

COMMUNITY COLLEGE COUNCIL (CCC) MEETING NOTES

Wednesday, May 10, 2017 -- 3:30 – 5:00 PM

Iowa Department of Education – ICN Room

Those in attendance included:

- ❑ Linda Allen, President, Hawkeye Community College; and CCC Member (via conf. call)
- ❑ Michael Bearden, CCC and State Board of Education Member
- ❑ MJ Dolan, Executive Director, Iowa Association of Community College Trustees (IACCT)
- ❑ Michael Knedler, CCC and State Board of Education Member
- ❑ Barbara Ledvina, Educational Program Consultant, Bureau of Community Colleges
- ❑ Mary Ellen Miller, CCC and State Board of Education Member (via conf. call)
- ❑ Moudy Nabulsi, Trustee, Southeastern Community College, and CCC Member (via conf. call)
- ❑ Chris Russell, Educational Program Consultant, Bureau of Community Colleges
- ❑ Eric St Clair, Educational Program Consultant, Bureau of Career and Technical Education
- ❑ Jeremy Varner, Administrator, Division of Community Colleges and Workforce Preparation
- ❑ Stephanie Weeks, Division of Community Colleges and Workforce Preparation
- ❑ Laurie Wolf, Legislative Consultant, IACCT

I. Welcome and Introductions—Mike Knedler, Chair

Chair Knedler called the meeting to order at 3:30 PM. Members and presenters introduced themselves.

II. Approval of Meeting Notes—Michael Knedler

Chair Knedler asked for approval of the March 29, 2017, meeting notes.

Motion: Michael Bearden moved and Moudy Nabulsi seconded to approve the meeting notes.

Vote: The motion carried unanimously.

III. Division Updates—Jeremy Varner

A. Community College Leadership Bulletin (CCLB)

The Division has been very busy with various projects of interest to our stakeholders. Staff have been working on increasing the frequency of the Division’s bulletin newsletter to make it timelier. The monthly CCLB will have a new format and support analytical tools. The Division plans to showcase best practices associated with Division initiatives and programs in each issue.

B. HSED (High School Equivalency Diploma) Options Bill Passed

Senate File (SF) 350 and House File (HF) 473, an act relating to high school equivalency programs and assessments, including effective date provisions passed. The next step is to develop administrative rules regarding alternative ways to earn a HSED.

The bill modifies Iowa Code Chapter 259A and provides the State Board with the authority to adopt additional methods for students to demonstrate proficiency that would lead to the issuance of high school equivalency diplomas. The options include: 1) a high school equivalency assessment aligned with state standards and graduation requirements (currently the HiSET™); 2) a credit-based adult high school program which combines secondary and postsecondary credit; 3) attainment of a verified academic credential of equivalent or greater level or rigor; and 4) other competency- and evidenced-based measures which evaluate the competence in the core areas. The next steps will involve consideration and approval of the rules by the Council and the State Board in early fall.

C. Career and Technical Education Redesign

Division II of HF 2392 (Iowa Acts Chapter 1108), was based upon the recommendations of the Secondary Career and Technical Education (CTE) Task Force, which has been presented to the Council and State Board periodically over the last two years.

A key feature of HF 2392 is the establishing of RPPs (Regional Planning Partnerships) across the state. Convened jointly by the area education agency chiefs and the community college presidents, discussions about RPP establishment have included representation from individual school districts, community college administration, teachers and faculty within each service area, intermediary networks, and other stakeholders. Across the state, 15 RPPs have either been established or are completing the establishment process.

Each RPP will develop a multi-year plan, within which the following are addressed: (a) create a process and a review of all CTE programs; (b) determine the uses of allocated funds as laid out in the proposed Iowa Administrative Code Chapter 46; and (c) design the development of a system of centers within the region. The overall goal of the RPPs is to ensure that high-quality CTE programs are made available and accessible to all middle and high school students in Iowa without regard to geography, student selectivity, and socio-economic status.

Jeremy stated that all RPPs must be in place by the end of this fiscal year. All expenditures are driven by regional plans. The program review process will begin in 2018, starting with self-studies of 20 percent of the region's CTE programs, with the goal of all programs being reviewed within a five-year cycle. Recent guidance was distributed widely to the community college presidents and area education agency administrators in regard to how the program approval process works. There are clear expectations and templates are available so it is a fair process for everyone. The RPPs will be held accountable; they will need to "own it."

The fiscal agents for the 15 RPPs are the area education agencies (13 RPPs) and community colleges (two RPPs). State reimbursement will be on an ongoing basis, not just year-end. Funds do not carry-forward and must be fully expended to meet federal Perkins match requirements. Moudy Nabulsi asked what the total dollar amount would be. Jeremy responded that it is \$2.6M statewide. Mike Bearden asked if all the RPPs have been established. Jeremy responded yes; the Department has been attending all RPP meetings across the state.

D. WDQI (Workforce Data Quality Initiative) Grant

The Iowa Department of Education (DE) is working with Iowa Workforce Development (IWD) in the enhancement of the state's longitudinal data system (SLDS). The DE has a commitment to this joint

grant proposal for funding under the Workforce Data Quality Initiative (WDQI) grant to continue building our system's capacity. IWD and the DE have been working cooperatively for the past several years under Iowa's 2009 and 2013 SLDS grants, as well as on the legislatively-mandated Iowa Workforce Preparation Program Outcomes Reporting project. These efforts have produced significant analysis regarding educational programs and their impact on income and productivity of Iowa's workers, as well as information which has informed state and local decision-making and enhanced institutional program quality. This proposal to enhance data quality and automate program outcomes reporting is a natural extension of the SLDS collaboration between the DE, community colleges, and IWD. This funded grant award will help the state of Iowa efficiently and sustainably deliver high-quality products describing student workforce outcomes to policymakers and institutions. The DE is excited about the deliverables that this proposal can achieve for the state and we are hopeful to receive these funds.

IV. IACCT Update—MJ Dolan

MJ distributed copies of a handout regarding community college appropriations. She indicated the final appropriations will be decided by May 22, 2017, which is the last date for the Governor to sign. She stated that the community colleges are thankful the Governor did not make any more cuts. She reported that they have had many one-one-one meeting with legislators and have had them visit the community college campuses. This has really paid off for the colleges and has created a ripple effect.

MJ reported that approximately 371,000 credit and non-credit students were served by Iowa's community colleges this past fiscal year—equivalent to 20 percent of Iowa working population. Many of these students will be future leaders in our community.

Funding has dropped significantly since 1967. Funding will be discussed at the Iowa Association of Community College Presidents' (IACCP) Annual Retreat on May 30 – June 1. She stated that many of the legislatures do not know how the community colleges are funded. The amount of private fund-raising that community colleges do would astound them.

In regard to the gun bill that was passed in this session, there is much discussion taking place about local control and controlling guns on campus.

IACCT Staff Changes – MJ indicated that with Steve Ovel's upcoming retirement, Laurie Wolf will be joining IACCT as a legislative consultant. Tiffany Belieu recently resigned from the IACCT to pursue another career opportunity. The new administrative consultant, Diana Davila, has joined IACCT.

IACCT Annual Conference – MJ reminded the Council to mark their calendars as the IACCT Annual Conference is scheduled to be held on July 19-21, 2017, and is being hosted by Eastern Iowa Community Colleges. Listed below is a link with an agenda, registration and hotel information, etc. All conference sessions will be held at the historic Hotel Blackhawk in Davenport, Iowa.

<http://www.eicc.edu/future-students/events/iacct/conference-locations.aspx>

V. Rules: 281 IAC Chapter 21 – Community Colleges (Notice)—Jeremy Varner

The amendments to Chapter 21 incorporate changes to sections of Iowa Administrative Code which establish basic requirements for certificate, diploma, and degree programs, and instructional courses for drinking drivers, both offered by community colleges. Regarding 281 – IAC 21.9, changes include updating terminology from technical “specialty component” to technical “core” and establishing a minimum technical core course requirement for diplomas.

Regarding 281 – IAC 21.32, changes include an increase to tuition fees for an instructional course for drinking drivers offered by community colleges from \$85.00 to \$140.00, and an increase to the administrative fee collected by the Department of Education from \$10.00 to \$15.00 for individuals enrolled in an Iowa instructional course for drinking drivers and from \$25.00 to \$37.50 for individuals enrolled in an out-of-state instructional course for drinking drivers. The fee adjustments reflect the recommendation of a drinking driver’s instruction course advisory committee and reflect the cost of providing such courses.

Background: The primary change is a rate change for OWI education courses. Last year, the Department received a letter from the OWI Education Advisory Committee requesting consideration of an increase of fees for OWI education courses. These are 12-hour courses offered by community colleges and licensed private providers that are mandated for certain individuals to satisfy criminal and civil sanctions following a charge of OWI.

These fees are established in administrative rule (Ch. 21) and have not been adjusted since January 2003. The concern was that the fees are not generating enough revenue to cover the costs of courses and that sections are being closed, particularly in rural areas creating access issues where section sizes may not be large enough. In FY 2016, 54 OWI courses were reported cancelled due to low enrollment.

We conducted an analysis of the fees established nationally and found that Iowa’s fees are well below the national average. Many of them with a rate of more than double our proposed rate, and some with the same curriculum vendor as Iowa – Prime for Life. We also looked at the fees charged for similar courses like the eight-hour driver improvement course, and again found the OWI education course fees to be low. For DIP (Driver Improvement Program), the cost is \$11.88 per contact hour; for OWI, it’s \$7.08. We also looked at the rates charged for other noncredit trainings – finding again that the rates are unsustainably low.

We conducted a detailed analysis of revenue and expenses for the program and found most community colleges operating this program at a loss – even those with larger section sizes. The proposed change still leaves Iowa’s rate well below most other states that have regulated rates.

Other change: Require technical core to constitute a minimum of 70 percent of course credits within a one-year career and technical education program resulting in a diploma award. This has been discussed extensively with academic administrators for the past couple years.

Motion: Moudy Nabulsi moved and Linda Allen seconded to move that the CCC recommend to the State Board to give public notice of its intent to amend Chapter 21.

Vote: The motion carried unanimously.

VI. Iowa Community Colleges Certified Budget Report—FY 2018 – Eric St Clair

Eric reported that the Division of Community Colleges and Workforce Preparation annually prepares the Certified Budget Report. This report provides information to assist the Council and State Board of Education members in their role as outlined in Iowa Code Chapter 260C.17. To meet Iowa Code, this report on each community college's projected budget must be reviewed and approved by the State Board on or prior to June 1 of each year.

Community college staff demonstrated their best attempts at preparing the following budget estimates for next year. Each community college budget included in this report is the budget approved by the community college's local board. This budget is used for determining tax levies. To prepare this budget, college staff must estimate revenues and expenditures for fiscal year (FY) 2018. According to Chapter 24 of the Iowa Code, the locally approved community college budget must be filed with the college's controlling county auditor. The controlling county auditor is usually the auditor in the most populated county in the merged area (e.g., Polk county for Des Moines Area Community College), and the budget is published in newspapers with a notice of a public hearing. The notice of the public hearing needs to be published at least 10 days prior to the hearing.

The budgets must be sent to the controlling county auditor no later than March 15 of each year on the forms prescribed by the Department of Management. The funds used for published and certified budgets are the Unrestricted General Fund (Fund 1), the Restricted General Fund (Fund 2), the Plant Fund (Fund 7), and the Bond and Interest Fund (Fund 7). For comparative purposes, the FY 2017 re-estimated budget and the FY 2016 actual revenue and expenditures for Fund 1, Fund 2, and Fund 7 are included.

The "published budgets" (or "certified budgets") contain the best estimate of revenues and expenditures, many of which are unknown at the time of the budget development. Specifically, state general aid, tuition and fees, and salary/benefits remain undetermined. If at the end of the fiscal year revenues exceed expenditures, a fund balance surplus will occur for that year. Conversely, when expenditures are greater than revenues, a fund balance deficit will occur for that year. Over the years, it has been common practice for colleges to gradually accumulate the fund balance up to some targeted amount serves as a cushion to unforeseen future drops in revenues or increases in one-time expenditures.

Mary Ellen Miller noted and inquired why six colleges have a zero balance under the category of "Bond and Interest Funds." MJ Dolan said the reason for that zero balance is that those colleges do not have bonds. Linda Allen indicated that Hawkeye Community College has a bond in a building—an urban education learning center.

Motion: Mary Ellen Miller moved and Linda Allen seconded to move that the CCC recommend that the State Board approve the Iowa Community Colleges Certified Budget Report for FY 2018.

Vote: The motion carried unanimously.

VII. Des Moines Area Community College Comprehensive Accreditation Report—Chris Russell

Chris Russell said that this is the report of the evaluation of DMACC for continued state accreditation as an associate degree-granting institution. The Department of Education conducted the on-site portion of the evaluation on March 20-21, 2017. The findings reflect the work of the accreditation team during the comprehensive review of DMACC.

DMACC is regionally accredited by the Higher Learning Commission (HLC) that conducts college reviews every five years. In an effort not to duplicate the HLC accreditation process, the state process reviews the most recent HLC report to see if any follow-up is needed and then focuses on the college's compliance with state criteria/standards. State standards are reviewed through a structured process by Department staff and community college peer reviewers. Because this was a comprehensive review, the two peer reviewers joined the Department accreditation team on the site visit.

Chris also noted that as part of the Department's comprehensive state accreditation process, colleges may request assistance on a "special topic" that they perceive to be an area for continuous improvement. DMACC requested that their special topic be included in their accreditation review to discuss a project they are working on involving liberal arts pathways designed to improve student advising. The Department and DMACC had a vibrant discussion regarding this topic.

Chris indicated that the following eight components are required as part of state accreditation: 1) Faculty Qualification Teaching Load; 2) Special Needs; 3) CTE Program Evaluation and Timelines; 4) Catalog/CurricUNET Review; 5) Strategic Planning; 6) Physical Plant and Facilities; 7) Quality Faculty Plan; and 8) Senior Year Plus Programs.

Mike Knedler asked about HLC's open pathways. Chris responded that open pathways is a new option for colleges to choose instead of AQIP (Academic Quality Improvement Program) or traditional accreditation.

Chris reported that there were no issues regarding DMACC's faculty qualifications and faculty load. He said that DMACC has used a matrix for reviewing faculty credentials for many years which is similar to the new statewide recommended process. In regard to special needs, the team found DMACC to be compliant with ADA requirements. The one finding DMACC had in special needs was with regard to their annual and continuous nondiscrimination statements, which were not prominent, complete, and consistent on the web and in all major publications. DMACC will work on these statements to ensure they are in alignment by fall. DMACC is also working to align all catalog courses and programs with the state CurricUNET system. The team was impressed with several of the other required areas for accreditation including DMACC's strategic planning and quality faculty plan procedures.

Motion: Moudy Nabulsi moved and Michael Bearden seconded that the CCC recommend that the State Board grant continued accreditation for DMACC. A state interim accreditation evaluation will be conducted in fiscal year 2022.

Vote: The motion carried unanimously.

VIII. Iowa Community Colleges Education Outcomes Report—Jeremy Varner

Jeremy Varner stated that the *Iowa Community College Education Outcomes: Certificate, Diploma, and Associate Degree Programs Report—Academic Year 2011 to Academic Year 2015*, is an annual report providing educational outcomes of students enrolled in community college certificate, diploma, and associate degree programs during academic years 2011 through 2015. This report and other related resources provide institutional data designed to inform community college administrators and policymakers as they engage in planning and program improvement.

Developed through linkages between state and national educational and employment administrative records, the report provides information about community college awards, time-to-degree, retention, migration, transfers to other institutions, employment wages, and career clusters. Throughout this report, employment and earnings are analyzed to illustrate the important impact that the education and training provided by Iowa's community colleges has on employment and wages. Program and award levels are analyzed separately in order to assess the benefits of each.

In 2015, the Division of Community Colleges and Workforce Preparation collaborated with Iowa Workforce Development (IWD) and Georgetown University's Center on Education to perform a study of the education and training needs of employers in Iowa compared to the current education level of Iowans. The study revealed that, by 2025, about 68 percent of all jobs in Iowa will require some postsecondary training or education beyond high school. In response to this report, Iowa Governor Terry Branstad set a goal which calls for 70 percent of Iowans in the workforce to have education or training beyond high school by 2025. This will allow more Iowans to have better career opportunities and employers to have the skilled workers they need.

Iowa's community colleges are the state's largest postsecondary education sector, offering a plethora of education and training programs designed to meet state and regional economic needs. Due to their responsiveness and commitment to workforce training, these institutions are well-positioned to prepare the skilled workers of the future. To track their progress toward this goal, the Iowa Department of Education has partnered with IWD to link state and national education and workforce data to monitor the outcomes of students enrolled in Iowa's 15 community colleges.

Five student cohorts were established for this report and will be tracked longitudinally to capture wage growth of those completing Iowa community college education and training programs. Additional interactive charts that compare outcomes by state and program are available on the Department's website at: <https://www.educateiowa.gov/iowa-community-collegeprogram-outcomes-0>. Since 2003, there has been an ongoing partnership with the Department of Education, Iowa's community colleges, and Iowa Workforce Development to match education and wage records. This report has been established to answer questions from educators and businesses related to supply and demand. Iowa has become a leader in supply and demand research, and new and innovative research continues through partnerships.

IX. For the Good of the Order—Mike Knedler

The meeting was adjourned at 5:05 PM. The CCC will meet face-to-face on Wednesday, August 2, 2017, 3:30 – 5:00 p.m., at the Department of Education's ICN Room.