

*Iowa Coordinating Council for Post-High School Education
11620 Aurora Avenue
Des Moines, Iowa 50319
515/281-3939*

ICCPHSE Meeting Minutes – January 24, 2008

1. Call to Order and Introductions

The Iowa Coordinating Council for Post-High School Education met on Thursday, January 24, 2008, at 10:00 a.m. at the Mercy College of Health Sciences in Des Moines, Chairperson Robert Paxton called the meeting to order, President Decker welcomed the Council to the Mercy College of Health Sciences, and then the Council members and guests introduced themselves. The following individuals were present.

State Board of Education Members

No representatives were present

Department of Education

Jan Friedel*

University Representatives

Ben Allen*

Dave Holger*

Jim Lubker*

Elizabeth Hoffman

Tom Rocklin

Representatives of Independent Colleges

Rich Sours*

Barb Decker*

Susan Dawson*

Representatives of Private Proprietor Schools

No representatives were present

Representatives of the IPTV Board

Terry Rinehart*

Guests

MJ Dolan, Iowa Association of Community College Trustees

Ilene Tuttle, Bd. of Regents

Beverly Schroeder, Office of U.S. Senator Harkin

Community College Representatives

Robert Paxton*

Dan Kinney*

Members of the Board of Regents

No representatives were present

Members of the Board of Trustees of Member

Institutions

Don Byers*

Iowa College Student Aid Commission

Representatives

Keith Greiner*

Student Representatives

Jennifer Younie*

Liaison Representatives

Diana Gonzalez, Board of Regents

Roger Foelske, Iowa Dept. of Education

Gary Steinke, Iowa Association of Independent Colleges and Universities

*Indicates voting delegate.

2. Approval of Minutes

Roger Foelske presented the minutes for the November 29, 2007 meeting of the Council.

Action: The minutes were approved as presented.

3. Treasurer's Report

Gary Steinke presented a statement of the council's income and expenditures for the period November 1, 2007 to January 24, 2008. As of January 24, 2008 the Council had a balance of \$13,154.72 of which \$10,033.28 was in the operational account, \$1,910.77 in the Way-Up Conference account; and \$1,210.67 in the Carol Kay Memorial Fund account.

Action: The treasurer's report was approved as presented.

4. Panel Discussion on Program Duplication

The panel discussion was postponed until the Council's next meeting which is scheduled for April 23rd.

5. Proposed Changes in the Notice of Intent Form

Diana Gonzalez distributed a revised program intent form (see attachment A) that was developed by the Council's executive committee in response to the Council request to revise the form so that it includes additional information concerning the program that is being proposed by the institution filing the notification of intent. The revised form information that was previously included on the Council's "long form." If a council member expresses a need for additional information after reviewing the information provided via the "Notice of Intent," the submitting institution will be requested to submit additional information that is tailored to needs expressed in the respondent's "Notice of Concern."

Action: Dan Kinney moved that the revised notice of intent be approved and that the guidelines be effective immediately. Barbara Decker seconded the motion, and the motion was unanimously approved.

Action: Ben Allen moved that notices of intent not be posted when the colleges and universities are not in session (August 1 through the first Friday after Labor Day and December 15th through January 15th.) Elizabeth Hoffman seconded the motion, and the motion was unanimously approved.

Action: Richard Sours moved that the requirement that the notices of intent be on file for 15 calendar days be extended to 20 calendar days. Elizabeth Hoffman seconded the motion, and the motion was unanimously approved.

6. Letter from the Coordinating Council to the Membership:

Diana Gonzalez distributed a proposed letter to be sent to Council's membership from the Council informing them of the newly revised program intent form and the timelines for submitting notices of intent that was approved by the Council. The letter will also clarify that if a notice of intent on behalf of an institution that is not a member of Council (i.e. an institution from another state) the institution will be added to the Council's list serve so that they will have access to the comments and or concerns posted by members of the Council.

Action: Jan Friedel moved that letter be approved, signed by the Council's chair and sent to the presidents and chief academic officers of each post-secondary institution in the state of Iowa. Dan Kinney seconded the motion, and the motion was unanimously approved.

7. Update on the reauthorization of the Higher Education Act:

Beverly Schoerder of Senator's Harkin's staff provided an overview on issues being addressed in the reauthorization of the Higher Education Act. Issues identified included proposed changes impacting student financial aide, accreditation, teacher education programs, and reporting/accountability requirements, including the student unit record issue. It was suggested that the Council identify areas of concern and share their concerns with members of the Iowa delegation to Congress expressing concerns about potential impact on higher education in Iowa and request that they carefully review what's being proposed.

8. Coordination (Program Notifications)

A. Interim Approvals—The following programs were submitted on the list-serve for review.

No concerns were raised, and per ICCPHSE policy the institutions were granted interim acceptance.

Mount Mercy College, Cedar Rapids

Master of Business Administration
Graduate Degree
CIP #52.0201
On-campus – Cedar Rapids

Master of Education in Reading
Graduate Degree
CIP # 13.9999
On-Campus – Cedar Rapids

Master of Education in Special Education
Graduate Degree
CIP # 13.1001
On-Campus – Cedar Rapids

Kirkwood Community College, Cedar Rapids

Precision Sheet Metal Technology
Diploma
CIP # 48.0506

Allen College, Waterloo

Clinical Laboratory Science/Medical Laboratory Technology
Bachelor of Health Science
CIP # 51.2099
On-Campus – Waterloo

Diagnostic Medical Sonography
Bachelor of Health Sciences or
Certificate in Diagnostic Medical Sonography
CIP # 51.0910
On-Campus – Waterloo

Nuclear Medicine Technology

Bachelor of Health Science or
Certificate in Nuclear Medicine Technology
CIP # 51.0955
On-Campus – Waterloo

University of Northern Iowa, Cedar Falls

Major in Biochemistry
Bachelor of Arts
CIP # 26.0202
On-Campus – Cedar Falls

Major in Technology
Graduate – Master of Science
CIP # 15.9612
On-Campus – Cedar Falls

Buena Vista University, Storm Lake

Major in Organizational Leadership
Bachelor of Arts
CIP # 09.0901
Off-Campus – Council Bluffs, Creston, Denison, Emmetsburg, Estherville, Spencer, Spirit Lake,
Fort Dodge, Iowa Falls, LeMars, Marshalltown, Mason City, Newton, Ottumwa

William Penn University, Oskaloosa

Bachelor of Science in Nursing
2 + 2 degree completion program
Bachelor's Degree
CIP # 51.1601
On-Campus – Oskaloosa

AIB College of Business, Des Moines

General Studies
Associate Degree
CIP # 24.01.02
On-Campus – Des Moines

Sports and Event Management
Associate Degree
CIP # 52.0299
On-Campus – Des Moines

Communications Design and Management
Associate Degree
CIP # 09.0199
On-Campus – Des Moines

Action: Jan Friedel moved that all programs be accepted as presented. Ben Allen seconded the motion, and the motion was unanimously approved.

B. . Other Program Action—Programs with concerns that have resolved:

Mount Mercy College, Cedar Rapids

Journalism
Bachelor of Arts
CIP #09.0401
On-campus -- Cedar Rapids

Management Information Systems
Bachelor of Science
CIP #52.1201
On-campus -- Cedar Rapids

Media Design
Bachelor of Arts
CIP #09.0199
On-campus - Cedar Rapids

Public Relations
Bachelor of Arts
CIP #09.0902
On-campus - Cedar Rapids

Kaplan University

Master of Science in Nursing
Master's Degree
CIP # 51.1602
Off-Campus – Offered only on-line

Upper Iowa University, Fayette

Nursing Education: RN to BSN
Bachelor of Science
CIP # 51.1600
On-Campus – Fayette
Off-Campus – Des Moines

Cedar Rapids/Council Bluffs Expansion

Action: Jan Friedel moved that all programs be accepted as presented. Ben Allen seconded the motion, and the motion was unanimously approved.

9. Update from College Aid Commission:

Keith Greiner provided an update concerning ITT Educational Services and Nova Southeastern University request through the Iowa College Student Aid Commission. The ITT Educational Services request is being processed. The Commission may consider any recommendations received from the Council during the next ninety days. If Nova University desires to keep operating it's

program in Iowa, it has been informed that it must resubmit an application through the Secretary of State's Office.

Keith also announced that the Secretary of State's Office recently convened its advisory committee to address the post-secondary registration process. The advisory committee includes the following individuals: Fred Moore from the Independent Colleges and Universities, MJ Dolan from the Community Colleges, Jan Friedel from the Department of Education, Diana Gonzalez from the Board of Regents, Keith Griener and Karen Misjak from the College Aid Commission. The committee will study and identify criteria for reviewing and reapproving out-of state institutions offering programs within the state. However, the Secretary's staff has indicated that it does not want to address issues related to program quality.

Action: Elizabeth Hoffman moved that the Chairperson of the Council appoint representatives of each sector of the Council to serve on an ad hoc committee to study what mechanisms could be put into place by the Council to address continuous quality issues in higher education. The motion was seconded by Jan Friedl and unanimously approved. The chair then appointed the following individuals to serve on the committee; Gary Steinke, Dan Kinney, Ben Allen, and Susan Spivey.

10. Updates:

Diana Gonzalez requested that each sector review what is currently listed on the Council's website to determine its accuracy. If institutions identify inconsistencies, she requested that they notify her office as soon as possible. She also requested that members review the updated membership list as to its accuracy and requested that members contact her if any of the information on the list is incorrect, etc. She also indicated that the list serve also needs to be reviewed by each member institution to ensure that the e-mail addresses are correct and that the appropriate individuals are included on the listserve.

11. Proposed By-Laws Revisions:

It was announced by the Council's Chairperson, that the Council would post-pone the review of the By-Laws until the newly appointed committee completes its assignment.

12. For the Good of the Order:

The next meeting of the Council will be on April 23, 2008 at the University of Iowa. The meeting was adjourned at 1:30 pm.

Respectfully submitted by:

Roger Foelske
ICCPHSE recording Secretary
515-281-4700
roger.foelske@ed.state.ia.us

Attachments:

Attachment A: PROPOSED JANUARY 2008

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION (ICCPHSE)
Notice of Intent to Offer a New Program or Location
Reporting Procedures

1. ICCPHSE member institutions proposing new programs or program locations will submit a completed "Notice of Intent" form on the ICCPHSE member list-serve prior to implementing a new program or program location. The form is available at the following site:
<http://www2.state.ia.us/regents/ICCPHSE/IntenttoOfferForm.pdf>.
2. ICCPHSE members and member institutions receiving the list-serve notice will have fifteen (15) days to submit comments about the proposed program or location. Comments on a proposed program/location can be of two types: (1) inquiries; and (2) concerns. Inquiries are questions raised for purposes of clarification, whereas concerns are serious reservations or opposition to a proposed program/location. Inquiries and concerns must be communicated over the list-serve.
3. If no comments are submitted to the list-serve within the 15 day period, then the proposal will be affirmed at the next Coordinating Council meeting.
4. The institution proposing the new program/location must respond on the list-serve to all of the comments within thirty (30) days after the comments were posted to the list-serve.
5. Following receipt of the proposing institution's response to concerns, the institution which submitted the concerns may withdraw them.
6. If concerns remain after the 30 day period, the proposing institution must complete the supplemental form to the list-serve. The supplemental form is available at the following site:
[Http://www2.state.ia.us/regents/ICCPHSE/ProposedNewProgramForm.pdf](http://www2.state.ia.us/regents/ICCPHSE/ProposedNewProgramForm.pdf)
7. Member institutions must submit comments to the list-serve within fifteen (15) days that the supplemental form is submitted to the list-serve
8. If the concerns are not withdrawn, the proposing institution will submit a complete ICCPHSE proposal to the Council fifteen (15) days prior to the next ICCPHSE meeting. The institution(s) raising concerns about the proposed program will submit concerns in writing to the Council fifteen (15) days prior to the Council meeting, at which time the program proposal will be considered.
9. If concerns are raised within the thirty-day notification period, the program/location will be formally considered by the ICCPHSE and an opportunity will be provided for any institution(s) to raise concerns regarding the proposed program/location.
10. If an institution is still concerned about the proposed program/location after the ICCPHSE meeting where the proposed program/location has been discussed, formal written concerns should be provided to the ICCPHSE permanent secretary within thirty days. These written concerns and any responses to the concerns will be forwarded to the appropriate governing board and/or coordinating board of the institution proposing the program/location. The written comments will also be placed on the ICCPHSE list-serve and will be shared with the media in the affected areas.
11. If after thirty (30) days no concerns are raised (or have been withdrawn), the proposed program or location will be listed on the ICCPHSE consent agenda for ratification at the next ICCPHSE meeting. This will be known as the "fast track." Since no concerns have been raised, the proposing institution may begin to implement the program.

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION (ICCPHSE)

Notice of Intent to Offer a New Program or Location

SEND THIS FORM AS E-MAIL ATTACHMENT TO: iccphe-notice@iastate.edu

1. Name of institution
2. Address
3. Name of contact person
4. Address
5. Phone and fax numbers
6. E-mail address
7. Proposed program name
8. Proposed program location
9. Certificate/degree level
10. CIP number¹
11. Projected date for implementation of new program or location.
12. Projected first-year enrollment of new program or location
13. Projected fifth-year enrollment of new program or location
14. Projected number of graduates by year 5 of new program or location
15. Describe the state and/or national workforce need and/or demand for graduates of the proposed program currently and in the foreseeable future. Identify source(s) used to estimate need and demand.
16. List public and private institutions in the state which have similar offerings.
17. List same or similar programs in new location.
18. If this program exists elsewhere in the state, describe unique features of this program and/or additional need for this program or new location.
19. Delivery system a. On-campus _____
b. Off-campus _____
20. Additional comments
 - ¹ National Center for Educational Statistics (NCES) Clas