the Iowa Community College Online Consortium (ICCOC), which is a conglomerate of seven community colleges in the region that is a part of their on-line learning. She presented background history and talked about faculty development. She spoke about the various ways that students can sign-on, the services provided to the students, student notification (at-risk ID criteria) and student improvements and assessment. Their approach is more suggestive and they pilot various programs at a time. Teachers and faculty are available 24/7 which helps in sharing information.

8. ICCPHSE Updates

Diana Gonzalez presented.

- **Listserv**

  The listserv has been reformatted so that the information is sorted by institution, thereby allowing users to see all the representatives listed for an institution. Diana encouraged everyone to review the information, and contact her if there is either outdated information listed or if additional individuals should be added to the list.

- **Taxonomy**

  Diana also encouraged members to ensure they have the correct information on each program listed on the taxonomy. She indicated that they may learn of new programs being offered through the notice of intent process, but they are not aware of programs being deleted unless the institution contacts us directly. Please send an email to Ilene Tuttle at the Board of Regents if you have programs that need to be removed.
Jeremy Davis (Iowa College Student Aid Commission) presented the postsecondary registration report outlining the approved out of state schools who have registered in the state of Iowa since April 2012. He also said that the schools that were under review were listed in his hand-out and mentioned the process and procedure of complying with the state of Iowa guidelines.

He also mentioned that Carolyn Small was already working with a consortium of community colleges to complete the appropriate registration and financial responsibility for the exemption applications. He encouraged members to consider attending the state financial aid professionals’ conference in Council Bluffs being held on November 9, 2012, that Carolyn would be presenting a session on a step-by-step, how to complete registration, and financial responsibility exemption process. The report includes Carolyn’s contact information if there are questions regarding the seminar, the process in general or the state’s tuition refund policy.

9. Membership for 2012-2013

Diana referred to the current membership list and requested that updates be sent to her.

10. Fall 2012 Enrollment Survey Update

Diana reported that the enrollment report has been released. It is very important that institutions report their data because this becomes a state report that is consulted by a number of state agencies. Please ask your institution to contact Diana or the University of Iowa to answer any questions regarding this important reporting procedure.

11. For the Good of the Order

The meeting was adjourned at 12:50 p.m.

Respectfully submitted by
Jeremy Varner
ICCPHSE Recording Secretary