

# AGENDA

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

Executive Committee Meeting Conference Call  
Wednesday, July 10, 2013  
2:00 a.m. – 3:00 p.m.

Dial in information: 866-685-1580  
Conference code: 515-281-3934 #

1.	Welcome	Dan Kinney, Chair
2.	Call to Order and Introductions	Dan Kinney, Chair
3.	Approval of Meeting Minutes – (Attachment) <ul style="list-style-type: none"><li>• April 17, 2013</li></ul>	Jeremy Varner, Recording Secretary
4.	Treasurer's Report (Attachment) <ul style="list-style-type: none"><li>• Through June 30, 2013</li><li>• Status of dues payment</li><li>• Status of Audit</li></ul>	John Sellars, Treasurer
5.	<b>Notices of Intent</b> – <ul style="list-style-type: none"><li>• Programs without concerns for ratification (Attachment)</li><li>• FYI – Programs submitted pending 20 day review (Attachment)</li></ul>	Diana Gonzalez, Permanent Secretary
6.	Meeting schedule for 2013-2014 Possible dates: October 16, 2013 (Iowa Western Community College) January 22, 2014 (conference call, if needed) April 16, 2014 – (Iowa Association of Community College Trustees Conference Room?)	Diana Gonzalez, Permanent Secretary
7.	Topics and speakers for 2013-2014 meetings	Dan Kinney, Chair
8.	Letter from incoming Chair Dan Kinney to membership?	Diana Gonzalez, Permanent Secretary
9.	Importance of notifying us of changes to the ICCPHSE listserv	Diana Gonzalez, Permanent Secretary
10.	Membership for 2013-2014 (Attachment)	Diana Gonzalez, Permanent Secretary
11.	Fall 2013 Enrollment Report	Diana Gonzalez, Permanent Secretary
12.	For the Good of the Order	Dan Kinney, Chair

Iowa Coordinating Council for Post-High School Education  
Des Moines Area Community College  
Walnut Room—Bldg. 7  
2006 S. Ankeny Boulevard  
Ankeny, Iowa

ICCPHSE Meeting Minutes – Wednesday, April 17, 2013

**1. Welcome**

The Iowa Coordinating Council for Post-High School Education (ICCPHSE) met on Wednesday, April 17, 2013, at 10:00 a.m. at the DMACC Ankeny Campus. 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 Member

Sister Jude Fitzpatrick\*

Institutional Representative

Dan Kinney\*

Department of Education Representative

Vladimir Bassis

University Representatives

Steven Leath, Iowa State University\*

Dave Holger, Iowa State University

Michael Licari, University of Northern Iowa\*

Chet Rzonca, University of Iowa

Representatives of Independent Colleges

John Sellars, Graceland University\*

Janet Handler, Mount Mercy College

Representative of Private Proprietor Schools

Jeremy Wells, Kaplan University

Representative of the IPTV Board

Terry Rinehart\*

State Board of Regents

Diana Gonzalez

Ilene Tuttle

Iowa College Student Aid Commission Representative

Julie Leeper\*

### Student Representatives

None were present.

### Liaison Representative

MJ Dolan, Iowa Association of Community College Trustees

### Guests

Kris Kilibarda, South Central Regional STEM Manager

James Hoelscher, Northeast Regional STEM Manager

\* Indicates voting delegate.

## **3. Presentation: Update on the STEM Initiative and STEM Hubs**

The special guest presenters at today's meeting were Kris Kilibarda, South Central Regional STEM Manager; and James Hoelscher, Northeast Regional STEM Manager. Kris and James presented on the Governor's STEM Initiative. The initiative has been launched to support the development of STEM programs in Iowa schools. The supporting infrastructure consists of six "hub" areas based on equal representation of population in Iowa school districts. The initiative is governed by a 40-member STEM Advisory Council and managed by six hub managers. Under the STEM initiative, schools are encouraged to compete for a part of the \$150,000 annual grant to develop STEM-related programs. Kris explained that only scalable STEM projects, combining academic and practically implementable elements, can be awarded. Under the STEM Initiative, annual STEM fairs have been conducted. Kris and James called upon more active participation of the institutions of higher education as mentors for current and future STEM projects.

## **4. Approval of Meeting Minutes—Vladimir Bassis**

Vladimir Basis presented the minutes from the October 17, 2012, ICCPHSE meeting, on behalf of ICCPHSE recording secretary, Jeremy Varner, who was unable to attend the meeting.

**Action:** A motion was made and seconded for approval of the minutes as presented. Motion passed.

## **5. Treasurer's Report—Gary Steinke**

Gary Steinke presented a statement of the Council's income and expenditures through March 31, 2013. The treasury balance was listed at \$1,221.31 for FY 2013.

- Audit Committee (Deb Derr, John Sellars, and Gary Steinke)
- 2013-14 Dues
- 2013-14 Budget Draft
- Way-Up Contribution

**Action:** A motion was made and seconded for approval of the treasurer's report for FY 13. Motion passed. A motion was made and seconded for approval of the FY 2014 budget with collection of dues. Motion passed. A motion was made and seconded for approval for a \$500 contribution to the Way-Up conference. Motion passed.

The treasurer requested to be relieved from his duties based on office changes. Diana Gonzalez pointed out that the treasurer is traditionally appointed from the representatives of the private institutions. The call for volunteers resulted in John Sellars appointed as the new treasurer.

## **6. Notices of Intent—Diana Gonzalez**

### **A. Programs Without Concerns**

Diana Gonzalez reported that those colleges which had programs without concerns have been notified. Chair Sellars clarified the process and asked for a motion.

#### **Clarke University, Dubuque**

Master of Organizational Leadership

MA

CIP # 52.0213

On-campus

#### **Allen College, Waterloo**

Doctor of Education (Ed.D.) in Health Professions Education (HPE)

Doctor of Education (Ed.D.)

CIP # 12.1327

On-campus

Master of Occupational Therapy (MOT)

Master of Occupational Therapy (MOT)

CIP # 51.2306

On-campus

#### **Buena Vista University, Storm Lake**

Counselor Education

Master of Science in Education

CIP # 13.1101

Indian Hills Community College, Ottumwa

#### **State University of Iowa, Iowa City**

Doctor of Juridical Science (SJD)

Professional Doctorate Degree

CIP # 22.0201

On-campus – College of Law

#### **Iowa Lakes Community College, Estherville**

Meeting and Event Planning

Diploma

CIP # 52.0907

Spirit Lake campus

**B. Programs with Concerns and Concern Resolved per ICCPHSE Procedures**

**University of Dubuque, Dubuque**

Evening Accelerated Program for Working Adults: Learning Institute for Fulfillment and Engagement (LIFE)  
Bachelors and Master's  
CIP #s 43.0103; 52.0201; 52.0299; 52.0301  
Cedar Rapids

**Grand View University, Des Moines**

Bachelor of Science in Nursing – RN to BSN  
Bachelor of Science in Nursing  
CIP # 51.3801  
Pella Regional Health Center, Pella

*Resolved per email to the listserv dated April 10, 2013.*

**Action:** It was moved and seconded to ratify the above noted programs. Motion passed.

**7. Confirmation of Dan Kinney as 2013-14 Chair; and Confirmation of Steve Leath as 2013-14 Vice-Chair**

Chair Sellars asked the Council to confirm Dan Kinney, president of Iowa Western Community College, as the ICCPHSE chair for 2013-2014; and Steve Leath, president of Iowa State University, as ICCPHSE vice-chair for 2013-2014.

**Action:** A motion was made and seconded to confirm Dan Kinney and Steve Leath, respectively, as ICCPHSE chair and ICCPHSE vice-chair for 2013-2014. Motion passed.

**8. Council Business—Diana Gonzalez**

Diana requested ongoing input for future topics of discussion. The fall Council meeting has been traditionally conducted on the campus of the Chair. The April meeting is usually held in a central location. The January 2014 meeting will be held via teleconference. Diana underlined the importance of regular maintenance of the listserv as the vehicle for timely notifications.

**9. Membership for 2013-14—Diana Gonzalez**

Diana presented the roster of voting members and asked to be notified of any updates.

**10. For the Good of the Order**

The meeting was adjourned at 12:00 p.m.

Respectfully submitted by:  
Vladimir Bassis  
ICCPHSE Acting Recording Secretary  
(on behalf of Jeremy Varner)

IOWA COORDINATING COUNCIL FOR POST HIGH SCHOOL EDUCATION  
Proposed 2013-2014 Budget

	7/1/12-6/30/13 2012-2013 Budget	7/1/13-6/30/14 2013-2014 Budget
I. Income		
A. Dues		
Board of Regents	\$0.00	\$300.00
Dept./Education	0.00	100.00
IAICU	0.00	300.00
IACCT	0.00	300.00
ICSAC	0.00	100.00
IPTV	0.00	100.00
IAPBS/IPSSA	<u>0.00</u>	<u>300.00</u>
	\$0.00	\$1,500.00
B. Interest Income	0.00	0.00
C. Articulation Conference	0.00	0.00
D. Carry Over Balance*	1,221.31	721.31
	<u>1,221.31</u>	<u>721.31</u>
<b>Total Income</b>	<b>\$1,221.31</b>	<b>\$2,221.31</b>

II. Expenses		
A. Council Meetings Expense (Includes meetings via ICN)	\$965.00	\$1,000.00
B. Secretarial Expense	\$0.00	\$0.00
C. Treasurer's Expense	\$0.00	\$0.00
D. Program Expense	\$0.00	\$500.00
E. Articulation Subcommittee	\$0.00	\$0.00
F. Miscellaneous Expense	\$256.31	\$221.31
G. Distance Learning Expense	\$0.00	\$0.00
H. Way Up	\$0.00	\$500.00
I. Reserve Fund	<u>\$0.00</u>	<u>\$0.00</u>
<b>Total Expenses</b>	<b>\$1,221.31</b>	<b>\$2,221.31</b>

**ICCPHSE**  
**Approved New Programs/New Locations**  
**Submitted to the ICCPHSE List Serve**

**PROGRAMS WITHOUT CONCERNS**

**PROGRAMS TO BE LISTED ON AGENDA FOR RATIFICATION – ICCPHSE Executive Committee meeting (conference call) July 10, 2013**

**Iowa State University, Ames**

Master of Finance  
Masters  
CIP # 52.0899  
On-campus

Public Relations  
Bachelor of Science  
CIP #09.0902  
On-campus

**University of Dubuque, Dubuque**

Commercial Pilot Certification Program  
Certificate (No degree): Bachelor's level coursework  
CIP #49.0102 –Airline/Commercial/Professional Pilot and Flight Crew  
On-campus

**Briar Cliff University, Sioux City**

Doctor of Nursing Practice (DNP)  
Doctorate  
CIP #s 51.3805; 51.3803  
Sioux Falls, South Dakota

**University of Northern Iowa, Cedar Falls**

Environmental Science  
Bachelor of Arts  
CIP #40.0699  
On-campus

**Northeast Iowa Community College, Peosta**

Mechanical Engineering Technology  
Associate of Applied Science  
CIP #15.0805  
On-campus

**Western Iowa Tech Community College, Sioux City**

Design and Visual Communications, General (Marketplace Design – local name)  
Diploma  
CIP #50.0401  
On-campus

**ICCPHSE**  
**Approved New Programs/New Locations**  
**Submitted to the ICCPHSE List Serve**

**Hawkeye Community College, Waterloo**

Digital Mass Media

Associate of Applied Arts

CIP #09.0702

On-campus

Sustainable Construction and Design

Associate of Applied Science

CIP #46.0201

On-campus



## **Programs submitted -- pending 20 day review**

### **Mercy College of Health Sciences (MCHS), Des Moines**

Baccalaureate Degree in Nursing  
Baccalaureate Degree  
CIP # 51.3801  
On-campus

### **Morningside College, Sioux City**

Applied Agricultural and Food Studies  
Bachelor's level work  
CIP #01.0000  
On-campus

### **AIB College of Business, Des Moines**

Marketing  
Bachelor of Science  
CIP #52.1401  
On-campus and Online

Human Resources Management  
Bachelor of Science  
CIP #52.1001  
On-campus and Online

Event, Hospitality, and Tourism Management  
Bachelor of Science  
CIP #52.0901  
On-campus and Online

Financial Services and Planning  
Bachelor of Science  
CIP #52.0804  
On-campus and Online

General Studies  
Bachelor of Science  
CIP #24.0102  
On-campus and Online

**Kirkwood Community College, Cedar Rapids**

Automation Engineer Technology/Technician

Associate of Applied Science

CIP #15.0406

On-campus

**Iowa Lakes Community College, Esterville**

Water Quality and Wastewater Treatment Management and Recycling Technology/Technician

Associate of Applied Science

CIP #15.0506

On-campus

**Western Iowa Tech Community College (WITCC), Sioux City**

Physical Education Teaching and Coaching

Certificate

CIP #13.1314

On-campus

Public Relations/Image Management (Social Media Marketing – local name)

AAS

CIP #09.0902

On-campus

NOT FOR RATIFICATION

**IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION**  
**Membership 2013-2014**  
**July 2013**

**I. Appointed by the State Board of Education**

<b>A. Members of the Board of Education</b>	
<u>Member</u>	<u>Alternate</u>
Sister Jude Fitzpatrick 601 Grand Ave. Des Moines, IA 50309 (515) 237-5048 (515) 237-5070 (Fax) <a href="mailto:jfitzpatrick@dmdiocese.org">jfitzpatrick@dmdiocese.org</a>	
<b>B. Institutional Representatives</b>	
<u>Member</u>	<u>Alternate</u>
Dr. Deb Derr, President North Iowa Area Community College 500 College Drive Mason City, IA 50401 (641) 422-4000 (641) 423-1711 (Fax) <a href="mailto:derrdebr@niacc.edu">derrdebr@niacc.edu</a>	Dr. Don Doucette, Chancellor Eastern Iowa Community College 306 West River Drive Davenport, IA 52801 (563) 336-3304 (563) 336-3303 (Fax) <a href="mailto:ddoucette@eicc.edu">ddoucette@eicc.edu</a>
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) <a href="mailto:dkinney@iwcc.edu">dkinney@iwcc.edu</a>	Dr. Michael Ash, President Southeastern Community College 1500 West Agency Road P. O. Box 8015 West Burlington, IA 52655 (319) 208-5050 (319) 752-4033 (Fax) <a href="mailto:mash@scc Iowa.edu">mash@scc Iowa.edu</a>
Ms. Karen Gorham Kirkwood Trustee & IACCT Board Member 608 W. Washington Blvd. Washington, IA 52353 Cell: (319) 461-3111 Hm: (319) 653-5352 <a href="mailto:karen.gorham@kirkwood.edu">karen.gorham@kirkwood.edu</a>	Mr. Jay A. Nardini 2712 Orchard Drive, Suite #B Cedar Falls, IA 50613 (319) 277-1610 <a href="mailto:jnardini@cfu.net">jnardini@cfu.net</a>

<b>C. Representatives of Dept. of Education</b>	
<u>Member</u>	<u>Alternate</u>
Mr. Jeremy Varner, Administrator Bureau of Adult, Career, and Community College Education Division of Community Colleges Iowa Department of Education 400 East 14 <sup>th</sup> Street Grimes State Office Building Des Moines, Iowa 50319-0146 Ph: 515-281-8260 Cell: 515-419-9988 <a href="mailto:jeremy.varner@iowa.gov">jeremy.varner@iowa.gov</a>	Mr. Kent Farver, Acting Bureau Chief Bureau of Adult, Career, and Community College Education Division of Community Colleges Iowa Department of Education 400 East 14 <sup>th</sup> Street Grimes State Office Building Des Moines, Iowa 50319-0146 Ph: 515-281-3550 Fax: 515-242-5988 <a href="mailto:kent.farver@iowa.gov">kent.farver@iowa.gov</a>

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

<b>A. Representatives of Member Institutions</b>	
<u>Member</u>	<u>Alternate</u>
Dr. Sally Mason, President University of Iowa 101 Jessup Hall Iowa City, IA 52242 (319) 335-3549 (319) 335-0807 (Fax) <a href="mailto:sally-mason@uiowa.edu">sally-mason@uiowa.edu</a>	Dr. Beth Ingram, Associate Provost University of Iowa 111 Jessup Hall Iowa City, IA 52242 (319) 335-0148 (319) 335-3560 (Fax) <a href="mailto:beth-ingram@uiowa.edu">beth-ingram@uiowa.edu</a>
Dr. Steven Leath, President Iowa State University 1750 Beardshear Hall Ames, IA 50011 (515) 294-2042 (515) 294-0565 (Fax) <a href="mailto:sleath@iastate.edu">sleath@iastate.edu</a>	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) <a href="mailto:holger@iastate.edu">holger@iastate.edu</a>
Dr. Bill Ruud, President University of Northern Iowa 20 Seerley Hall Cedar Falls, IA 50614-0705 (319) 273-2566 (319) 273-6494 (Fax) <a href="mailto:bill.ruud@uni.edu">bill.ruud@uni.edu</a>	Dr. Michael Licari, Associate Provost University of Northern Iowa Seerley Hall 1 Cedar Falls, IA 50614-0707 (319) 273-2518 (319) 273-3153 (Fax) <a href="mailto:michael.licari@uni.edu">michael.licari@uni.edu</a>
<b>B. Representatives of Board of Regents</b>	
<u>Member</u>	<u>Alternate</u>
Dr. Barry Butler, Provost University of Iowa 111 Jessup Hall Iowa City, IA 52242 (319) 335-3565 (319) 335-3560 (Fax) <a href="mailto:patrick-butler@uiowa.edu">patrick-butler@uiowa.edu</a>	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) <a href="mailto:chet-rzonca@uiowa.edu">chet-rzonca@uiowa.edu</a>

<p>Dr. Jonathan Wickert, Provost Iowa State University 1550 Beardshear Hall Ames, IA 50011-2021 (515) 294-0070 (515) 294-8844 (Fax) <a href="mailto:wickert@iastate.edu">wickert@iastate.edu</a></p>	<p>Dr. Dawn Bratsch-Prince, Associate Provost Iowa State University 1550 Beardshear Hall Ames, IA 50011-2021 (515) 294-9556 (515) 294-8844 (Fax) <a href="mailto:deprince@iastate.edu">deprince@iastate.edu</a></p>
<p>Dr. Gloria Gibson, Provost University of Northern Iowa Seerley Hall 1 Cedar Falls, IA 50614-0707 (319) 273-2517 (319) 273-3153 (Fax) <a href="mailto:gloria.gibson@uni.edu">gloria.gibson@uni.edu</a></p>	<p>Dr. Christopher Cox Dean, Library Services, Rod Library University of Northern Iowa 1227 West 27<sup>th</sup> Street Cedar Falls, IA 50613-3675 (319) 273-3737 <a href="mailto:chris.cox@uni.edu">chris.cox@uni.edu</a></p>

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

<b>A. Members of the Board of Trustees of Member Institutions</b>	
<u>Member</u>	<u>Alternate</u>
<p>Dr. John Sellars, President Graceland University 1 University Place Lamoni, IA 50140 (641) 784-5128 (641) 784- (Fax) <a href="mailto:jsellars@graceland.edu">jsellars@graceland.edu</a></p>	<p>Dr. Jeffrey Bullock, President University of Dubuque 2000 University Avenue Dubuque, IA 52009 (563) 589-3224 (563) 589-3682 (Fax) <a href="mailto:president@dbq.edu">president@dbq.edu</a></p>
<p>Dr. Craig Pearson, Executive Vice President Maharishi University of Management Fairfield, IA 52557 (641) 472-1186 <a href="mailto:cpearson@mum.edu">cpearson@mum.edu</a></p>	<p>Mr. Andrew Baumert Iowa Assoc of Independent Colleges &amp; Universities 505 Fifth Avenue, Suite 1030 Des Moines, IA 50309-2399 (515) 282-3175 (515) 282-8177 (Fax) <a href="mailto:abaumert@iaicu.org">abaumert@iaicu.org</a></p>
<p>Dr. Frank Moore (deceased) Central College 2119 Evelyn Street Perry, IA 50220 (515) 465-5432</p>	<p>Mr. Gary Steinke, President Iowa Assoc of Independent Colleges &amp; Universities 505 Fifth Avenue, Suite 1030 Des Moines, IA 50309-2399 (515) 282-3175 (515) 282-8177 (Fax) <a href="mailto:president@iaicu.org">president@iaicu.org</a></p>

<b>B. Representatives of Independent Colleges</b>	
<u>Member</u>	<u>Alternate</u>
Dr. Christopher Blake, President Mount Mercy College 1330 Elmhurst Drive NE Cedar Rapids, IA 52402-4797 (319) 368-6464 (319) 363-5270 (Fax) <a href="mailto:cblake@mtmercy.edu">cblake@mtmercy.edu</a>	Dr. Barbara Quijano Decker, JD, SPHR, President Mercy College of Health Sciences 928 – 6 <sup>th</sup> Avenue Des Moines IA 50309 (515) 643-6600 (515) 643-6698 (Fax) <a href="mailto:bdecker@mercydesmoines.org">bdecker@mercydesmoines.org</a>
Dr. Jay Simmons, President Simpson College 701 North C Street Indianola, IA 50125 (515) 961-1611 <a href="mailto:jay.simmons@simpson.edu">jay.simmons@simpson.edu</a>	Dr. John V. Hartung Simpson College 1011 Scott Felton Road Indianola, IA 50125 (515) 961-8318 <a href="mailto:johnhartung@live.com">johnhartung@live.com</a>

#### **IV. Appointed by Iowa College Student Aid Commission**

<u>Member</u>	<u>Alternate</u>
Ms. Julie Leeper Iowa College Student Aid Commission 603 E. 12 <sup>th</sup> Street, 5 <sup>th</sup> Floor Des Moines, IA 50319 (515) 725-3420 (515) 725-3401 (Fax) <a href="mailto:julie.leeper@iowa.gov">julie.leeper@iowa.gov</a>	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) <a href="mailto:karen.misiak@iowa.gov">karen.misiak@iowa.gov</a>

#### **V. Appointed by Iowa Public Broadcasting Board**

<u>Member</u>	<u>Alternate</u>
Mr. Terry Rinehart Iowa Public Television PO Box 6450 Johnston, IA 50131-6450 (515) 242-4180 (515) 242-3155 (Fax) <a href="mailto:terry.rinehart@iptv.org">terry.rinehart@iptv.org</a>	Ms. Tiffany DeJager Iowa Public Television PO Box 6450 Johnston, IA 50131-6450 (515) 242-5421 (515) 242-3155 (Fax) <a href="mailto:tiffany.dejager@iptv.org">tiffany.dejager@iptv.org</a>

## **VI. Appointed by Private for-Profit Schools**

<u>Member</u>	<u>Alternate</u>
Ms. Susan Spivey, Campus President Kaplan University 3165 Edgewood Parkway, SW Cedar Rapids, IA 52404 (319) 363-0481 (319) 363-3812 (Fax) <a href="mailto:sspivey@kaplan.edu">sspivey@kaplan.edu</a>	Mr. Jeremy Wells, Campus President Kaplan University 4655 – 121 <sup>st</sup> Street Urbandale, IA 50323 (515) 727-2100 (515) 727-2115 (Fax) <a href="mailto:jeremywells@kaplan.edu">jeremywells@kaplan.edu</a>

## **VII. Student Representatives**

<u>Member</u>	<u>Alternate</u>
(Community College Sector)	
(Regent University Sector)	

### VIII. Liaison Representatives – Ex Officio Non Voting

<p><u>Iowa Assoc of Ind. Colleges &amp; Universities</u></p> <p>Dr. John Sellars, President          Graceland University          1 University Place          Lamoni, IA 50140          (641) 784-5128          (641) 784- (Fax)  <a href="mailto:jsellars@graceland.edu">jsellars@graceland.edu</a></p>	<p><u>Iowa Department of Education</u></p> <p>Mr. Duane T. (D.T.) Magee, Interim Director          Iowa Department of Education          400 East 14<sup>th</sup> Street          Grimes State Office Building          Des Moines, Iowa 50319-0146          Ph: 515-281-3436  <a href="mailto:duane.Magee@iowa.gov">duane.Magee@iowa.gov</a></p>
<p><u>Iowa Association of Community College Trustees</u></p> <p>Ms. M. J. Dolan, Executive Director          855 East Court Avenue          Des Moines, IA 50309          (515) 282-4692          (515) 282-3743 (Fax)  <a href="mailto:mjdolan@iacct.com">mjdolan@iacct.com</a></p>	<p><u>Board of Regents, State of Iowa</u></p> <p>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)  <a href="mailto:gonzalez@iastate.edu">gonzalez@iastate.edu</a></p>



**IOWA COORDINATING COUNCIL EXECUTIVE COMMITTEE  
2011-2012**

<p><b><u>Chair</u></b></p> <p>Dr. Dan Kinney Iowa Western Community College 2700 College Road, Box 4C Council Bluffs, IA 51502-3004 (712) 325-3201 (712) 325-3216 (Fax) <a href="mailto:dkinney@iwcc.edu">dkinney@iwcc.edu</a></p>	<p><b><u>Vice-Chair</u></b></p> <p>Dr. Steven Leath, President Iowa State University 1750 Beardshear Hall Ames, IA 50011 (515) 294-2042 (515) 294-0565 (Fax) <a href="mailto:sleath@iastate.edu">sleath@iastate.edu</a></p>
<p><b><u>Permanent Secretary</u></b></p> <p>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) <a href="mailto:gonzalez@iastate.edu">gonzalez@iastate.edu</a></p>	<p><b><u>Recording Secretary</u></b></p> <p>Mr. Jeremy Varner, Administrator Bureau of Adult, Career, and Community College Education Division of Community Colleges Iowa Department of Education 400 East 14<sup>th</sup> Street Grimes State Office Building Des Moines, Iowa 50319-0146 Ph: 515-281-8260 Cell: 515-419-9988 <a href="mailto:jeremy.varner@iowa.gov">jeremy.varner@iowa.gov</a></p>
<p><b><u>Treasurer</u></b></p> <p>Dr. John Sellars, President Graceland University 1 University Place Lamoni, IA 50140 (641) 784-5128 (641) 784- (Fax) <a href="mailto:jsellars@graceland.edu">jsellars@graceland.edu</a></p>	<p><b><u>Immediate Past Chair</u></b></p> <p>Dr. John Sellars, President Graceland University 1 University Place Lamoni, IA 50140 (641) 784-5128 (641) 784- (Fax) <a href="mailto:jsellars@graceland.edu">jsellars@graceland.edu</a></p>

IOWA WESTERN COMMUNITY COLLEGE LETTERHEAD

September 9, 2013

President  
College  
Address  
City

Dear (President):

I would like to take this opportunity to introduce myself as the Chair of the Iowa Coordinating Council for Post-High School Education for 2013-2014 and to share some of my thoughts about the work of the Iowa Coordinating Council.

The Iowa Coordinating Council membership includes all Iowa post-secondary institutions. Its main function is “to provide an effective means for voluntary cooperation and coordination among the various boards which are ultimately responsible for post-high school education in Iowa.” One of the Coordinating Council’s principal responsibilities is to “provide for review of all proposals for new academic programs, including on-line programs, and the offering of existing programs at new locations.”

To accomplish that responsibility, the Iowa Coordinating Council uses a process which requires the preparation and submission of an Intent to Offer Form. All proposals to offer **new academic programs and/or new locations** are submitted to the Iowa Coordinating Council listserv to give members an opportunity to review and comment on the proposal(s). The listserv is our key communication tool. This process allows member institutions to engage in collegial discussions about the higher education needs of the state.

A second responsibility is the **annual ICCPHSE enrollment report** which is an important statewide data gathering effort. The electronic survey which we use has definitely streamlined the process. The survey will be sent to your institutional IPEDS coordinator/registrar at the beginning of October. I urge you to ensure that the enrollment survey is completed on a timely basis. The enrollment information is used by a number of state agencies, including the Legislative Services Agency, so 100% participation in the survey is critical. **Please be aware that last year’s survey respondent for your institution will be notified when the survey is available for completion.** If this person is no longer applicable, please notify Diana Gonzalez at your earliest convenience.

The Coordinating Council Executive Committee has developed the meeting schedule for the 2013-2014 academic year. During this academic year, we will have two face-to-face meetings – October 16, 2013 at Iowa Western Community College (Council Bluffs) and April 16, 2014 at the Iowa Association of Community College Trustees office (Des Moines). Our January meeting on January 22, 2014 will be scheduled as a conference call as-needed and the agenda will include only time-sensitive business items. We will continue our practice of having informative presentations at the meetings and anticipate worthwhile interactions with member representatives at the meetings. .

I look forward to working with all of you during the coming year on meeting the goals of the Iowa Coordinating Council. I am confident that we can continue to work collaboratively to provide quality educational services to the citizens of Iowa. Please don’t hesitate to contact me with your comments or suggestions about the Iowa Coordinating Council.

You may also direct any questions or comments to Diana at 515-242-6116 or [gonzalez@iastate.edu](mailto:gonzalez@iastate.edu).

Best wishes,

Dan Kinney, Ph.D.  
President  
Iowa Western Community College  
cc: Diana Gonzalez  
ICCPHSE listserv