

**Iowa Coordinating Council for Post-High School Education
Iowa State University
Alumni Center – Horton Multipurpose Room
420 Beach Avenue
Ames, IA 50011-1370**

ICCPHSE Executive Committee Meeting Minutes – Wednesday, August 30, 2017

1. Welcome—Daniel Kinney, Past Chair

The Iowa Coordinating Council for Post-High School Education (ICCPHSE) Executive Committee met face-to-face on Wednesday, August 30, 2017, at 11:00 AM at the Alumni Center on the Iowa State University campus. Chair Mark Nook welcomed the Executive Committee members and guests to the meeting.

2. Call to Order and Introductions—Mark Nook, Chair

Chair Nook called the meeting to order. The Executive Committee welcomed Patricia Draves as Graceland’s new president, and our new Treasurer, replacing John Sellars. The following Executive Committee members were present:

- Daniel Kinney, Iowa Central Community College*
- Jeremy Varner, Iowa Department of Education (participated via video conference)*
- Rachel Boon, Board of Regents*
- Mark Nook, University of Northern Iowa*
- Patricia Draves, Graceland University*
- Laura Dickson, Executive Assistant, Board of Regents

Representatives of the Iowa College Student Aid Commission (ICASC)

Jason Grinstead, Division Administrator, ICSAC
Joe Dullard, Statistical Research Analyst 3, ICSAC

* Indicates voting delegate.

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

Jeremy Varner presented the minutes from the April 27, 2017, ICCPHSE meeting for approval.

Action: Chair Nook asked for a motion to approve the April 27, 2017, meeting minutes. A motion was made by Dan Kinney, 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 August 14, 2017. Treasurer Draves explained the Council’s income and expenditures for 2016-17 through August 14, 2017, with the projected end-of-year balance. Discussion took place regarding dues and expenses for the upcoming year. She shared the proposed budget for 2017-18, indicating dues are planned for next year. Support will continue for the Way-Up Conference, which is scheduled on November 2-3, 2017.

Action: Dan Kinney moved and Rachel Boon seconded for approval of the Treasurer’s report. Motion passed.

5. Membership for 2017-18—Mark Nook

Discussion took place regarding the membership list; concerns were noted regarding lack of involvement of the private colleges and universities. Patricia volunteered to contact other private colleges and universities to see if they would be interested in rotation. She will report on her findings at the November meeting. Laura will send out an updated membership list.

6. Discussion of By-Laws—Mark Nook

Discussion took place of “Why does this organization exist?” Defining the Council’s purpose was important to Committee members. It was suggested that serving as a voluntary organization across higher education sectors provides an avenue for cooperation that doesn’t exist in any other manner in Iowa. A suggestion was made that Carolyn Small, Compliance Officer 2 with the Iowa College Student Aid Commission, could present to the Council explaining the development of ICCPHSE.

Action: No action was required. Rachel asked the Executive Committee to review the by-laws, and to also consider what items to consider in updating the present document.

Conclusion: Committee members would review and discuss further at the November meeting.

7. Update to Forms and Website—Rachel Boon

Rachel Boon shared suggestions in updating the current forms on the Board of Regents website. Discussion was in relation to the Notice of Intent form and the Taxonomy, particularly whether these tools are being used. Concerns were raised about the “Black Out” dates and if this is a hindrance to institutions when planning programs.

Chair Nook suggested we ask the Provosts at the institutions to give their input and/or suggestions. Rachel reported that she has a meeting on October 6, 2017, with the Chief Academic Officers (CAOs) in a statewide collaboration; she will ask them for their ideas at that time. Rachel will report her findings at the November meeting. Vice Chair Draves will discuss with private college presidents at a future meeting.

8. ICCPHSE Tools—Rachel Boon

Taxonomy

Questions were raised as to how useful this tool is. Much work goes into creating this document. Laura brought an example of responses from all institutions when it was suggested at the October 2016 meeting to update the taxonomy. Committee members were unaware whether their Provosts and/or Chief Academic Officers used this document given the availability of statewide community college information through the Department of Education, statewide Regents information through the Board office, and private college data on their own websites.

Action:

No action took place. This discussion item will be tabled until Rachel has had a chance to work with other CAO’s and Provosts statewide to assess usefulness of the taxonomy.

9. Notices of Intent—Rachel Boon

Programs Without Concerns for Ratification

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

Indian Hills Community College

Entrepreneurship/Entrepreneurial Studies
Certificate
CIP # 5207010100
On Campus

Iowa Western Community College

Electromechanical Technology/Electromechanical Engineering Technology
A.A.S.
CIP # 1504030200
On Campus, on line

St. Ambrose University

Master of Science Exercise Physiology
Master's Degree
CIP # 26.0908
On-Campus

Iowa State University

Masters of Professional Practice in Dietetics
Master's Degree
CIP # 51.3101
On-Campus

Mercy College of Health Sciences

BSN to DNP (Bachelor of Science in Nursing to Doctor of Nursing Practice)
DNP Degree
CIP # 51.3818
On-Campus, on line

Action: Dan Kinney moved and Patricia Draves seconded to ratify the above noted programs. Motion passed.

10. Fall Enrollment Report—Rachel Boon

Jason Grinstead, Division Administrator, and Joe Dullard, Statistical Research Analyst 3, from the Iowa College Student Aid Commission (ICSAC), presented their ability to obtain this data from reporting institutions eliminating the need for Michelle Davenport with the University of Iowa duplicating their efforts. The ICSAC obtains this data on an annual basis and with their influence in our state, perhaps we will get a better response from institutions.

A question was asked by Chair Nook regarding trends. Jason stated that they were able to obtain that information by using the IPEDS data. Patricia asked if data was available on high-school students. Jeremy indicated that he would be able to obtain that information within the Iowa Department of Education.

11. Meeting Schedule for 2017-18—Rachel Boon

Discussion was held regarding the dates of our meetings. Instead of following the Campus Safety and Security Summit, it was decided to hold the fall meeting on Thursday, November 2, 2017, at a location to be determined – convenient to the Way-Up Conference being held at the Marriott hotel.

Topics Suggested:

- Future Ready Iowa Alliance and the impact it will have on all higher education
- Purpose of ICCPHSE
- Re-writing of the By-Laws

It would be ideal if all representatives of the ICCPHSE membership could attend the next meeting, as we would like to receive their input also.

12. For the Good of the Order—Mark Nook

Chair Nook moved to adjourn the meeting. Dan Kinney seconded the meeting adjourned at 1:00 p.m. Motion passed.

Respectfully submitted by:
Jeremy Varner, ICCPHSE Recording Secretary