

**Iowa Coordinating Council for Post-High School Education  
(via Conference Call)**

**ICCPHSE Executive Committee Meeting Minutes – Tuesday, July 24, 2018**

**1. Welcome—Mark Nook, Chair**

The Iowa Coordinating Council for Post-High School Education (ICCPHSE) Executive Committee met via conference call on Tuesday, July 24, 2018, at 1:00 PM. Chair Mark Nook welcomed the Executive Committee members and guest to the meeting.

**2. Call to Order and Introductions—Mark Nook**

Chair Nook called the meeting to order. The following Executive Committee members and guests were present:

- Rachel Boon, Board of Regents\*
- Laura Dickson, Executive Assistant, Board of Regents
- Patricia Draves, Graceland University\*
- Mark Nook, University of Northern Iowa\*
- Jeremy Varner, Iowa Department of Education\*

\* Indicates voting delegate.

**3. Approval of Meeting Minutes—Jeremy Varner, Recording Secretary**

Jeremy Varner presented the minutes from the April 18, 2018, ICCPHSE meeting for approval.

**Action:** Pat Draves asked for a motion to approve the April 18, 2018, meeting minutes. A motion was made by Mark Nook and seconded by Rachel Boon to approve the minutes. The minutes were unanimously approved. Motion passed.

**4. Treasurer’s Report—Patricia Draves, Treasurer**

Patricia presented the Treasurer’s report through July 1, 2018. Treasurer Draves explained the Council’s income and expenditures for 2017-18 through April 5, 2018, with the projected end-of-year balance. Treasurer Draves stated one expenditure to the Way-Up campaign. Rachel Boon asked if dues had been solicited from the other institutions, Pat said she would follow-up with those who had not paid.

**Action:** Mark Nook moved and Jeremy Varner seconded for approval of the Treasurer’s report. Motion passed.

**5. Update on Enrollment Reporting—Rachel Boon, Permanent Secretary**

We will continue this year with having fall enrollment reporting collected by the Iowa College Student Aid Commission. Rachel has been in touch with Joe Dullard at Iowa College Student Aid and all is on track to gather this data, as well as the information needed for Home Base Iowa reporting in October.

Patricia asked if the enrollment report would be going to the full ICCHPSE meeting in November. Rachel indicated we could check with the Iowa College Student Aid Commission about what is available and make it a discussion item at the November 1 meeting.

Patricia indicated that the group discussed potential changes to the report at the fall meeting last year and that perhaps we should share the data at the fall or the spring meeting to get feedback.

Mark said we are asking for changes and things are moving. He concurred with adding it as an agenda item in November, but not presenting the data until the spring 2019 meeting, if it seems appropriate. Patricia suggested that we ask the Council members how they are using the data.

## **6. Iowa Students Leaving the State—Patricia Draves**

Patricia reported that this topic of discussion is for the ICCPHSE Executive Committee, in lieu of the full Council. She asked why we aren't having the conversations about half of the lowans leaving the state?

Mark said there are not discussions unless it is happening with Director Wise and the Department of Education and that each institution is likely looking at this separately.

Patricia indicated we should look at data from other states; her sense is that the numbers leaving are fairly high. She asked whose role is it to address this (e.g., Iowa presidents, economic development leaders, etc.) and whether it would be within the mission of the Council. She indicated she thinks the conversation is not happening.

Mark said he always looks at pipeline data including how many high school students stay in the state or leave for higher education. He noted the University of Northern Iowa carefully tracks where its students come from and where they are six months after graduation for both residents and nonresidents. He indicated he does not know the picture statewide.

Jeremy reported we do increasingly have the ability to answer that question through state longitudinal data sharing. He was not aware if the Department of Education has looked at five or ten years out. We do have information one year out. He also reported that this information is part of the Department's Postsecondary Readiness Report.

Mark said we know we import them for education, but the question is whether we actually keep them after they finish postsecondary education. The Iowa Business Council is worried about the issue and they may be a group that picks this up.

Rachel and Jeremy indicated that these questions can be addressed through unemployment insurance administrative records. These questions have been answered for community colleges, but not for higher education in the state more broadly, particularly private colleges. Rachel and Patricia agreed to meet to discuss private college data inclusion in data sharing agreements.

## **7. E-Transcript Project—Rachel Boon and Jeremy Varner**

Rachel indicated that Mark and Pat are hearing about this for the first time. This topic should be on the ICCPHSE November agenda.

Jeremy said we have been talking of the notion of e-transcripts for a number of years and have actually had grant funded projects. He indicated the point of frustration, particularly in higher education, is that we do not have a system in place. College admissions offices have to deal with all kinds of ways to deal with transcripts, including paper or scans of paper and data that has to be re-entered and the process is cumbersome and expensive. Some of the colleges do not always get high school transcripts which hampers placement decisions and ultimately reduces student success.

Iowa State University (ISU) has started to do a lot of work on this issue leveraging their work developing MAP. Jeremy indicated we need to figure out how to solve this for our state. A group was pulled together including staff from ISU, the Department of Education (K-12 and community colleges divisions), as well as the Board of Regents and the Iowa College Student Aid Commission. Jeremy indicated he is excited that a plan is coming together. There is still a lot of detail to work out (e.g., how system data will come from school districts and what field transcripts will include). Jeremy noted the right people are at the table to develop a plan that might work and that there is commitment from education leaders, like Director Wise and Executive Director Mark Braun. He indicated that if we can get this done, for the majority of our students, it will get rid of a lot of headaches.

Rachel said that this being 2018, e-transcripts are the logical place to be heading. All three of Iowa's public universities have been involved in this. Patricia reported that Graceland currently receives paper transcripts and scans them. Others reported similar processes. Mark asked if the registrars have been involved in this discussion. Rachel said admissions staff have been involved in lieu of the registrars. The regents' registrars were briefed and they are aware it is on the horizon, but there is not a lot to do at this point. She noted it is going to require resources to get the project off the ground.

Mark stated the other issue, which will be the most difficult, will be on the coding side and the format. He asked whether the format will be useable or whether specific software packages would be needed. Rachel replied that raw data would be provided through the system and that it will give all institutions the ability to answer important questions.

Patricia suggested not waiting too long to bring in the registrars. Rachel made note of that. She reiterated her excitement for the work and indicated it will be added to the November 1, 2018, ICCPSHE agenda.

## **8. Request for Vice-Chair—Rachel Boon**

Rachel noted ICCHPSE is looking for a recommendation for a community college president to serve as vice-chair this academic year. ICCPHSE rotates the chair and vice-chair positions by sector (i.e., public university, private college, and community college). Jeremy indicated he will follow-up with MJ Dolan, Executive Director of the Iowa Association of Community College Trustees. A community college president will be appointed at the October meeting of the Iowa Association of Community College Presidents.

## **9. Plan for Future Meetings—All**

Chair Nook indicated there is a full agenda for the ICCPHSE meeting on November 1. Rachel said the November 1 meeting is the first day of the Way-Up Conference in Coralville.

Rachel asked members to let her know if they would like to invite any presenters from any particular group to the next meeting. Following up on e-transcripts and students leaving the state, she noted we could invite guests to present and asked for suggestions.

Chair Nook indicated he did not see us following up on students leaving the state. E-transcripts would be a good topic and focus. He noted this might be a great time to have that conversation. In regard to enrollment reporting, he indicated it is necessary to have Iowa College Student Aid Commission (ICSAC) give a report at the November meeting, but ICSAC staff would be there to answer any questions.

Patricia asked Rachel and Mark about the emails being sent out regarding new programs. Is there anything we need to do when there are questions about new programs? Rachel said we do not get offline communication about the programs posted on listserv at the Board office and that Laura manages the listserv. The level of interaction about programs that get posted is fairly typical.

Rachel said the ICCPHSE 2019 spring meeting could be held on campus or electronically. Chair Nook indicated he would like have this discussion at the November meeting. Patricia suggested meeting face-to-face in November and electronically in the spring.

#### **10. Membership for 2017-18—Mark Chair**

Discussion took place regarding the membership list. Chair Nook indicated the highlighted blank spots need to be filled. Rachel said she contacted Karen Misjak and she will be the main contact at the ICSAC. She indicated we have not yet reached out to Gary Steinke from the independent colleges and that Dr. Decker has retired from Mercy. Patricia said she sits on that board and will check on that. Rachel indicated we have someone from the for-profits, but they cannot be one of the representatives on the Council.

#### **11. Listserv Update—Laura Dickson**

Laura reported that they made a decision to remove the emails of those that were not an Iowa institution. We previously had Nebraska and Illinois institutions on the listserv. She noted they have to be a part of Iowa. She also removed any duplicate addresses. There are over 100 names on the listserv. Some institutions have one representative and others have many.

#### **12. Notices of Intent—Rachel Boon**

##### **Programs Without Concerns for Ratification**

##### **Indian Hills Community College**

1. Medical Assistant  
Associates in Applied Science  
CIP #51.08010100
2. Respiratory Care Therapy/Therapist  
Associates in Applied Science  
CIP #51.09080200

##### **Iowa State University**

1. Cyber Security Engineering  
Bachelor of Science  
CIP #29.0207  
On Campus

2. Doctor of Education (Ed.D.)  
Doctoral  
CIP 13.0101  
On Campus and On-Line

(Note: Drake University and Allen College withdrew their concern on June 5, 2018, via the listserv once Iowa State University addressed their concerns.)

**St. Ambrose University**

Bachelor of Science in Data Science and Analytics  
Bachelor of Science  
CIP #11.0501, 11.0802, 27.0501, and 27.0503

**Allen College**

Occupational Therapy Doctorate - Entry-level  
OTD.E  
CIP # 51.2306  
On Campus

**University of Iowa**

Bachelor of Arts in College of Education

1. Art Education  
CIP # 13.1302
2. English Education  
CIP # 13.1305
3. Foreign Language Education  
CIP # 13.1306
4. Mathematics Education  
CIP # 13.1311
5. Music Education  
CIP # 13.1312
6. Science Education  
CIP # 13.1316
7. Social Studies Education  
CIP # 13.1318  
On Campus

**Wartburg College**

Exercise Science  
Bachelor of Arts  
CIP # 31.0505  
On Campus

**Iowa Western Community College**

1. Laser and Optical Technology/Technician  
Associates in Applied Science  
CIP # 15.03040200  
On Campus

2. Machine Tool Technology/Machinist  
Diploma  
CIP # 48.05010100  
On Campus
3. Electrician  
Diploma  
CIP # 46.03020100  
On Campus

**Southeastern Community College**

1. Occupational Therapy Assistant  
Associates in Applied Science  
CIP # 51.08030200  
On Campus
2. Advanced Automation & Robotics Technology  
Associates in Applied Science  
CIP # 15.04060200  
On Campus
3. Pharmacy Technology  
Diploma  
CIP # 51.08050100  
On Campus

**University of Iowa (\*Note: 20-day ends 07/24/18)**

Professional Master of Business Administration\*  
PMBA  
CIP #52.0201  
On-line (Program already exists on campus.)

**Drake University (\*Note: 20-day ends 07/25/18)**

1. Master of Public Administration\*  
Master's degree  
CIP #44.0401  
On-line (Program already exists on campus.)
2. Master of Business Administration\*  
Master's degree  
CIP #52.0201

Rachel reported that the 20-day ends today and one end tomorrow. Perhaps we can make ratification or concerns within 24 hours. Laura sends out the notice, so she will wait until Friday.

Rachel reported that the colleges listed above had programs without concerns for ratification. Chair Nook asked for a motion.

**Action:** Patricia Draves moved and Mark Nook seconded to ratify the above noted programs. Motion passed.

### **13. For the Good of the Order—Mark Nook**

Patricia inquired about the dues and whether formal action is required or whether executive action by the Council is adequate. Rachel noted the by-laws state that if there is a quorum of the Executive Council, action can be taken. Chair Nook concurred with leaving the dues at the same level. Patricia reported that more revenue isn't needed and agreed to keeping them at the same level.

Chair Nook moved to adjourn the meeting. Patricia Draves seconded; the meeting adjourned at 2 PM. Motion passed.

Respectfully submitted by:  
Jeremy Varner, ICCPHSE Recording Secretary