

COMMUNITY COLLEGE COUNCIL (CCC) MEETING NOTES

January 11, 2023 – 3:30 – 5:00 pm

Iowa Department of Education – Zoom

Those in attendance included:

- ❑ Cassandra Halls, CCC and State Board of Education Member (in-person)
- ❑ John Robbins, CCC Member and State Board of Education Member (via conf. call)
- ❑ Rod Bradley, CCC Member and State Board of Education Member (in-person)
- ❑ Marge McGuire-Welch, CCC Member and Community College President, Southwestern Community College (in-person))
- ❑ Moudy Nabulsi, CCC Member and Trustee, Southeastern Community College (via conf. call)
- ❑ Laurie Wolf, Legislative Liaison, Community Colleges for Iowa (in-person)
- ❑ Katrina Callahan, Intern, Community Colleges for Iowa (in-person)
- ❑ Heather Meissen, Education Program Consultant, Bureau of Community Colleges (in-person)
- ❑ Amy Gieseke, Bureau Chief, Bureau of Community Colleges (in-person)
- ❑ Dennis Harden, Bureau Chief, Bureau of Career and Technical Education (in-person)
- ❑ Lora Vargason, Administrative Consultant
- ❑ Jeremy Varner, Division Administrator, Division of Community Colleges and Workforce Preparation (in-person)
- ❑ Alison Jepsen, Executive Officer, Division of Community Colleges and Workforce Preparation (in-person)

NOTE:

- I. **Call to Order** – Cassandra Halls
 - The meeting was called to order at 3:33 p.m. Attendees provided introductions.

- II. **Approval of November 15, 2022 Meeting Notes**
 - Motion:** Marge Welch moved to approve; seconded by Moudy Nabulsi.
 - Vote:** Motion carries unanimously.

- III. **Updates – Community Colleges for Iowa**
 - Iowa Department of Education – Jeremy Varner
 - Jeremy Varner provided updates for the Iowa Department of Education. The Condition of the State was last night, and changes were proposed for the education system. For the State Board, Director Lebo and Eric St. Clair, legislative liaison, will provide an update. Jeremy is available for a more in-depth update, Laurie Wolf is as well. This is the largest state restructuring in many decades, with 37 agencies moving down to 16. There will be agencies and programs coming into and going out of the Iowa Department of Education. STEM Council, Board of Educational Examiners and Iowa College Aid will all be coming to the Department. Adult education will be moved to Iowa Workforce Development. Career and technical education was also noted to be moved to Iowa Workforce Development, but more details will be forthcoming. Any proposed changes will take effect July 1.

- The governor signed a new executive order for administrative rule making. Thomas Mayes of the Department will provide an update about this to the State Board tomorrow. Since the Community College Council approves rules, it will affect the group.
- This week, four college and career transition counselor grants were awarded to community colleges. A fifth could be awarded and a discussion is being had with the community colleges about where that position may be needed. The Indian Hills consortia has also provided funds for these positions, which has met some of the demand for these positions. The data on these positions is also starting to come in. In two years, five positions has turned into 30, and this data will help show the impact of these positions on students. A report will be coming in the next few months.
- In December, more Career Academy Incentive Fund grants were awarded for regional centers: Storm Lake – Iowa Central Community College; North Scott – Eastern Iowa Community College; Sioux Center – Northwest Iowa Community College; Southwestern Community College - Mt. Ayr. Park and institutional road fund grants will also be awarded soon; the details will be sent in the Community College Leader Bulletin.
- We have released many reports, including *The Annual Condition of Iowa's Community Colleges*, the *WTED Annual Progress Report and Annual Plan* and other program reports for the legislature. All of these will be released on our website and in the Community College Leader Bulletin.
- Alison Jepsen has accepted the position of deputy director of judicial education and development at the Iowa Judicial Branch. She previously worked for the Judicial Branch in Colorado. Her last day with the team will be Thursday, January 19.
 - **Questions:** Cassandra asked about CTE moving to Iowa Workforce Development and how those programs may be managed. Jeremy explained that Perkins funds would go to any agency administering these programs.
- Community Colleges for Iowa – Laurie Wolf
 - Laurie Wolf noted that Community Colleges for Iowa is sorting through the Condition of the State Report. A state general aid request is in for \$8.5 million; they asked if more funds could be used by the colleges, and the answer was yes. Community Colleges for Iowa is particularly looking at bills that will support students, including tuition assistance. They are particularly waiting for the bill that concerns the expansion of the Gap program as well as any other bills that would support programs that are eligible for the Last-Dollar Scholarship.
 - Community Colleges for Iowa is working on the changes in oversight of the 260E, F and G programs. Working groups are currently working with Iowa Workforce Development on the transition issues and communications.
 - Iowa Workforce Development has released two training grants in the last 60 days. One is a CDL licensure training and the other is for ESL training grants. These are programs that community colleges have trained on in the past CCI has

supported in the past, and Community Colleges for Iowa is looking at who is taking advantage of those grants.

- The Community Colleges for Iowa legislative newsletter is being released again, and a new newsletter will be released this Friday. Please sign up for that newsletter on ccforiowa.org. There will also be trustee webinars held outside of the board meetings.
- The ACCT National Legislative Summit will be in DC February 4-7, and meetings with the federal delegation from Iowa are being set up.
- Another aligning credit and noncredit workshop will be held for college staff.
- The first Community Colleges for Iowa Convention will be held in November 28-30 in Des Moines. This convention will be for a variety of roles throughout community colleges.

IV. Artisanal Butchery Program Report – Amy Gieseke & Heather Meissen

- Heather Meissen introduced the report and provided an overview of the Artisanal Butchery program. A task force was created to identify training needs of the butchery field and address workforce shortages, and a Montana Community College butchery program was identified that has informed the creation of the program in Iowa.
- During the 2022 legislative session, HF 2470 was passed to address challenges facing Iowa's independent meat lockers and processors, and this law stated that the Iowa Department of Education shall develop a framework in consultation with the State Board for a community college certificate program based on recommendations from the Artisanal Butchery Task Force final report. The Department is responsible for providing a program framework for the community colleges.
- This is a one-year certificate program with courses running over two semesters.
- Department consultants Heather Meissen and Matt Eddy met with faculty members and administration from the community colleges. Meetings were held on October 18, 2022 and November 16, 2022. Some concerns raised by the community colleges is that a year is a long time for a certificate as some participants may be lost to the workforce before completion, and the colleges do not have all of the equipment needed. The group decided to adopt the curriculum framework as proposed by the Artisanal Butchery Task Force. They also proposed that the community colleges be able to use the framework as minimum requirements and modify the curriculum based on the unique circumstances of the specific community college.
 - Questions/Comments: Moudy Nabulsi noted that it may be difficult to find instructors. Heather noted that some local meat lockers can provide instruction and guidance. John Robbins asked about what the labor shortage looks like and how many people could be trained. Jeremy noted the community colleges will have to look at their regional needs.

Motion: John Robbins moved to send this to the State Board of Education; seconded by Marge Welch.

Vote: Motion carries unanimously.

V. WTED – Annual Progress Report & Annual Plan – Amy Gieseke & Alison Jepsen

- The Workforce Training and Education Development Fund is part of the Iowa Skilled Worker and Job Creation Fund. This program is administered by Paula Nissen, who is traveling. Some of the other programs in ISWJCF, the Intermediary Network and Adult Education, have moved to, or will be moving to, Iowa Workforce Development.
- Iowa Code Section 260C.18A notes that a WTED progress report and annual plan shall be submitted to the State Board for consideration every year.
- In FY22, 88.6 percent of the allocation for WTED was spend on targeted areas, particularly advanced manufacturing, information technology, biotechnology, nursing and renewable energy.
- The allocation for FY22 was \$15 million, and there as a carry forward of \$1,848,875 from FY21. Career and technical education (CTE) accounted for most of the fund expenditures at \$8,429,023.
- A majority of WTED funds goes to salaries, followed by equipment. In FY22, \$598,861 went to tuition assistance.
- In FY22, there were 64,998 participants, 56,098 completers and 3,551 businesses involved in WTED programs. Many participants complete in different fiscal years than when they entered their program(s).
- In FY23, CTE is again planned to be the top area of expenditure at 53.4 percent of funds. In FY22, less was spent on contracted training expenses and more was spent on equipment upgrades and curriculum development.
- For FY23, 93.0 percent of the allocation is set to be spent on targeted areas.
 - **Questions:** Cass noted that the report does not currently show how funds are directly supporting the students. Amy Gieseke and Jeremy Varner noted that that information can be more directly highlighted in the report moving forward.

Motion: Moudy Nabulsi moved to approve; seconded by Rod Bradley.

Vote: Motion carries unanimously.

VI. Southwestern Community College Interim Accreditation Report – Heather Meissen & Amy Gieseke

- Amy Gieseke introduced the Southwestern Community College Interim Accreditation Report. She noted that the report will also be presented to the State Board in March.
- Amy provided an overview of the accreditation process and noted that the Department works to align with HLC without duplicating efforts for the colleges.
- SWCC is the smallest in the state for credit enrollment, but they are fourth in joint enrollment (2,320) and third in percentage of students enrolled in distance learning. They are third in student graduation rate, 2nd in overall success rate and 1st in student transfer rate.
- Department reviewers included Amy Gieseke as the lead, Heather Meissen as the co-lead, Jen Rathje as the lead for Senior Year Plus, Kelly Friesleben as the equity lead, and Cale Hutchings as the career and technical education lead. External reviewers included

Robret Leifeld, vice president of administration at Iowa Lakes Community College, and Honoria Balogh, English faculty at Iowa Valley Community College District.

- Both recommendations from SWCC's FY18 visit had been implemented by the FY23 visit. There were no findings at that visit.
- HLC Compliance: SWCC has continued HLC accreditation with no issues, concerns or findings. Next comprehensive visit is scheduled for '25-26.
- Standard 1: Faculty Qualifications – Faculty at SWCC are well-qualified, and all faculty files are in order. No findings or recommendations.
- Standard 2: Faculty Load – Faculty load is all within state limits and there is a strong mutual consent process in place for instructor approval of overload. No findings or recommendations.
- Standard 3: Special Needs – The review team noted a strong, student-centered culture as well as a comprehensive student handbook and state of the art software that is available for students. There are many Spanish-speaking students, and many resources and services are available for them. No findings or recommendations.
- Standard 4: CTE Program Evaluation/Review – The review team noted that the strategic plan, budgeting and institutional values are all incorporated into the program evaluation process. Career and technical student organizations are emerging as an integral part of CTE program development at the college.
 - Recommendations: Continue to increase diversity in CTE programs and in faculty, and to consider a more formal process for reviewing program goals on a regular basis.
- Standard 5: Physical Plant/Facilities – SWCC utilizes a rolling five-year facilities plan, which was last approved by BOT in August 2022. In preparing for the annual updates, colleges leadership seeks input from several stakeholders. SWCC places a high priority on ADA access and compliance. No findings or recommendations.
- Standard 6: Strategic Planning – The current strategic plan covers FY21-FY25, and the previous and current plans meet compliance requirements with clear goals, objectives and metrics in place. Both internal and external stakeholders had input on the strategic plan, and it is incorporated into individual department plans, assessment processes, CTE program review, budgeting requests and facilities plans. There is a clear focus on student success in the plan, including a DEI focus. No findings or recommendations.
- Standard 7: Quality Faculty Plan – New faculty orientation includes an introduction to postsecondary teaching and the history of the community colleges. Concurrent enrollment instructors are held to the same expectations as adjunct faculty on campus.
 - Recommendations: Consider a more formal mentoring process to ensure all faculty are receiving quality, intentionally-designed mentoring experience, and consider moving to a digital process so that QFP documentation and tracking is more readily accessible to various stakeholders.
- Standard 8: Senior Year Plus – The college's College Connection Program has NACEP accreditation through AY26-27. School districts and faculty are aware of NACEP requirements and understand the importance of the process. The educational services contract is comprehensive and updated annually. The onboarding process for new

instructors is well-developed and includes an online orientation. Students are made aware that they are enrolled in a college-level course.

- Recommendations: Remove language within the contract regarding a district's ability to use a concurrent enrollment course to meet a district's accreditation/offer-and-teach requirement and revise the dual credit registration form to make it clear that the student signature is simply requested and not required.
- Themes from the desk review and site visit include a very student-focused culture; the institution understanding data well and using it to improve student outcomes; accommodation of student needs and has made a commitment to diversity, equity and inclusion.
- The review team recommends approval for reaccreditation of SWCC through the next five years.
 - **Questions/Comments:** John Robbins noted his appreciation for the inclusion of recommendation to help the colleges continually improve. President Welch appreciated the team spirit approach to the site visit.

Motion: Rod Bradley moved to send this to the State Board of Education; seconded by Moudy Nabulsi.

Vote: Motion carries unanimously [President Marge McGuire-Welch abstaining].

VII. The Annual Condition of Iowa's Community Colleges Report – Academic Year (AY) 2022 –
Alison Jepsen

- Alison Jepsen presented an overview of the sections of the AY22 Condition Report and some of the data highlights of each section.
- Section 1, The Evolution of Iowa's Community Colleges, notes that the initiatives of the past academic year include an increased focus on work-based learning for community college students, the expansion of the college and career transition counselors initiative, the continued awarding of Career Academy Incentive Fund grants to support access to high-quality CTE programs across the state and the expansion of the guided pathways initiative to ensure students stay on track to completion.
- Section 2 includes information on secondary CTE programs, work-based learning, joint enrollment, credit and noncredit programs and adult education and literacy programs. Data highlights include the top five most popular CTE programs at colleges (accounting/bookkeeping; agriculture; automobile/automotive mechanics; construction trades; and industrial technology); CTE awards options being up 39 to 1,369; noncredit courses being up 14,340 courses for a total of 265,927; and the largest program area by enrollment was for those that enhance employability and academic success.
- Section 3 includes details about admission and enrollment. Data highlights include that 24.3 percent of community college students who reported their race are non-white—an all-time high; AEL enrollment is up 17.7 percent to 12,566 students; and corrections education served 5,462 students, far exceeding the 1,101 served in AY21, thanks to the efforts of the Iowa Consortium of Higher Education in Prisons and pathway navigators.

- Section 4 includes information on student success and institutional performance. Data highlights include health science being the largest CTE award area at 36.4 percent of all awards; transfer major awards being up to 544 over 172 in AY21; and 1,519 candidates were submitted for review to potentially receive community college awards, up 53 degrees from last year.
- Section 5 includes college and costs and affordability information. Data highlights include Iowa being ranked in the top 10 percent nationally for cost of enrollment; the Iowa Last-Dollar Scholarship being the largest state-funded financial aid program; and 1.2 percent of all financial aid sources being from the state, compared to 83.4 percent from Federal sources; 9.8 percent from the college and 5.6 percent from other sources.
- Section 6 includes information about programs that serve local communities. Highlights include stories from the community colleges, specifically NICC's partnership to expand childcare accessibility; NCC Health Sciences' "Scrubs Camp" for middle and high school students; and EICC's online American Sign Language program.
- Section 7 includes information about human resources and finances. Data highlights include that there are 11,983 community college employees, the top expenditure is salaries at 71.8 percent of funds and the top funds expenditure by function is vocational technology at 23.1 percent.
- Jeremy made announcement that CTE funds will stay with the Iowa Department of Education.

VIII. For the Good of the Order – Cassandra Halls

- **Motion:** Moudy Nabulsi moved to adjourn; seconded by President Marge Welch.
- **Vote:** Motion carries unanimously.
 - Done and adjourned 4:51 p.m.
 - Next meeting: March 22, 2023, 3:30-5 p.m. – Grimes Building, 400 E. 14th Street, Des Moines, IA 50319