

**Iowa Coordinating Council for Post-High School Education**  
**Graceland University**  
**Higdon Administration Building**  
**Harpham Heritage Chapel**  
**1 University Place**  
**Lamoni, Iowa**

**ICCPHSE Meeting Minutes - Wednesday, October 17, 2012**

**1. Welcome**

The Iowa Coordinating Council for Post-High School Education (ICCPHSE) met on Wednesday, October 17, 2012, at 10:00 a.m. at Graceland University in Lamoni, Iowa. Chair John Sellars welcomed the council members and guests to the meeting.

**2. Call to Order and Introductions**

Chair Sellars called the meeting to order, and then the council members and guests introduced themselves. The following individuals were present.

State Board of Education

Sister Jude Fitzpatrick

State Board of Regents

Diana Gonzalez

Laura Dickson

Community Colleges

Deb Derr, North Iowa Area Community College\*

Dan Kinney, Iowa Western Community College\*

Public Universities

Joel Haack, University of Northern Iowa\*

Michael Licari, University of Northern Iowa\*

Beth Ingram, University of Iowa

Tom Brumm, Iowa State University

Independent Colleges

John Sellars, Graceland University\*

Debbie Kepple-Mamros, Graceland University

Katie Clauson Bash, Graceland University

Proprietary Colleges

Jeremy Wells, Kaplan University

Iowa Department of Education

Jeremy Varner

Iowa College Student Aid Commission  
Jeremy Davis

Iowa Public Television Board  
Terry Reinhart

Students  
None present.

Guests/Presenters:  
Bell Cowden, University of Northern Iowa  
Connie Wright, Graceland University  
Theresa Ziegler, Iowa Lakes Community College

\* Indicates voting delegate.

### **3. Approval of Meeting Minutes**

Chair Sellars presented the minutes from the April 19, 2012, ICCPHSE meeting, as well as the Executive Committee minutes from July 12, 2102.

**Action:** A motion was made by Dan Kinney and seconded by Joel Haack for approval of the minutes as presented. Motion passed.

### **4. Treasurer's Report**

In Treasurer Gary Steinke's absence, permanent Secretary Diana Gonzalez presented a statement of the Council's income and expenditures, which included the Way-Up contribution. The treasury balance was listed at \$1,332.32. Deb Derr and John Sellars offered to be on the Audit Committee for the coming year. Gary Steinke will contact them.

**Action:** A motion was made by Beth Ingram and seconded by Sister Jude Fitzpatrick for approval of the treasurer's report as presented. Motion passed.

### **5. Notice of Intents**

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

Chair John Sellars reported on the notices of intent stating that programs without concern were in need of ratification and also mentioned that the programs with concerns had been resolved. All programs were ratified.

#### **Grand View University, Des Moines**

Bachelor of Science in Nursing – RN to BSN  
Bachelor of Science in nursing  
CIP #51.3801  
Iowa Health, Des Moines

**Iowa Valley Community College District, Marshalltown**

Nurse Aide Specialist  
Certificate  
CIP 51.3902  
Marshalltown, Ellsworth

**Iowa Valley Community College District, Grinnell**

Automobile/Automotive Mechanics Technology/Technician  
Associate of Applied Science  
CIP 47.0604  
Iowa Valley, Grinnell

**Kirkwood Community College, Cedar Rapids**

Diagnostic Assistant  
AAS  
CIP # 51.0711  
Cedar Rapids

Baking and Pastry Arts  
Diploma  
CIP # 12.0501  
Cedar Rapids

**Iowa Western Community College, Council Bluffs**

Physical Therapy Assistant  
AAS  
CIP # 51.0806  
Council Bluffs

**Northeast Iowa Community College, Calmar**

Industrial Maintenance Technician  
AAS and Diploma Option  
CIP # 47.0303  
Peosta

**Indian Hills Community College, Ottumwa**

Emergency Medical Technician  
Certificate  
CIP # 51.0904  
Ottumwa

Emergency Medical Responder  
Certificate  
CIP # 51.0904  
Ottumwa

Advanced Emergency Medical Technician  
Certificate  
CIP # 51.0904  
Ottumwa

Phlebotomy Technician/Phlebotomist  
Certificate  
CIP # 51.1009  
Ottumwa

**Saint Ambrose University, Davenport**

Master of Physician Assistant Studies  
Master's level  
CIP # 50.0912  
Davenport

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

Information Assurance and Security  
AAS  
CIP #11.1003  
Mason City

Information Technology Specialist  
AAS  
CIP #11.1006  
Mason City

**Southwestern Community College, Creston**

Crop Production  
Associate of Applied Science  
CIP # 01.1102  
Creston

Livestock Production  
Associate of Applied Science  
CIP # 01.0302  
Creston

**Iowa Central Community College, Fort Dodge**

Professional Photography  
AAS  
CIP # 50.0406  
Fort Dodge

**Allen College, Waterloo**

Bachelor of Health Sciences – Major Public Health  
Bachelor of Health Science (BHS)  
CIP # 51.2201

Bachelor of Health Science – Major Dental Health (completion)  
Bachelor of Health Science (BHS)  
CIP #51.0602  
Waterloo

**Iowa State University, Ames**

Wind Energy Science, Engineering, and Policy  
Ph.D.  
CIP # 14.9999  
Ames

**Action:** A motion was made by Deb Derr to accept the motion to ratify the programs, seconded by Joel Haack. Motion passed.

**B. Programs with Questions/Concerns Resolved per ICCPHSE Procedures**

**Loras College, Dubuque**

Masters of Business Administration  
M.B.A.  
CIP #52.0200  
Dubuque

**Buena Vista University, Storm Lake**

Bachelor of Arts  
Education degree completion  
Baccalaureate  
CIP # 13.1202

**Action:** A motion was made by Deb Derr to accept the motion to ratify the programs, seconded by Joel Haack. Motion passed.

**6. Meeting Schedule for 2012-13**

Discussion of the upcoming meeting schedules were presented by Diana Gonzalez stating these meetings are determined by the Executive Committee in July of each year. Upcoming meetings currently scheduled are January 23, 2013 (which will be a conference call, if needed); and April 17, 2013, to be held at DMACC in Ankeny. A presentation will be made at the April meeting regarding the STEM initiative (detailing STEM hubs). Diana also stated that any time throughout the year if committee members have a topic for discussion or presentation in mind, to email the item to her directly.

**8. Presentation: On-Line Distance Education Delivery**

The presentation was entitled “On-line Distance Education Delivery” representing the private, public, and community colleges experiences and procedures. Guest speakers included Belle Cowden from the University of Northern Iowa (UNI); Connie Wright from Graceland University; and Theresa Zeigler from Iowa Lakes Community College.

**Belle Cowden** presented the history of on-line learning and how UNI selected Adobe Connect. The **Quality Matters (QM)** rubric keeps them on track and assists them with course design. They have four phases that they focus on: (1) Professional Development and Course Development; (2) Revisions and Peer Review Certification; (3) Internal Informal Course Review; and (4) Office QM Reviews ( which are still in process). Belle also spoke about support services for faculty including instructional development services and strategies for effective on-line teaching. This includes orientation of Adobe Connect, Panopto, and instructional support in addition to a help desk, test sessions, and full library support services for the students.

**Connie Wright** presented the background on the development of on-line learning experience at Graceland. They began this process in 1969 and currently they have a very large distance education enrollment. She spoke of their venue, programs, modality, and education level. She covered the various departments that are included in their process, stating that there were specific staff members who cover marketing, recruiting, admissions, program consulting, financial aid, and an on-line book store specific for distance learning individuals. They also have a registrar specifically for distance education along with an instructional design team and professional development. Questions were asked by Diana Gonzalez and Jeremy Wells about procedure and how they handle the various situations with such a large enrollment.

**Theresa Zeigler** presented information regarding the Iowa Community College Online Consortium (ICCO), which is a conglomerate of seven community colleges in the region that is a part of their on-line learning. She presented background history and talked about faculty development. She spoke about the various ways that students can sign-on, the services provided to the students, student notification (at-risk ID criteria) and student improvements and assessment. Their approach is more suggestive and they pilot various programs at a time. Teachers and faculty are available 24/7 which helps in sharing information.

## 8. ICCPHSE Updates

Diana Gonzalez presented.

- **Listserv**

The listserv has been reformatted so that the information is sorted by institution, thereby allowing users to see all the representatives listed for an institution. Diana encouraged everyone to review the information, and contact her if there is either outdated information listed or if additional individuals should be added to the list.

- **Taxonomy**

Diana also encouraged members to ensure they have the correct information on each program listed on the taxonomy. She indicated that they may learn of new programs being offered through the notice of intent process, but they are not aware of programs being deleted unless the institution contacts us directly. Please send an email to Ilene Tuttle at the Board of Regents if you have programs that need to be removed.

Jeremy Davis (Iowa College Student Aid Commission) presented the postsecondary registration report outlining the approved out of state schools who have registered in the state of Iowa since April 2012. He also said that the schools that were under review were listed in his hand-out and mentioned the process and procedure of complying with the state of Iowa guidelines.

He also mentioned that Carolyn Small was already working with a consortium of community colleges to complete the appropriate registration and financial responsibility for the exemption applications. He encouraged members to consider attending the state financial aid professionals' conference in Council Bluffs being held on November 9, 2012, that Carolyn would be presenting a session on a step-by-step, how to complete registration, and financial responsibility exemption process. The report includes Carolyn's contact information if there are questions regarding the seminar, the process in general or the state's tuition refund policy.

#### **9. Membership for 2012-2013**

Diana referred to the current membership list and requested that updates be sent to her.

#### **10. Fall 2012 Enrollment Survey Update**

Diana reported that the enrollment report has been released. It is very important that institutions report their data because this becomes a state report that is consulted by a number of state agencies. Please ask your institution to contact Diana or the University of Iowa to answer any questions regarding this important reporting procedure.

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

The meeting was adjourned at 12:50 p.m.

Respectfully submitted by  
Jeremy Varner  
ICCPHSE Recording Secretary