

**Iowa Coordinating Council for Post-High School Education (ICCPHSE)
Via Conference Call
ICCPHSE Executive Committee Meeting Minutes – July 10, 2013**

1. Call to Order and Roll Call

The ICCPHSE Executive Committee met via teleconference on Wednesday, July 10, 2013, at 2:00 p.m. Chairperson Dan Kinney called the meeting to order. The following executive committee members present were as follows:

- Dan Kinney, Chair
- Diana Gonzalez, Permanent Secretary
- John Sellars, Immediate Past Chair and Treasurer
- Steve Leath, Vice Chair, was absent

Also present were:

- Ilene Tuttle, Assistant to Diana Gonzalez
- Stephanie Weeks, on behalf of Jeremy Varner, Recording Secretary

2. Approval of Minutes

Chair Kinney asked for a motion to approve the minutes of the April 17, 2013, meeting of ICCPHSE.

Action: The minutes were unanimously approved.

3. Treasurer's Report (through June 30, 2013)

John Sellars indicated he would send the budget reports electronically to the ICCPHSE Executive Committee under a separate cover. Although there were no major changes to the budget, the collection of dues was adopted and approved at the April 17, 2013 meeting, as well as an Audit Committee. John will give the full budget report at the October 16, 2013, ICCPHSE meeting.

4. Programs Without Concerns for Ratification

Gonzalez presented the following programs, without concerns, for ratification:

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

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

Action: Motion made by Diana Gonzalez and seconded by John Sellars to approve the ratification of programs without concerns. Motion passed.

Programs Submitted Pending 20-Day Review—Not for Ratification

Diana also briefly discussed the following programs that have been submitted and are pending the 20-day review (not for ratification). These programs will be submitted for approval at the October 16, 2013, ICCPHSE meeting.

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, Estherville

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

5. Meeting Schedule for 2013-2014 (Including Meeting Locations)

The following meeting dates and locations were proposed for 2013-2014:

- October 16, 2013—Iowa Western Community College
- January 22, 2104 (conference call, if needed)
- April 16, 2014—Iowa Association of Community College Trustees Conference Room

6. Topics and Speakers for 2013-2014 Meetings

The proposed topics and speakers for the 2013-2014 meeting include:

- October 16, 2013—Program Integrity Requirements and Smarter Balanced Updates—Diana Gonzalez
- April 16, 2014—Iowa Core Review—Department of Education (staff overseeing the math and ELA)

7. Letter from Incoming Chair Dan Kinney to Membership

Chair Kinney is working with Diana Gonzalez on a letter to be sent to the general membership in early September. The letter is a general introduction from the new chair and lists activities/meetings for the coming year.

8. Membership for 2013-2014

Gonzalez asked the Executive Committee members for their assistance in updating the membership information. A specific request was to address the need for having alternates listed and making sure that everyone is aware of the role of the alternate. Currently, there are areas within the ICCPHSE where an alternate is not listed. It is also important that if a member is not able to attend a meeting, that the member needs to contact the alternate about attending. Members and stated alternates are the only ones able to vote on ICCPHSE business.

9. Importance of Notifying us of Changes to the ICCPHSE Listserv

Gonzalez indicated that all personnel changes to the listserv need to be given to Ilene Tuttle. An email will be sent out to the listserv to remind recipients to inform the Board of Regents office of any listserv changes.

10. Fall 2013 Enrollment Report

Gonzalez reported on the plans for the upcoming fall 2013 enrollment report. She is currently working with staff at the University of Iowa. (The University of Iowa assists with the data collection and preparation of the report.) While reporting enrollment information for the report is voluntary, Gonzalez will remind all postsecondary institutions in the state that the report is used by a variety of entities which include state agencies and the state legislature. It is important that everyone looking at enrollment data have complete information.

11. For the Good of the Order

Chair Kinney asked if there were any additional topics or issues which needed to be addressed before the Executive Committee adjourned. None were presented.

The meeting was adjourned at 2:35 p.m.

Respectfully submitted by:
Stephanie Weeks, on behalf of Jeremy Varner
ICCPHSE Recording Secretary