

**Iowa Coordinating Council for Post-High School Education  
Mount Mercy University -- Trustees Boardroom  
1330 Elmhurst Drive, NE  
Cedar Rapids, Iowa 52402**

**ICCPHSE Meeting Minutes – April 20, 2011**

**1. Welcome**

The Iowa Coordinating Council for Post-High School Education (ICCPHSE) met on Wednesday, April 20, 2011, at 10:05 a.m. at Mount Mercy University in Cedar Rapids, Iowa. Chair Debra Derr welcomed the Council members and guests to the meeting. Chair Derr thanked Mount Mercy University for hosting the meeting and reviewed the meeting agenda. Christopher Blake, president of Mount Mercy and ICCPHSE member, provided a welcome to campus. (The item order on the original meeting agenda was modified to accommodate individuals who needed to leave early.)

**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\*

Institutional Representatives

Deb Derr\* (North Iowa Area Community College)

Dan Kinney\* (Iowa Western Community College)

Representative of the Department of Education

Roger Utman\*

Representatives of Member Institutions

Sally Mason\* (University of Iowa)

Alternate—Beth Ingram (University of Iowa)

Alternate—Dave Holger (Iowa State University)

Alternate—Michael Licari (University of Northern Iowa)

Alternate—Dawn Bratsch-Prince (Iowa State University)

Members of the Board of Trustees of Member Institutions

John Sellars\* (Graceland University)

Craig Pearson\* (Maharishi University of Management)

Alternate—Gary Steinke (Iowa Association of Independent Colleges and Universities)

Representatives of Independent Colleges  
Christopher Blake\* (Mount Mercy College)

Appointed by the Iowa College Student Aid Commission (ICSAC)  
Julie Leeper\* (ICSAC)

Appointed by the Iowa Public Broadcasting Board  
Terry Rinehart\* (Iowa Public Television)

Appointed by Private for Profit Schools  
Susan Spivey\* (Kaplan University)

Liaison Representatives (Ex Officio Non-Voting)  
Diana Gonzalez (Board of Regents)  
Gary Steinke (Iowa Association of Independent Colleges and Universities)

Guests  
Sarah Bouman (Vatterott Educational Center)  
Noel Stahle (William Penn University)  
Regina Matheson (St. Ambrose University)  
Melody Graham (Mount Mercy University)  
Cathy Gieseler (Vatterott Education Center)  
Michael Renner (Drake University)  
Wes Habley (ACT, Inc.)  
Laura Dickson (Board of Regents Office)

\* Indicates voting delegate.

### **3. Approval of Meeting Minutes—Deb Derr**

Deb Derr presented the minutes from the October 13, 2010, ICCPHSE meeting and asked for a motion to approve.

**Action:** A motion was made by Christopher Blake and Dave Holger seconded for approval of the minutes as presented. Motion passed.

### **4. Treasurer’s Report—Gary Steinke**

Gary Steinke presented a statement of the Council’s income and expenditures and presented three additional action items as part of his report. The treasury balance was \$1,526.93.

**Item #1:** Steinke proposed a collection of dues for next year. Steinke stated that dues had not been collected since 2004 and were set at \$600 per sector at the time. Proposed dues for the coming year would be \$300 per sector.

**Action:** A motion was made by Sister Jude Fitzpatrick and Dan Kinney seconded for approval of the collection of the \$300 dues by Council membership area for the coming year. (Board of Regents - \$300; Private universities - \$300; Community colleges- \$300; Proprietary colleges - \$300; IPTV - \$100; Iowa College Student Aid Commission - \$100; State Board of Education - \$100) Motion passed. (It was noted that the collection of these dues for the coming year should last the Council for two years.)

**Item #2:** Steinke discussed the Council’s commitment to the Way-Up Conference. It was stated that the Council needed to reaffirm its financial commitment to the conference each year. Therefore, the Council needed to approve the fall 2011 conference expenditure. Derr called for a \$500 commitment.

**Action:** A motion was made by Dawn Bratsch-Prince and John Sellars seconded for approval of the \$500 commitment to the conference. Motion passed.

**Item #3:** Steinke stated that the Council needs to appoint an audit committee to review the financial information which deals with all funds. Steinke suggested Derr and Terry Rinehart be the audit committee.

**Action:** A motion was made by Sister Jude Fitzpatrick and seconded by Dave Holger for approval of Derr and Rinehart as the audit committee. Motion passed.

**5. Presentation: What Works in Student Retention? – Deb Derr, Chair; and Dr. Wes Habley, Principal Associate, Educational Services, ACT, Inc., Iowa City**

Derr introduced Dr. Wes Habley by providing his background and a list of his publications, presentations, and other work. Dr. Habley is a founding member of the Academic Advising Association. The title of Habley’s presentation was “What Works in Student Retention?” Issues discussed included: types of attrition, retention trends, completion trends, survey information, factors affecting attrition, and retention interventions. The survey research shows that there has not been much change in retention numbers over the last 40 years. One item noted is that accessibility is an issue now and does affect retention.

Craig Pearson asked Habley if we can improve by focusing on student success. Habley stated that admission to the institution is where we are, but that we need to work on the transitions to be sure we retain students. However, student success needs to be defined by the institution. Dave Holger asked about different categories that affect retention. Has there been a change in those categories over the years? Habley replied that students are more mobile. There are also a variety of things which can affect students. One example is the abundant options for where students can attend.

Diana Gonzalez stated that the level of the students' preparation has changed over time. How has this affected retention? Habley stated that more students are taking advantage of what college has to offer. Many more individuals now have considered college compared to just a few years ago.

The Council thanked Habley for his presentation. Chair Derr gave a final comment concerning the information. The American Association of Community Colleges is talking about completion and completion rates and defining student success. The question becomes, with declining resources, where do we go? Is more better? We need to focus on these questions.

#### **6. Discussion of United States Department of Education Program Integrity Regulations— Diana Gonzalez**

Gonzalez talked about the issue of colleges being required to register in other states where the institution has students enrolled for courses offered on-line. For any institution that offers a program that a student from another state is taking, that institution needs to be registered in that state. There are a variety of organizations which are trying to assist with this process. At least one is putting together all of the contact information for registration of each of the states. It is not an easy process. One question which has come up is whether an institution can deny access to out-of-state students? This will be an ongoing issue. Chair Derr questioned whether registration would provide quality. She suggested instead that institutions make sure that the quality of the program/coursework is there. It was mentioned by Julie Leeper that Carolyn Small at the Iowa College Student Aid Commission has put together information on what she can find on other states. Diana Gonzalez also mentioned that SHEEO is putting together information.

#### **7. Notices of Intent—Programs Without Concerns for Ratification—Diana Gonzalez**

Diana Gonzalez reported. The first set of programs listed had originally been on the list for approval at the cancelled January 2011 meeting. The second set had been posted to the web site without any concerns during the required time period. Those colleges which had programs listed had been notified.

**Action:** A motion was made by Sister Jude Fitzpatrick and seconded by Sally Mason for approval of the “programs without concerns.” Motion passed.

Gonzalez provided a reminder of the blackout period where programs are not posted to the web site for review and comment. This is due to holiday periods/semester breaks when individuals at the institutions are not available to review the program information.

**PROGRAMS TO BE LISTED ON AGENDA FOR JANUARY 19, 2011 ICCPHSE MEETING**

**Iowa State University**

Industrial Design  
Masters (MID)  
CIP # 50.0404  
On-campus

**The University of Iowa**

MFA in Book Arts  
Master of Fine Arts (MFA)  
CIP # 50.0799  
On-campus

**Vatterott College**

Wind Energy Technician  
Diploma  
CIP # 15.0403  
Des Moines Campus

**PROGRAMS TO BE LISTED ON AGENDA FOR APRIL 20, 2011 ICCPHSE MEETING**

**Eastern Iowa Community College District (EICCD), Davenport**

Restaurant Management  
Associate of Applied Science  
CIP # 52.0905  
On-campus

**Iowa Western Community College, Council Bluffs**

Design Technology  
Associate of Applied Science  
CIP # 15.1302  
IWCC Cass County Center, Atlantic

**Southwestern Community College, Creston**

Electrical Technologies  
AAS  
CIP # 46.0302  
On-campus

Health Information Technology  
AAS w/ options for diploma and certificate  
CIP # 51.0707  
On-campus

**Southeastern Community College, Burlington**

Animation for Television, Film and New Media

AAS

CIP # 10.0304

On-campus

**Northwest Iowa Community College, Sheldon**

Pharmacy Technician

Diploma & Certificate

CIP # 51.0805

On-campus

**Indian Hills Community College, Ottumwa**

Horticultural Technology

Associate in Applied Science (AAS)

CIP # 01.0601

On-campus

**Kirkwood Community College, Cedar Rapids**

Business Administration

Associate of Science – Career Option

CIP # 52.0201

On-campus

**Hawkeye Community College, Waterloo**

Physical Therapist Assistant (PTA)

AAS

CIP # 51.0806

On-campus

Occupational Therapy Assistant (OTA)

AAS

CIP # 51.0803

On-campus

**Vatterott College, Des Moines**

Medical Assistant Occupational Specialist

Diploma

CIP # 51.0801

On-campus

Information Systems and Security Specialist  
Associates of Occupational Studies – AOS degree  
CIP # 11.1003  
On-campus

Medical Assistant with Office Management  
Associate of Occupational Studies  
CIP # 51.0705  
On-campus

Medical Assistant with Ophthalmic Technology  
Associate of Occupational Studies  
CIP # 51.1803  
On-campus

Medical Assistant with Cardiovascular Technology (Non-invasive)  
Associate of Occupational Studies  
CIP # 51.0801  
On-campus

Medical Assistant with Limited Radiography  
Associate of Occupational Studies  
CIP # 51.0801  
On-campus

Heating, Air Conditioning & Refrigeration Technician  
Diploma  
CIP # 47.0201  
On-campus

#### **8. Update from the Division of Community Colleges and Workforce Preparation—Foreign Languages Legislation (Senate File 2274)—Roger Utman**

Roger Utman provided an update on Senate File 2274, which was passed in spring 2010. It is legislation that the Iowa Department of Education had worked with before and it deals with military education benefits and programs. However, an additional paragraph was added in 2010. (The additional paragraph is listed below.)

The DE has been working with the Board of Regents Office and others in providing information and a report on a K-16 world language program. The specific languages come from the National Security Education Program (NSEP). <http://www.nsep.gov/>  
<http://www.nsep.gov/initiatives/flagship/>

The “flagship program” that is mentioned above includes: Arabic, Chinese, Hindi/Urdu, Korean, Persian/Farsi, and Eurasian Languages. While this legislated requirement is going forward, there is also a review underway on the World Languages taught in the state. The review will include all World Languages taught in the state, not just the ones in the NSEP.

<b>NEW: National Security Education Program</b>			
<b>Deadline</b>	<b>Staff</b>	<b>Statute</b>	<b>Report To</b>
		§ 256B.3 <a href="#">SF 2274</a>	General Assembly
<b>Language</b>			
<p>Sec. 9. NATIONAL SECURITY EDUCATION PROGRAM WORKING GROUP. The department of education, in collaboration with the state board of regents, shall convene a working group that includes but is not limited to representatives of the business community of this state, to explore the possibility of securing the cooperation and assistance of the United States department of defense, the national defense university, and the national security education board to participate in the federal national security education program and establish a foreign language road map, flagship program, and timeline in this state for K=16 and graduate=level students. The working group also shall study the feasibility, including but not limited to the costs, of establishing the road map, program, and timeline, and shall submit a report of its findings and recommendations.</p>			

**9. Update on Postsecondary Registration Activities—Julie Leeper, ICSAC**

Julie Leeper’s presentation dealt with registration of institutions from other states. Two out-of-state institutions are on the agenda for the Commission’s May meeting: 1) University of South Dakota; and 2) Hamilton Technical College

There continue to be questions about registration of colleges by the state. One question is regarding teacher certification. In working on the answers to this particular question, the Department of Education and the Board of Educational Examiners have been discussing these concerns. The real question is who is going to be the entity that approves the teacher certification programs for these out-of-state programs. The registration process for all out-of-state institutions is listed on the commission’s web site. All of the basics and the ins and outs of the process are given.

**10. ICCPHSE Updates—Diana Gonzalez**

**Fall 2010 Enrollment Report**—Enrollment report will continue to be prepared electronically. Staff will continue to refine the report. The University of Iowa does the data collection and developed the electronic survey. One issue continues to be the need to have all institutions report on a timely basis. While this is a voluntary data collection process, the practical side of this is that the Legislature, and others, want/need the information. It is important that we encourage institutions to report in a timely manner. We will also include the contact person.

**Membership**—Discussion took place on providing the updated listing for the 2011-2012 Council membership. Gonzalez asked that any changes be sent to her attention. Gonzalez also reminded those in attendance of the need to have the designated alternate attend if the stated member was unavailable.

**Additional List – Listserv**—Gonzalez reminded those present of the need to be sure that the listserv is also up-to-date. Notices of individuals leaving the institution who are on the list or new institutional staff who should be added to the list should be sent by email to Gonzalez. Additions should come from the institutional representative and not just from a staff member wanting to be added to the list.

Gonzalez will post the new approved programs on the website. She also reminded institutional representatives that if approved programs are no longer offered by the institution, please notify her so the deleted programs can be removed from the website.

**11. Confirmation of Dr. Sally Mason, President of the University of Iowa, as Chair of ICCPHSE for 2011–2012; and Dr. John Sellars, President of Graceland University, as ICCPHSE Vice Chair for 2011-12**

Chair Derr asked the Council to confirm Dr. Sally Mason, president of the University of Iowa, as the ICCPHSE chair for 2011-2012; and Dr. John Sellars, president of Graceland University, as ICCPHSE vice-chair for 2011-2012.

**Action:** Motion made by Dave Holger and seconded by Michael Licari to confirm Dr. Mason and Dr. Sellars respectively as ICCPHSE chair and ICCPHSE vice-chair for 2011-2012. Motion passed.

**11. For the Good of the Order**

The ICCPHSE Executive Committee will meet in June to discuss the meeting times and topics for this next year. Send suggested agenda items to Diana Gonzalez via email. The Executive Committee wants to be sure that topics of interest to all of the membership areas are provided. Dave Holger thanked Deb Derr for her service as this year’s Council Chair. Chair Derr asked for a motion for adjournment. Derr thanked Gonzalez for her assistance during the year.

**Action:** A motion was made by Beth Ingram and seconded by Dawn Bratsch-Prince for approval of adjournment. Motion passed.

The meeting was adjourned at 1:05 p.m.

Respectfully submitted by: Roger Utman, ICCPHSE Recording Secretary