



COMMUNITY COLLEGES

Community College Leader Bulletin

Volume 3, Issue 3

Summer 2014

**If you are interested in having the *Community College Leader Bulletin* sent directly to your inbox, please complete the form on the department's [website](#).

Special points of interest:

- Iowa Adopts Voluntary Framework of Accountability
- Over 16 percent of Iowa's population served by CCs annually

Inside this issue:

New State Board Members [2](#)

OSHA Training Offered [3](#)

Career Pathways Training Offered [5](#)

CC Accounting Manual Released [6](#)

Accreditation Update [7](#)

Home Base Iowa Update [8](#)

Iowa to Implement National Accountability System

The Iowa Department of Education has partnered with the Iowa Association of Community College Presidents to implement the [Voluntary Framework of Accountability \(VFA\)](#) — a national effort to report on two-year college institutional effectiveness.

The framework was designed by the American Association of Community Colleges (AACC) to serve as an accountability framework for community colleges with success measures tailored for the sector. Developed “by community colleges, for community colleges,” the measures are defined to encompass the full breadth of the community



college mission and diversity of students' goals and educational experiences.

Western Iowa Tech Community College was the first Iowa community college to pilot the

VFA after being selected for the effort in 2011.

The statewide VFA initiative will provide the ability to benchmark student progress and completion data against peer institutions.

The VFA has three parts: 1) measures of student progress and outcomes; 2) measures of workforce, economic, and community development; and 3) an approach for assessing student learning outcomes.

The division and community colleges are working together to implement the framework. A steering committee co-chaired by Western Iowa Tech Community College President

[Continued on Page 4](#)

Iowa Selected as Recipient of Moving Pathways Forward Grant

Iowa has been selected as one of several states to participate in the U.S. Department of Education's new career pathways technical assistance (TA) initiative.

The [Moving Pathways Forward: Supporting Career Pathways Integration](#) project seeks to assist states in advancing career pathways systems by building upon our current efforts.

Iowa will join a cohort of 14 states in receiving intensive TA services through May 2016. The goal of the effort is to further

integrate adult education into broader career pathways system development at the state and local levels by building upon the successes and lessons learned from earlier federal, state, and philanthropic investments in career pathways.

Each state will be assigned a coach and provided access to subject matter experts which will assist in analyzing the state's current career pathways systems, revising levels of implementation of career pathway state system components (e.g., strengthening

of state partnerships, more targeted professional development to support local implementation of career pathways), building capacity to address challenges in the development or expansion of state systems, and developing differentiated approaches to implement career pathways that account for variations in target population, availability of resources, and other regional differences.

Contact Alex Harris (515-281-3640; alex.harris@iowa.gov) with comments or questions.

DE Welcomes New Members to State Board



New members were welcomed to the [State Board of Education](#) at the board's meeting in May.

Joining the State Board are Brooke Axiotis, Michael Bearden, Mary Ellen Miller, Angela English, and Hannah Rens.

Brooke Axiotis and Mary Ellen Miller joined Michael Knedler and Rosie Hussey on the Community College Council. Knedler was selected to chair the council.

Brooke Axiotis is a Civil Rights Specialist with the Iowa Civil Rights Commission. She resides in Des Moines and is active in a number of community organizations.

Michael Beardeen is an engineer and executive vice president of Clapsaddle-Garber Associates, Inc. He resides in Gladbrook and served for many years on the district's school board.

Mary Ellen Miller currently serves as the Executive

Director of 50-50 in 2020, an organization committed to increasing the participation of women in politics. She resides in the Mason City and Corydon area and has served on the board of North Iowa Area Community College, Hospice of North Iowa, League or Women Voters, and other organizations.

Angela English of Dyersville has served on the local catholic school board and as a volunteer at St. Francis Xavier Catholic School for many years.

In collaboration with the department, the State Board of Education provides oversight, supervision, and support for the state's education system - including community colleges. The board's role includes serving as the State Board for community colleges, rulemaking, advocacy, budget approval, and accreditation.

Contact Jeremy Varner (515-281-8260; jeremy.varner@iowa.gov) with comments or questions.

News You Can Use Iowa's Middle-Wage Jobs

Economic Modeling Services Int. (EMSI) conducted a study on the growth and concentration of middle-wage jobs.

The number of such jobs - defined as those which offer wages between \$13.84 and \$21.13 per hour - sharply declined between 2008-10 and have yet to rebound at a pace seen by both low- and high-wage professions (middle-wage professions account for about one-quarter of new jobs created between 2010-13).

While the national picture as a whole looks bleak, the situation is quite different in Iowa, which ranks 2nd in terms of growth in middle-wage professions between 2010-13 (behind Wyoming). These professions account for 37 percent of the approximately 22,000 jobs created in Iowa between 2010-13.

Read the entire report on the EMSI [website](#).

Task Force Considers Core Components of High Quality CTE



The third meeting of the Secondary Career Technical Education Task Force took place on June 26 at the Des Moines Area Community College Center for Career and Professional Development at Southridge in Des Moines.

The theme of the meeting was "What Does High Quality CTE Look Like". Dr. Pradeep Kotamraju, Chief of the Bureau of Career and Technical Education, spoke of the changing role of CTE in educating students.

Twenty-first century CTE is rooted at the intersection of high school redesign efforts, career pathways, and American competitiveness. In unison with the academic core, high quality CTE exposes students to various career pathways and prepares students to graduate from high school college and career ready. This is accomplished through rigorous standards, consistency in program quality, curricula aligned with workforce skills, and participation of business and industry.

If implemented correctly, a 21st century CTE program will align secondary and postsecondary programs leading to middle-skill occupations and help reduce skills shortages by responding to labor market needs.

In addition to this discussion, the task force agreed upon a structure to facilitate the crafting of the group's recommendations.

Contact Pradeep Kotamraju (515-281-4716; pradeep.kotamraju@iowa.gov) with comments or questions.

Safety Training Available to Industrial Technology Instructors

The Iowa Department of Education is sponsoring an initiative to make safety training available to community college industrial technology faculty.

The department is sponsoring training for up to 200 of Iowa's secondary and postsecondary industrial technology program teachers.

The web-based training, provided by CareerSafe™, is geared toward enhancing workplace safety awareness and providing a safer learning environment for students.

The safety initiative is in response to a recommendation from a committee of industry safety experts that includes representatives from the Iowa Department of Education, EMC Insurance, Iowa Occupational Health and Safety Consultation, Iowa Illinois Safety Council, Iowa Workforce Development –State Youth Workforce, University of Northern Iowa Industrial Technologies, Master Builders of Iowa Safety Training –Safety and Health Operations, Rockwell-Collins Environmental Safety and

Health Operations, University of Iowa Heartland Center of Occupational Education, and safety specialists from two of Iowa's community colleges.

The safety committee recommended professional development in response to safety concerns in classroom settings and youth worker industry injury statistics. The Occupational Safety and Health Administration (OSHA) notes that young workers are at risk of workplace injury because of their inexperience at work and their physical, cognitive, and emotional developmental characteristics. The frequency of injuries for this age group is almost twice the frequency of the populations of workers in the manufacturing and construction industries.

The goal of the professional development is to provide instructors with skills and strategies to support better management of program and student safety and lower the incident rate of injuries and near misses of students. It is intended to improve conditions in Iowa's industrial technology programs and ultimately help

students to establish safe work habits that they will carry into their careers.

The Safety Committee recommended using programs offered by CareerSafe™, which is one of only 10 companies approved to deliver the OSHA 10-hour training online, and the only one of those companies with a focus on young worker training and education (ages 14-24).

The department will support the cost of the following two courses: 1) OSHA 10-hour; and 2) CareerSafe™ Professional Development Program (CPDP) for industrial technology teachers. A detailed overview of the courses can be found on the department's [website](#). Participants will select either a general industry or construction track.

For more information about this opportunity, please visit the department's [website](#).

Contact Andy Wermes (515-281-8353; andrew.wermes@iowa.gov) with comments or questions.



OSHA Online Training Programs

General Industry Track Programs

Auto and Diesel Mechanics

Auto Body/Collision & Repair

Manufacturing

Electrical/Electronics

Precision Metal Working

Welding

Robotics and Automation

Drafting and Design

Other General Industry programs

Construction Track Programs

Drafting and Design

Building Construction and Carpentry

Plumbing

Electrician

Masonry

Other Construction Industry programs





Continued: Voluntary Framework of Accountability

[Continued from Page 1](#)
 Terry Murrell and Iowa Department of Education Division of Community Colleges Administrator Jeremy Varner has been established to set the direction and oversee the statewide implementation of the VFA.

A working group has been established consisting of community college institutional researchers and division staff. Subcommittees have been formed to support credit, noncredit, and adult basic education reporting.

The steering committee established a goal to pilot credit data submission this fall with a cohort of volunteer institutions to test the data collection and exchange processes. This month, the department will survey pilot institutions to ensure readiness of volunteer institutions to

participate in the pilot which is expected to result in public reporting in June 2015.

The submission process will utilize fiscal year Management Information System (MIS) data supplemented by additional data elements provided by each community college. The department will provide the MIS data to pilot community colleges for confirmation and for the addition of required elements not previously included in the MIS but necessary to comply with cohort requirements. The data will be returned to the division, processed, and submitted to the national VFA database upon approval from the community college. New elements will be added to MIS beginning fiscal year 2016, so only data prior to that fiscal year will be amended.

Following the pilot, the group will move towards full implementation for all 15

community colleges in the fall of 2015. The working group will explore different methods for communicating the stages of the process and provide updates on progress being made during implementation.

The VFA includes voluntary non-credit and adult literacy data components, in addition to the credit metrics being initially piloted. Sub-committees have been formed to plan implementation of these measures.

In June, the division will add a VFA page to its website in order to communicate updates and documentation concerning the data reporting process.

More information about the VFA can be found at the AACC [website](#).

Contact Kent Farver (515-281-0319; kent.farver@iowa.gov) with comments or questions.

VFA Steering Committee

- Michael Ash, President, Southeastern CC
- Jane Bradley, VP of Academic Affairs, Hawkeye CC
- Lisa Breja Institutional Researcher, Iowa Valley CCD
- Chris Duree, Chancellor, Iowa Valley CCD
- Terry Murrell, Co-Chair, President, Western Iowa Tech CC
- Marlene Sprouse, President, Indian Hills CC
- Jeremy Varner, Co-Chair, Division Administrator, Iowa Department of Education
- Erin Volk, Research Analyst, Western Iowa Tech CC

Over 16 percent of Iowa's Population Served by Community Colleges

Over 16.5 percent of Iowa's population enrolled in Iowa's community college system in fiscal year 2012.

Referred to as penetration rate, this figure reflects the

number of individuals 15 years of age or older in the state who enrolled in credit or non-credit community college coursework.

A total of 10.3 percent enrolled in a non-credit courses. Just

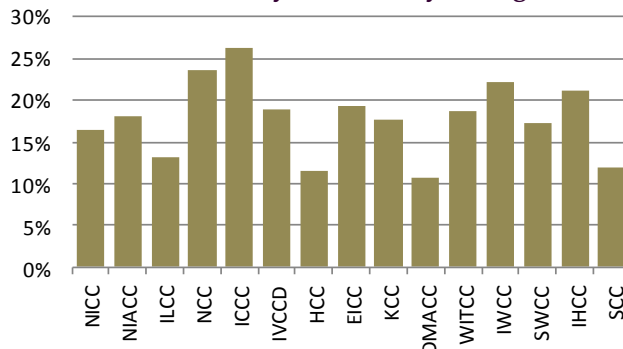
over six percent enrolled in credit bearing courses, ranking Iowa sixth nationally in terms of highest percentage of residents enrolled in a community college credit programs.

Iowa Central served the largest percent - more than a quarter of their region's population. Northwest Iowa, Iowa Western, and Indian Hills each served over 20 percent.

This information was reported in a recently published division *Factsheet*, available on the department's [website](#).

Contact Vlad Bassis (515-281-3671; vladimir.bassis@iowa.gov) with comments or questions.

Penetration Rate by Community College, 2012



State Board of Education Approves Certified Budget Report

The State Board of Education approved the *Certified Budget Report* at their May 15 meeting in Des Moines.

Budgets are prepared annually by each community college and provided in March to their controlling county auditor. In preparing the certified budget, historical year numbers are verified, current year numbers are re-estimated, and the next fiscal year numbers are estimated. Once the certified budget is prepared, it is filed with the community college board.

At a public hearing, any comments from the public are heard and the board votes to accept the budget. If adopted by the board, the budget is filed with the controlling county auditor. The certified budget is used to determine appropriate property tax levies for the fiscal year.

Each college submits its certified budget to the department. The information is compiled and published as the *Community College Certified Budget Report*. The Community College Council reviews and

the State Board of Education approves the budgets.

The report includes three categories: the General Fund (moneys related to the operation and support of education programs), Plant Fund (relating to construction and capital investments), and the Bond and Interest Fund.

The fiscal year 2015 *Certified Budget Report* can be found on the department's [website](#).

Contact Kent Farver (515-281-0319; kent.farver@iowa.gov) with comments or questions.



Cooley Departing Division

Tom Cooley has departed the Division of Community Colleges to head up another bureau within the department.

Cooley accepted the position of Chief of the Bureau of Finance, Facilities, Operations, and Transportation Services within the Division of School Finance and Support Services. He started his new role July 7.

For the past three years, Cooley served as administrative consultant within the Bureau of Career and Technical Education. He was instrumental in moving grant application and management processes to the electronic IowaGrants system and enhancing career and technical education data reporting.

The department expects to fill the vacancy. In the short term, please note that staff contacts for certain career and technical education functions may change.

Career Pathway Certification Workshop Provided

Teams of pathway leaders participated in two days of department-sponsored Career Pathways Certification Training at the Des Moines Area Community College Center for Career and Professional Development at Southridge on June 24 and 25.

A total of 88 Iowa community college leaders participated and received career pathway leader certifications. The two-day, 15 contact hour training was provided by the Center for Occupational Research and Development (CORD) which has delivered the training in 21 states.

Teams consisted of individuals involved in developing programs of study, case management, curriculum design, and building relations with business and industry. Such individuals include pathway navigators, GAP tuition assistance coordinators, curriculum directors, administrators, deans, faculty,

and others who are involved in career pathway development. The goal was to promote a more structured approach to the development of career pathways aligned to local and individual student needs.

The training was intended to connect community college education and training strategies with support services that enable individuals to secure industry relevant certification, obtain employment, and advanced to higher levels of future education and employment within an occupational area.

The training equipped participants with tools and resources for career pathway implementation.

More information on career pathways can be found at www.careertech.org or www.ncpn.info.

Contact Mike Williams (515-725-2005; mike.williams@iowa.gov) with comments or questions.



Web-MIS Solution Proposed



The department has issued a Request for Proposals (RFP) for the purchase and implementation of a web-based Management Information System (MIS) software solution and accompanying services.

The vision for the web-based solution is to offer each community college an opportunity to edit, format, and scrub data at the time data is submitted to the department. The solution would incorporate data integrity standards as well as provide real-time aggregated data reporting allowing colleges to evaluate the accuracy of their data prior to submission.

Automated feedback will reduce errors which have historically increased the time

between data submission and finalization. The solution would also provide colleges with the opportunity to confirm data accuracy and approve final submissions electronically. All files would be submitted through bulk uploads.

Should an award result, the successful vendor will be announced on July 14. If purchased, the department will manage the implementation of the software in collaboration with the vendor. The department and vendor would work quickly to build a project implementation plan including a timeline for pilots and full implementation.

Contact Trudie Pearcy (515-725-0046; trudie.pearcy@iowa.gov) with comments or questions.

CurricUNET Users Discuss Best Practices, Improvements to System



CurricUNET “Super Users” met on June 18 and 19 at the Des Moines Area Community College Ankeny campus for training and discussions regarding the use and improvement of the [CurricUNET](#) system.

The training focused on the basics of CurricUNET, Common Course Numbering, Program Approval Process, improving user workflow, and efficient use of the CurricUNET system. Since CurricUNET connects program users directly with the consultants responsible for program approval, it is important that everyone involved has a thorough understanding of the software so as to better prepare documentation and minimize revision.

“Super Users” are the main system users who are primarily responsible for inputting program and course information into the system. This group holds an annual division sponsored face-to-face meeting in order to address issues which have arisen throughout the year.

Barb Burrows, Program Quality Consultant, led the training. Also in attendance was a developer from [Governet](#), the company which developed the CurricUNET software. The Governet representative presented on topics requested by attendees and worked one-on-one with many of the users.

Contact Barb Burrows (515-725-2247; barbara.burrows@iowa.gov) with comments or questions.

Community College Accounting Manual Updated to Reflect New Standards and Practices

A revised Iowa Community College Accounting Manual is now available on the department’s [website](#).

The manual establishes clear guidelines for aggregating system wide accounting data and presenting the aggregated data to community college and statewide constituents, while also articulating clear standards regarding the balancing of prescribed, strictly defined guidelines with the need for flexibility in financial reporting.

The new manual adjusts standards for changes in government accountability, as well as standardizes the way all colleges report financial information to the department.

The revisions are the result of almost two years of work by the Community College Accounting Manual Review Committee. Members of the committee include Anne Leathers (IHCC), Ben Voaklander (DMACC), Dan Gillen (HCC), Mark Brown (NCC), Teresa Krejci (SWCC), and Dan Reeves (Retired - NCC).

Contact Kent Farver (515-281-0319; kent.farver@iowa.gov) with comments or questions.



Division Completes Fiscal Year '14 Accreditation Visits

The Division of Community Colleges recently completed the sixth and final community college accreditation evaluation of fiscal year 2014.

The community colleges reviewed during fiscal year 2014 included Western Iowa Tech Community College, Southwestern Iowa Community College, Indian Hills Community College, Iowa Valley Community College District, Iowa Lakes Community College, and Northeast Iowa Community College. The final report for each evaluation will be presented to the State Board of Education for action in August, with the exception of Western Iowa Tech whose report was presented to the board in March.

The purpose of the state accreditation process is to confirm each college is offering quality programs and services consistent with state standards. The process dovetails with the

Higher Learning Commission's (HLC) accreditation process.

Comprehensive evaluations have three components: an institutional overview, an assurance component, and a continuous improvement component. The assurance component confirms colleges are in compliance with state standards not reviewed by the HLC and reaffirms that HLC standards are satisfied. The continuous improvement component includes a peer review of a topic(s) of interest to the college. The process affords institutions the opportunity to have peers

review certain practices and offer recommendations on how to enhance college activities.

Interim evaluations are limited to the assurance component.

During fiscal year 2015, the department is scheduled to review Hawkeye Community College, Eastern Iowa Community College, and Kirkwood Community College — all interim evaluations. Later this summer, division staff will begin preparations for these reviews.

More information on accreditation visits is available on the department's [website](#).

The division would like to thank the staff at the six community colleges for their hard work during the accreditation reviews and for their cooperation in making the process work smoothly.

Contact Kent Farver (515-281-0319; kent.farver@iowa.gov) with comments or questions.



Up Next... FY2015 Visits

Hawkeye Community College

Eastern Iowa Community College

Kirkwood Community College

MIS Consultants Visit Each Community College

Representatives from the department completed a statewide Management Information System (MIS) tour of all 15 community colleges on June 16.

The motive behind the visits was to meet with data reporting representatives from each college to discuss various data reporting procedures, limitations, and opportunities for improvement.

Conversations were tailored to the needs of each institution and their place in the broader community college data network.

The discussions helped to build and maintain awareness around data quality and timeliness. By reaching out and talking with each college, department staff were able to directly discuss college-specific data deficiencies and receive college-specific feedback regarding department-established data reporting procedures.

The visits proved to be productive and interesting both for both department and college staff. A number of data problems were discussed and actions for improvement have been agreed upon.

Successful techniques and best practices have been shared with each college including place and scope of reference data tables utilized by the department for data reconciliation, methods behind data reconciliation summaries, methods to improve reporting of student demographics, methods to improve data reporting timeliness and quality, and more.

Contact Vlad Bassis (515-281-3671; vladimir.bassis@iowa.gov) with comments or questions.





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Helping Communities Meet the Learning Needs of All Their Children and Adults

The Community College Leader Update is a quarterly publication of the Iowa Department of Education, Division of Community Colleges.

The Iowa Department of Education consists of four major divisions: Community Colleges; School Finance and Support Services; Learning and Results; and Policy and Communication. The Division of Community Colleges includes the Bureau of Community Colleges and the Bureau of Career and Technical Education and is supported by federal funds from the Carl D. Perkins Career and Technical Education Act, the Adult Education and Family Literacy Act, veteran education, state funds, and other sources.

Home Base Iowa Education Committee Makes Recommendations

The Home Base Iowa Education Committee has developed recommendations related to the awarding of college credit to veterans for military educational experiences and reporting.

Chaired by Iowa Veterans' Home Commandant Jodi Tymeson, the education committee was formed in support of the Governor's [Home Base Iowa](#) initiative which seeks to attract and support veterans.

The committee recognized the statewide articulation agreement for the awarding and transferring of credit for educational experience in the armed services. To improve practice, it recommended a workshop for colleges and universities on the [ACE Guide to Credit for Educational Experiences in the Armed Services](#). The training will be held February 6, 2015.



The group also recommended a statement of support for colleges and universities to demonstrate commitment to military veterans attending college in Iowa.

Related to data reporting, the committee recommended aggregate, institution-level reporting on the awarding of college credits for military educational experiences. This past session, [legislation](#) was passed mandating community colleges and public universities report certain data including the number of veterans enrolled, the number of credits they received for military education, and the number of credits applying toward an academic credential. A report

must be submitted to the governor and general assembly as of December 15, 2015, and include the prior five fiscal years.

Community colleges and public universities will test report data in the fall of 2014, after which it will be collected annually.

Committee subgroups on the awarding of credit and reporting will continue their work into next academic year.

Previously, to support the Home Base Iowa initiative, Iowa community colleges provided resident tuition to all veterans and their spouses, dependents through revisions to the state [Uniform Policy on Residency Status](#).

Contact Jeremy Varner (515-281-8260; Jeremy.varner@iowa.gov) with comments or questions.

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, email: OCR.Chicago@ed.gov.