

# Iowa Coordinating Council for Post-High School Education

11260 Aurora Avenue  
Des Moines, Iowa 50322  
515/281-3934

## ICCPHSE Meeting Minutes – October 21, 2009

### 1. Call to Order and Introductions

The Iowa Coordinating Council for Post-High School Education met on Wednesday, October 21, 2009, at 10 a.m. at Mercy College of Health Sciences in Des Moines, Iowa. Chairperson Christopher Blake called the meeting to order, welcomed the Council, and then the Council members and guests introduced themselves. The chair expressed thanks for the previous chair from UNI last year. The following individuals were present.

#### State Board of Education Members

Sister Jude Fitzpatrick\*

#### Department of Education

No representatives were present

#### University Representatives

No representatives were present

#### Representatives of Independent Colleges

Christopher Blake\*

#### Representatives of Private Proprietor Schools

Susan Spivey\*

#### Representatives of the IPTV Board

Terry Rinehart\*

#### Guests

Stephanie Austin, AIB  
Jeremy Varner, Iowa Dept. of Education  
Ilene Tuttle, Bd. of Regents  
Dan Nieland, Vatterott College  
Susan Dawson, Allen College  
Jennifer Hart, Simpson College  
Joe DeHart, DMACC  
John Burnes, Drake University  
Robert Mundhenk, HLC  
Wayne Johnson, University of Iowa  
Dick Hanson, Waldorf College  
Michael Renner, Drake University  
Tracy Schuster-Matlock, St. Ambrose Univ.  
Jeremy Wells, Kaplan University  
Kacy Webster, Kaplan University  
Cindy Combs, Ashford University  
Mark Johnson, NIACC  
Shelly Schmitt, NIACC  
Karen McLean, Des Moines University  
Colleen Hunt, Department of Education

#### Community College Representatives

Deb Derr\*

Dan Kinney\*

James Mollenhauer (alternate)

#### Members of the Board of Regents

Beth Ingram\*

Dave Holger\*

Beverly Kopper\*

Joel Haack\*

#### Members of the Board of Trustees of Member Institutions

John Sellars\*

Craig Pearson\*

Gary Steinke\*

#### Iowa College Student Aid Commission Representatives

Keith Greiner\*

#### Student Representatives

Adam Bentley\*

Denise Little\*

#### Liaison Representatives

Diana Gonzalez, Board of Regents

\* Indicates voting delegate.

## 2. Approval of Minutes

The minutes for the April 15, 2009, council meeting were presented.

**Action:** The minutes were approved as presented.

## 3. Ratification of Deb Derr as Vice Chair 2009-2010

**Action:** Dan Kinney moved to ratify Deb Derr as Vice Chair for 2009-2010. The motion was seconded by Susan Spivey. The motion passed.

## 4. Treasurer's Report

Gary Steinke presented a statement of the council's income and expenditures. Gary stated that the only additional changes from the last meeting's report were 2 expenses for secretarial issues and the \$500 expense for the Way Up Conference, which was approved at the last meeting. He also stated that the bank has been charging a service charge for the account each month beginning since January. He called the bank, and they agreed to refund the charges of \$71.43.

The Way Up balance was \$1,910.77; the Carol Kay Memorial balance was \$1,210.67; the ICCPHSE balance was \$4,464.00. The total of all accounts was \$7,585.44.

**Action:** John Sellars moved approval of the treasurer's report. Beth Ingram seconded the motion. The motion passed and the treasurer's report was approved as presented.

## 5. Updates from Division of Community Colleges and Career and Technical Education

Jeremy Varner from the Department of Education provided information regarding the status of the Administrative Rules for Senior Year Plus and the Postsecondary Audit Committee.

Jeremy stated that the Senior Year Plus legislation passed in 2008. This legislation covers situations such as: a high school student earning credit such as PSEO (Postsecondary Enrollment Options), Advanced Placement, Iowa Learning on Line, and Regional Academies. This legislation standardizes the requirements for those programs where college credit is awarded to high school students.

The rules were adopted by the State Board of Education last month and will be in effect in November. A 40-page guidance document providing guidance on core requirements, testing, overview of specific programs, supplementary weighting, accreditation requirements and non Senior Year Plus activities that are similar has been completed. This document combines all items into one guide book rather than several handbooks. Frequently Asked Questions are also included in the document. Once this document is approved, it will be distributed.

A question was raised regarding the effective date of the rules in November. Jeremy explained that the rules help clarify the law. The requirements have already been in effect since passage of the legislation in 2008. An additional question was asked about whether there were any major issues as the rules were developed. Jeremy explained that one issue was changes as to how full-time enrollment was defined. Previously it was interpreted that 12 credit hours were full-time. Now the credit hours are spread out across a year: 24 credit hours over an academic year excluding the summer and at only one institution. Other changes were minor.

Following the discussion on rules for Senior Year Plus, Jeremy provided information on the Postsecondary Course Audit Committee. House File 2679 mandated this committee. This committee is charged with annually auditing post secondary courses delivered to high school students through Senior Year Plus. The Committee began its work in May. The committee consists of the following members: three from the Regents, three from the community colleges, and three from the high schools. The committee wanted to concentrate on concurrent enrollment programs initially, but will hold further discussion in the upcoming years. The committee decided to piggyback on the NACEP accreditation process. All 15 of the community colleges agreed to participate in the rigorous process. The national standards align with the Senior Year Plus legislation. The NACEP standards are broader than the audit criteria mandated by the legislature. Included in the NACEP standards are document review and a peer group from other accredited institutions who perform the audit on the community college. The committee will continue to meet and will look at the effectiveness of the NACEP process. The committee also wants to ensure that this process aligns with the state accreditation process for both K-12 and community colleges. A question was raised on the timeframes for this committee. Jeremy stated that the committee is a standing committee. They are anticipated to meet twice a year (once in the fall and once in the spring) unless other meetings are needed.

**Action:** No action was needed.

## **6 For Ratification**

### **A. Programs Without Concerns**

#### **1. Notices of Intent**

##### **Mount Mercy College, Cedar Rapids**

Bachelor of Business Administration in Finance  
Baccalaureate degree  
CIP# 52.0801  
On-campus

##### **Iowa State University, Ames**

Communication of Science, Technology and Risk  
PhD  
CIP# 09.9999  
On-campus

##### **Waldorf College, Forest City**

Criminal Justice Administration  
Bachelor of Science  
CIP# 43.0103  
On-campus

International Management  
Bachelor of Science  
CIP# 52.1101  
On-campus  
Fire Administration  
Bachelor of Science  
CIP# 43.0202  
On-campus

Organizational Leadership  
Bachelor of Science  
CIP# 52.1003  
On-campus

Sports Management  
Bachelor of Science  
CIP# 31.0504  
On-campus

Business Administration  
Bachelor of Science  
CIP# 52.0201  
On-campus

Fire Science  
Bachelor of Science  
CIP# 43.0202  
On-campus

Organizational Leadership  
Bachelor of Science  
CIP# 52.1003

**Hamilton Technical College, Davenport**

Electronics Technology  
Diploma  
CIP# 15.0303  
On-campus

Process Control Systems Technology  
Diploma  
CIP# 15.0303  
On-campus

**Kaplan University, Davenport**

Bachelor of Science in Human Services  
Associate of Applied Science in Human Services  
Bachelor & Associate  
CIP# 44.0000  
Online

Bachelor of Science in Professional Studies  
Bachelor  
CIP# 24.0102  
Online

Bachelor of Science in Liberal Studies  
Bachelor  
CIP# 24.0101  
Online

Associate of Applied Science in Health Information Technology  
Associate  
CIP# 51.0799  
Online

Bachelor of Science in Health Information Management  
Bachelor  
CIP# 51.0799  
Online

Associate of Applied Science in Fire Science  
Associate  
CIP#--(no programs in Fire Science)  
Online

Associate of Applied Science in Public Administration  
Associate  
CIP# --(There are no Associates programs. CIP for Bachelors is 44.0401)  
Online

Bachelor of Arts in Environmental Management and Policy  
Bachelor's Degree  
CIP#--(There are no Environmental Policy and Management programs; the closest CIP for this program is 03.0102)  
Online

Bachelor of Science in International and Comparative Criminal Justice  
Bachelor's degree  
CIP#--(There are no programs in International and Comparative Criminal Justice)  
Online

Bachelor of Science in Fire and Emergency Management  
Bachelor's degree  
CIP#--(There are no programs in Fire and Emergency Management)  
Online

Bachelor of Science in Fire Science  
Bachelor's degree  
CIP#--(There are no programs in Fire Science)  
Online

Master of Science in Accounting  
Master  
CIP# 52.0301  
Online

**University of Iowa**

Bachelor of Arts in Environmental Sciences  
Bachelor of Arts  
CIP# 03.0104  
On-campus

Ethics and Public Policy  
B.A.  
CIP# 30.9999  
On-campus

**St. Ambrose University**

Bachelor of Business Administration (BBA)  
CIP# 52.0201  
Clinton Community College, Clinton, IA (EICCD)

**Eastern Iowa Community College District**

Renewable Energy Systems Specialist  
2 year degree  
CIP# 15.0503  
Scott Community College: Blong Technology Center

**Western Iowa Tech Community College**

Legal Assistant/Paralegal  
AAS  
CIP# 22.0302  
Sioux City campus only, in hybrid format, which is a combination of face-to face and on-line

State name: Animation, Interactive and video graphics Technology  
Local name: Video Game Design  
Associate of Applied Science  
CIP# 10.0304  
Sioux City, Denison, LeMars, and Cherokee

Wind Energy Technician  
Associate of Applied Science  
CIP# 15.0503  
Sioux City

**Des Moines Area Community College**

Pharmacy Technician  
Diploma  
CIP# 51.0805  
Ankeny campus

Ophthalmic Technician/Technologist  
Diploma  
CIP# 51.1803  
Ankeny campus

**Morningside College**

Iowa Teacher Intern Licensure Program  
Post-BA/BS  
CIP# 2010  
On-campus

**Iowa State University**

Educational Administration  
M.Ed., Ph.D., Principal Licensure, Superintendent Licensure  
CIP# 13.0405

**Kaplan University**

Accounting  
Bachelor's  
CIP# 52.0301  
Cedar Rapids and Des Moines (Urbandale) campuses

Bachelor's in Health Sciences  
Bachelor's  
CIP# 51.0701  
Des Moines (Urbandale) campus

Medical Office Management  
Associate's  
CIP# 51.0705  
Des Moines (Urbandale), Cedar Rapids and Council Bluffs

Master's in Business Administration  
Master's  
CIP# 52.0201  
Cedar Rapids, Des Moines (Urbandale), Cedar Rapids, Council Bluffs, Mason City, and  
Davenport

**Note: Mount Mercy College withdrew its concerns in July 8, 2009, e-mail posted to the Listserv.**

**Grand View University**

Church Music Major  
Bachelor of Arts  
CIP# 39.0501  
Main campus

**Indian Hills Community College, Ottumwa**

Clinical Medical Laboratory Technician Program  
AAS degree  
CIP# 51.1004  
On-campus

Renewable Energy Technology  
AAS degree  
CIP# 15.0503  
On-campus

Geospatial Technology  
AAS degree  
CIP# 45.0702  
On-campus

Clinical Medical Laboratory Assistant Program  
Diploma  
CIP# 51.0802  
On-campus

**Des Moines Area Community College, Ankeny**

Fluid Power Technology  
AAS, Diploma  
CIP# 15.1103  
On-campus

**Eastern Iowa Community College District, Davenport**

Surgical Technician  
Certificate, Diploma and AAS  
CIP# 51.0909  
On-campus

**Southwestern Community College, Creston**

Accounting and Information Technology  
AAS  
CIP# 52.0302  
On-campus

**Iowa Western Community College, Council Bluffs**

Surgical Technology  
AAS  
CIP# 51.0909  
On-campus

**North Iowa Area Community College, Mason City**

Pharmacy Technician  
Certificate and Diploma  
CIP# 51.0805  
On-campus



**Action:** Dave Holger moved approval for programs without concerns. Beverly Kopper seconded the motion. The motion passed.

## **2. Postsecondary Applications**

### **Brown Mackie College, Moline, Illinois**

Postsecondary Application for Registration in Iowa (Comment period ended 10/5/09)

### **Hannibal LaGrange College, Hannibal, Missouri**

Application for Renewal of Iowa Registration (Comment period ended 7/26/09)

## **3. Pending Postsecondary Applications**

### **ITT Educational Services, Carmel, Indiana**

Application to open a location in Cedar Rapids (Comment period ends 10/20/09)

Discussion ensued regarding the process. It was stated that applications are sent to the College Aid Commission and then to the Coordinating Council in order for a college to do business in Iowa. There have been no comments through October 20, 2009, for the above applications (Brown Mackie, Hannibal LaGrange, and ITT). The application from ITT is the postsecondary application for the college to operate in Iowa. The process is that the listserv receives information regarding specific programs. It was asked what the process was. Diana Gonzalez stated that it can work a couple of ways. It can be that the location is approved first and then specific programs would follow through on the listserv. Registration is focused on offering particular programs. When institutions know that they want to come into Iowa and offer a specific program, both components may be lumped together. With ITT, they are asking for approval and the programs were not included. Discussion then was on the ease for institutions to operate in Iowa. A comment was made that Iowa has a simplified system compared to other states. Buildings might be completely built by the time that information is sent to the Coordinating Council. Susan Spivey stated that the Coordinating Council should sort out what is happening because leases may have been signed years ahead of bringing application to the Coordinating Council. She asked who one voices an objection. It is not clear to members what they are objecting to. Diana Gonzalez stated that regarding postsecondary registration, there are criteria that are part of the registration application. One basis to comment is the criteria of the background of the institution, history, graduation rate, and finances. Keith Grenier stated that the Secretary of State had relinquished their duties and now the Iowa College Student Aid Commission manages the process. At the next meeting agenda, there will be an institution asking for renewal. There will also be the beginning of discussion directed by the College Student Aid Commission on looking at 13 criteria such as an institution must be accredited by the US Department of Education and that the institution must be located in Iowa and have faculty and staff in Iowa. It would be a good time to discuss these issues and look at the administrative rules. The registration committee has the right to review the criteria. It is officially an advisory committee and makes recommendation to the Student Aid Commission. Christopher Blake stated that there are two issues. One is the opportunity to give a message to the Registration Committee to join in this request. The other is that this committee has the responsibility to respond to the applications, which have not received comment. The committee can either approve or ratify with objection or not ratify. Craig Pearson stated that this has implications for the state of Iowa. Dan Kinney stated that there is a need to look at standards for approval in the state. He is concerned that there is no follow up accreditation process for the institutions. Perhaps there should be an annual fee to cover the accreditation to pay the licensing fee

for the state to monitor that they are able to be accredited and that they remain accredited. Christopher Blake suggested that the Registration Committee could review this process. Susan Spivey asked if there is a way to table this action until there is a review of the process and more information from the Registration Committee. Diana Gonzalez stated that when a registration is submitted, in effect there is a clock that starts ticking. That puts the commission in a situation that certain events have to occur because the commission has to take action by a certain time. If it is tabled and not discussed until the Commission does, the Coordinating Council could meet by phone or electronically before the deadline to the College Student Aid expires. Susan Spivey asked when the comment period ends. Keith Greiner stated that the Commission must act in 100 calendar days. The Coordinating Council may submit their comments on the 91<sup>st</sup> day. Susan Spivey commented that the colleges expect to get their information back in 180 days. Keith Greiner then provided an update handout. Four applications were received:

- Hannibal LaGrange College; renewal; received on Tuesday, June 16, 2009; September 14, 2009, end of 90 day ICCPHSE Comment Period; December 13, 2009, last day for commission action
- ITT Educational Services-Cedar Rapids; new; received on August 7, 2009, November 5, 2009, end of 90 day ICCPHSE Comment Period; February 3, 2010, last day for commission action
- Waldorf College; new; received on September 22, 2009; December 21, 2009, end of 90 day ICCPHSE Comment Period; March 21, 2010, last day for commission action
- Brown Mackie College; new; received August 31, 2009; November 29, 2009 end of 90 day ICCPHSE Comment Period; February 27, 2010, last day for commission action.

This is an increase over last year. There have been years that no applications have been received. Susan Spivey would like to table this or say no until the entire process is figured out because institutions are putting up entire facilities prior to presenting their applications to the state. Gary

**Action:** Gary Steinke moved that the Council ask for a comprehensive review of the statewide policies by the postsecondary registration committee. Susan Spivey seconded the motion. Keith Greiner recused himself from the vote because of his position. The motion passed.

Christopher Blake stated that this motion does not include Waldorf. It concerns Brown Mackie, Hannibal, and ITT. There were no objections raised during the comment period. The decision is to ratify, ratify and express our concerns, vote to not ratify, or to table this (which may be an issue with the Commission). Dave Holger stated that Hannibal is in a different situation since it is a renewal. He further stated that if we were to vote not to ratify this, we could question what is it about this application that we are not approving this time that was approved previously. Diana Gonzalez stated that the renewal process is even weaker than the registration process. Susan Spivey stated a concern that this Council is making recommendations for the state without having read the applications. She also asked if there was any detail on the Hannibal application. Keith Greiner stated that Keokuk is across the state line from Hannibal. They offer the Criminal Justice Management program with 21 students. They have a full-time person in Iowa and are accredited by the HLC. It is a private not for profit institution. They have a 4% default rate on student loans with a 50-60% graduation rate (would need to check on this for sure). Brown is a profit institution that includes Argosy University chain. They also have a location in Moline. He was unsure of the default rate. Christopher Blake commented that Dave Holger was drawing attention to grandfathering as Hannibal is in a different category and is entitled to be handled differently. Susan Spivey stated that she was concerned that the Council is not consistent in its actions. Dave Holger stated that the comment period had ended in July. The comments that this Council has on process may not reflect the decision on Hannibal.

**Action:** Joel Haack moved to approve the renewal of Hannibal LaGrange. Sister Jude Fitzpatrick seconded the motion. The motion passed to renew Hannibal LaGrange. Keith Greiner recused himself from voting.

Christopher Blake stated that ITT and Brown Mackie can be treated as the same.

**Action:** Dan Kinney moved to deny the applications of ITT and Brown Mackie based on the process not the individual colleges. Gary Steinke seconded the motion. The motion carried.

Joel Haack asked if the motion should say pending the review of the process. Dan Kinney stated that the motion was that it be a moratorium until a process is in place.

**Action:** Dan Kinney moved that there be a moratorium on out of state applications. Deb Derr seconded the motion. The motion carried.

Discussion ensued regarding the definition of out of state. Keith Greiner stated that registration applies to any institution that wants to offer programs in Iowa by either having classes in a classroom by having a presence or having a location in Iowa. The exception would be those who don't register—faith-based, established under Iowa law receiving Iowa tuition grants, or established by a city ordinance. Susan Spivey asked about how the moratorium affected Waldorf. Keith Greiner stated that the organization doesn't have a legal status, so the answer is no. If this were to be established by the advisory committee or the commission, the answer would be yes. Christopher Blake stated that the Council's response as more policy than legal. The decision doesn't reside with the Council, but the Council would want its voice heard.

## **B. Programs with unresolved questions/concerns**

William Penn, Kaplan, BS in Criminal Justice and Kaplan BS in Public Administration and Policy. Comments were invited from institutions. There were none.

Kaplan University, BS in Criminal Justice Administration and Management and Public Administration and Policy. There was a concern by UNI regarding duplication. Beverly Kopper proposed that UNI and Kaplan have a meeting to see if the issues can be resolved. Susan Spivey stated the concern by UNI was by a retired person so they will need to work with the new provost.

**Action:** No vote was needed.

Christopher Blake stated as a point of information that Waldorf was included in a previous motion.

## **7. Updates from College Aid Commission**

Keith Greiner referenced the handout that was previously discussed.

## **8. Updates**

**Title II, Part A grants:** Diana Gonzolez stated that information on the FRP was sent out in September and was posted on the Board of Regents website.

**Membership:** The membership for the Coordinating Council for 2009-2010 was sent with the meeting materials. Diana asked members to identify alternates so that the list could be updated.

**Website information update:** Diana Gonzalez that the website information regarding the Coordinating Council was updated. The entire section is located under the Higher Education site. It includes all information regarding the Coordinating Council such as meeting dates, membership, and minutes. Diana said she would send the Council the link. The website also includes the 2010 CIP. Institutions are to use this document when sending intent to offer programs.

**Notice of Intent –individual program submissions:** Diana Gonzalez stated that there was a clarification on notices of intent to offer programs. The process is that a separate notice should be completed for each individual program. It is not a group submission. There is an ongoing request that any time a program that has been eliminated, to please let the Coordinating Council know.

## **9. Student Outcomes Assessment Presentation and Discussion**

Robert Mundhenk from the Higher Learning Commission provided discussion on Student Outcomes Assessment. He stated that the discussion begins in policy and ends in practice. The presentation outlined the process of old accountability and old accreditation. Following this information, he presented information on the new accountability. He discussed how accountability is becoming transparent. Robert also discussed the new accreditation in terms of the Higher Learning Commission. He provided the HLC's statement on assessment of student learning. He discussed the two uses of assessment that were accountability and improvement. Six fundamental questions were also provided. He stated that assessment practice should be meaningful, useful, workable, and reasonable. Assessment is an ongoing process with clearly defined outcomes. He then discussed the implications for practice. The key points of his discussion include:

- Assessment is ongoing
- Assessment is related to institutional and individual planning
- Assessment is both individual and cross-institutional
- Assessment has both public and private aspects.
- Assessment is a conversation with our stakeholders and with ourselves about what matters most
- Assessment is more about learning than data
- Assessment values data use over data collection or reporting
- Assessment is learning about learning

## **10. For the Good of the Order**

Christopher Blake asked if anyone from William Penn or Grandview were at the meeting to speak about programs with unresolved questions. He will contact William Penn and Grandview and ask if they will engage in direct institution to institution conversation and come back to the council with the results of the conversation.

Keith Greiner stated that they were having their annual conference on October 29 with great speakers.

Christopher Blake thanks Mercy College for welcoming the Council. The executive committee met over the summer. The themes will be on accreditation. Sylvia Manning is invited to join the April meeting. The next meeting will be on January 20, 2010. It will be at Mount Mercy at 10 a.m.

Diana Gonzalez thanked Ilene Tuttle for making the arrangements and her help with the meeting.

The meeting was adjourned at 1:48 pm.

Respectfully submitted by:

Colleen Hunt, substituting for Roger Utman  
ICCPHSE recording Secretary