

**Iowa Coordinating Council for Post-High School Education (ICCPHSE)
Via Conference Call
ICCPHSE Executive Committee Meeting Minutes – June 17, 2011**

1. Call to Order and Roll Call

The ICCPHSE Executive Committee of the Iowa Coordinating Council for Post-High School Education met via teleconference on Friday, June 17, 2011, at 2:00 p.m. Chairperson Sally Mason called the meeting to order. The following executive committee members present were as follows:

- Sally Mason, Chair
- John Sellars, Vice Chair
- Diana Gonzalez, Permanent Secretary
- Roger Utman, Recording Secretary

Members Absent:

- Deb Derr, Immediate Past Chair
- Gary Steinke, Treasurer

2. Approval of Minutes

Chair Mason asked for a motion to approve the minutes of the April 20, 2011, meeting of ICCPHSE.

Action: Motion made by Roger Utman and seconded by John Sellars to approve the minutes. Motion passed.

3. Treasurer's Report

Treasurer Gary Steinke was not available for the conference call. Since dues are to be assessed for 2011-2012, Diana Gonzalez will talk with Steinke concerning how that information will be sent to the membership. Information from the audit committee and the Council's financial report will be provided at the October, 2011, meeting.

Note: Treasurer's report was available for the conference call, but was not approved since the treasurer was not available to present.

4. Programs Without Concerns For Ratification

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

- Vatterott College (Des Moines) – program name change (From Medical Assistant with Limited Radiography to Medical Assistant with Limited Radiography Technology)
- Iowa Lakes Community College (Emmetsburg) – Veterinary/Animal Health Assistant Technology AAS
- Iowa Valley Community College District (Marshalltown) – Legal Assistant/Paralegal Management (AAS)
- Iowa Valley Community College District (Marshalltown) – Technical Theatre/Theatre Design and Technology (AA)
- Vatterott College (Des Moines) – Paralegal Studies (AS)
- Vatterott College (Des Moines) – Medical Billing and Coding (AOS)
- Iowa State University (Ames) – Bachelor of Design (BD)

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

5. Meeting Schedule for 2011-2012 (Including Meeting Locations)

The following meeting dates and locations were proposed for 2011-2012:

- Wednesday, October 19, 2011, at University of Iowa, Iowa City
- Wednesday, January 25, 2012, by Conference Call
- Thursday, April 19, 2012, at Drake University, Des Moines (tentative)

Note: An additional face-to-face meeting will be added to the schedule if there are issues which warrant doing so.

6. Topics and Speakers for 2011-2012 Meetings

The proposed topics and speakers for the 2011-2012 meeting include:

- Dr. Jason Glass, Director, Iowa Department of Education, Speaker for October 2011 on Education
- Dr. Clayton Christensen, Speaker for April 2012 on Technology

7. Letter from Incoming Chair Sally Mason to Membership

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

8. Membership for 2011-2012

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. Fall 2011 Enrollment Report

Gonzalez reported on the plans for the upcoming fall 2011 enrollment report. She is currently working with staff at the University of Iowa on needed adjustments to the data elements. (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.

10. For the Good of the Order

Chair Mason 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:

Roger Utman
ICCPHSE Recording Secretary