



COMMUNITY COLLEGES &  
WORKFORCE PREPARATION

# Community College Leader Bulletin

Volume 2, Issue 2

Spring 2009

## Special points of interest:

- Iowa to Receive \$779,000 in WIA Incentive Funds
- Math-in-CTE Applications Due June 10
- Intermediary Network Grant Proposals

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## Legislation Mandates Renewed Effort to Improve Transfer

**H**ouse file 815 will mandate a renewed transfer and articulation effort between the state's public universities and community colleges, if signed by the governor.

The bill follows many of the recommendations of the Liaison Advisory Committee on Transfer Students (LACTS) in a report submitted to the General Assembly in January. Over the past 40 years, LACTS has served to facilitate a smooth and seamless transfer through voluntary articulation efforts. The report's recommendations supported the continuation and expansion of those collaborative efforts.

As recommended by LACTS, the bill requires the development of a systematic process for expanding academic discipline and faculty-to-faculty meetings. The purpose of these meetings is to discuss course content, the

scope and sequencing of courses, and to identify specific information students should know about the transfer process.



Within career and technical education (CTE), community colleges and Regent universities would be required to develop a process for examining a minimum of eight new Associate of

Applied Science degree (AAS) programs for which articulation agreements would serve students' continued academic success in those degree programs.

Additionally, the Iowa Board of Regents would be required to facilitate opportunities for institutions to pursue program-to-program articulation agreements for CTE programs.

Within the arts and sciences, the bill directs community colleges and Regent universities to enter into a statewide articulation agreement to provide for

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## Proposed Senior Year Plus Administrative Rules Modified

**A**s a result of public comment and staff review, several changes were made to the proposed administrative rules for Senior Year Plus (281 IAC Chapter 22).

The changes include removal of the requirement that community colleges collect and report data on whether a concurrent

enrollment course supplements and not supplants a school district course. The reporting requirement was removed since it is already a requirement imposed on school districts.

Additionally, an explanation of "supplement, not supplant" was added. Under the proposed rules, to comply with the

"supplement, not supplant" requirement, the content of a course provided to a high school student for postsecondary credit through a Senior Year Plus program may not consist of substantially the same concepts and skills as the content of a course provided by the school district.

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## Iowa to Receive WIA Incentive Grant

Iowa is one of 11 states that qualified to receive a Workforce Investment Act (WIA) Title V Incentive Grant.

News of the incentive grant follows notification that Iowa's federal allocation for adult literacy programs next year will be cut by ten percent.

Through the grant, Iowa is eligible for slightly more than \$779,000. Iowa qualified for the grant by meeting WIA Title I and Adult Education and Family Literacy Act (AEFLA) performance levels.

The funds will be used to support an initiative that integrates basic literacy skills and workplace training so that adult literacy students can work toward both goals simultaneously. The initiative will be modeled after Washington state's Integrated Basic Education Skills Training (I-BEST) program. Incentive grant funds may be used through June of 2011.

### Adult Literacy Calendars

An adult literacy calendar has been created and distributed to the coordinators at each college.

The 15-month calendar features the success stories of former adult literacy students at each college.

The calendars are part of a larger advocacy effort that includes the creation of the Iowans Supporting Adult Literacy Today (I-SALT) and collaborating with other organizations.

For additional information, please contact [Helene Grossman](#), GED Administrator and State Director for Adult



**NIACC graduate Eva Gutierrez is one of the successful adult literacy stories highlighted in the 15-month calendar.**

Eva Gutierrez is one of many adult literacy students highlighted in the adult literacy calendar that have found success through a community college adult literacy program.

A determined woman, Eva has set goal after goal and has achieved them. Like many other high school dropouts, Eva decided to quit high school during her junior year. Later, when Eva was between jobs, she set a short-term goal of earning a GED and a long-term goal for herself of becoming a probation officer. Eva enrolled in an adult literacy GED class at North Iowa Area Community College (NIACC).

"I'm amazed I did it (earned a GED). I hated school, but I love school now! I'm glad I chose to go back. I know I'm going to find the perfect job," Eva comments.

Through her own determination and dedication, along with the good fortune of earning scholarships and grants, Eva has turned her life around. Eva completed an Associate of Arts degree at NIACC with honors. She then enrolled at Buena Vista University as a full-time student majoring in criminology and human services. Her current goals are to graduate with her Bachelor's degree in 2010 and to seek a job as a probation officer.

Eva's goals are being achieved and her dream of being a probation officer comes more clearly into view each day.

Education and Literacy at 515-281-3640.

### Annual Benchmark Report

The [Adult Literacy Annual Benchmark Report for Program Year 2008](#) was released and presented to the State Board of Education on April 30.

The report shows the program

met or exceeded the five state mandated benchmarks — up from four in PY 2007. Additionally, Iowa met or exceeded nine of the 11 state educational gain benchmarks.

For more information, please contact [Amy Vybiral](#) at 515-281-4704.

## Department Revising Administrative Rules

Chapters 21, 23, and 24 of the Iowa Administrative Code are currently being revised by the Bureau of Community College Services.

Administrative rules carry the force of law and are written to define and describe how the policies and programs in Iowa Code will be implemented and enforced.

The intent of the revision is to provide greater clarity, update language, and to remove duplication. A draft will be released within the next few weeks and will be shared with stakeholders including the division's liaison groups and committees organized by the department.

The bureau expects to begin the formal rulemaking process

later this summer or early fall. The State Board of Education will review the proposed rules, and a formal public comment period will occur. Additional information is forthcoming.

For more information, please contact [Jeremy Varner](#) at 515-281-3866 or [Colleen Hunt](#) at 515-281-0319.



## SYP Postsecondary Course Audit Committee Convened

The Senior Year Plus (SYP) Postsecondary Course Audit Committee was convened and established a recommendation for an audit plan for 2009-2010.

The committee is mandated by Iowa Code 256.17 to annually audit postsecondary courses offered to high school students in accordance with Iowa Code 261E (Senior Year Plus). The committee first met at Des Moines Area Community College in Ankeny on May 13.

Senior Year Plus programs include, but are not limited to, Postsecondary Education Options (PSEO), Advanced Placement (AP), concurrent enrollment, and career academies.

The committee includes three representatives of community colleges, three from school districts, and one from each of the state's public four-year universities.

The recommended audit plan established by the committee limits the scope of audits during the first year to concurrent enrollment courses. Concurrent enrollment courses are community college courses offered to high school students

through contracted agreements where the district is eligible to receive a supplementary weighting in the school foundation funding formula.

Later this year, the committee will discuss other Senior Year Plus programs including PSEO and AP.

The recommended audit plan adopted by the committee for the 2009-2010 academic year couples the process with college participation in a larger, sustained quality assurance process. The committee adopted the National Association of Concurrent Enrollment Partnership (NACEP) standards which closely align with Senior

Year Plus requirements and the Standards for Concurrent Enrollment Courses document adopted by the community college chief academic officers. NACEP serves as a national accrediting body for concurrent enrollment programs.

The audit process will piggy-back on the state community college accreditation process.

Once the first year of audits are complete, findings will be posted on the department's website.

For more information, contact [Jeremy Varner](#) at 515-281-3866 or [Roger Utman](#) at 515-281-8260.



### Committee Membership

#### Public Universities

Joel Haack, Dean and Professor, University of Northern Iowa  
Carl Smith, Professor and Department Chair, Iowa State University  
Lon Moeller, Associate Dean, University of Iowa

#### Community Colleges

Bill Giddings, President, Northwest Comm. College  
Curt Oldfield, Chief Academic Officer, Northeast Iowa Comm. College  
Nicole Franta, Dual Enrollment Coordinator, IA Western Comm. College

#### K-12 Schools

Gerry Beeler, Principal, Mid-Prairie High School  
Sue Wood, Assistant Superintendent, Fort Dodge Comm. School District  
Julie Rosin, Assistant Director, Central Campus, Des Moines Public Schools



## Statewide Community College Advisory Committees Continue Work

The statewide advisory committees mandated by House File 2679 (2008) are continuing their work.

The **Accreditation Advisory Committee** will be convened on June 3 to discuss recommendations for the mandated accreditation and accountability review. The committee was charged with the review and making recommendations to be included in a report due to the General Assembly by January 15, 2010. An interim progress report was presented to the legislature in January 2009.

The committee met on March 6 to discuss the progress of four work teams which were established to address different parts of the review. On June 3, the committee will review the teams' recommendations which may include changes to the state accreditation progress as well as changes to streamline the program approval process.

In addition to its charge of assisting the department with

the mandated study, the committee also continues with its main purpose of continuously reviewing and recommending improvements to the state accreditation process.

The **Faculty Advisory Committee** last met on April 6 to set expectations for communication — from faculty to the Department, from the department to faculty, and between committee members.

The purpose of the faculty advisory committee is to keep faculty informed of higher education issues, facilitate communication between faculty and the department on an ongoing basis, and to serve as an advisory committee to the Department on faculty issues.

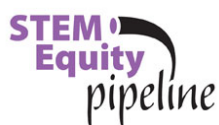
The committee also received presentations on Senior Year Plus and department initiatives. The committee meets two or three times annually and will reconvene in the fall.

The **Professional Development Advisory Committee** met on April 2 to discuss each college's progress in adapting their institutional Quality Faculty Plan (QFP) to include adjunct faculty, counselors, and media specialists. The group discussed a variety of promising practices and issues related to QFP implementation.

The committee developed recommendations for QFP-related accreditation site visit protocol. Accreditation visits are used to provide oversight for the QFP process. The visits include interviews and a review of plans and other documentation.

The group will reconvene this summer to discuss planning a common professional development day for 2011.

For additional information, please contact [Colleen Hunt](#) at 515-281-0319 or [Jeremy Varner](#) at 515-281-2866.



## STEM Equity Pipeline Project PD Institute

Several leadership team members for the [STEM \(Science, Technology, Engineering, and Mathematics\) Equity Pipeline Project](#) recently attended a professional development joint conference sponsored by the [National Alliance for Partnership in Equity](#) (NAPE) and the [Women Work!](#) organization.

Iowa was selected to participate in a National Science Foundation Extension Services grant awarded to the NAPE organization. Grant participants are required to develop a state leadership team that will serve as extension agents to

provide consulting and professional development services to strengthen the capacity of the formal education community in the recruitment of females in STEM careers.

At the conference, teams participated in a variety of workshops focusing on non traditional career recruitment, equity in the classroom and workforce, serving special populations, effective mentoring, and more. Conference participants included experts and advocates from education, workforce development, and policy makers. Most importantly, the NAPE/Women

Work! Conference provided team members with several days of networking with counterparts across the nation to share best practices, solutions, and new tools related to overcoming barriers to equity in education.

For a complete list of leadership team members and other information about the project, visit the [STEM Equity Pipeline Project website](#). Iowa's STEM Equity Pipeline project [implementation plan](#) can also be found on the [website](#). For additional information, please contact [Jeanette Thomas](#) at 515-281-3636.



## Certified Budget Report Released

The [Iowa Community Colleges Certified Budget Report](#) for fiscal year 2010 has been released.

The report includes each college's projected budget. The budgets must be reviewed and approved by the State Board of Education by June 1 each year. The budgets are used in determining property tax levies and include estimates of revenues, expenditures, and fund balances.

At the time budget information is collected from the colleges, state general aid appropriations, tuition revenue, and employee salaries are not finalized for the next fiscal year.

In addition to summaries of budget information by college and statewide, the report also includes narrative information which highlights various aspects of projected FY 2010 budget activities. The colleges are required to submit answers to specific questions that give the State Board of Education insight into current issues affecting the colleges. These narrative responses are compiled and included in the report.

The narrative section of the FY 2010 report provides information about the colleges' response to budget uncertainties. The questions include:

1) *What do you anticipate the effect of the FY 2009 budget reductions and the uncertainty of FY 2010 state general aid to be, and how is your college planning to deal with these state funding issues?*

2) *What steps has your college taken to reduce spending and/or raise revenues for FY 2010?*

3) *How has the economic downturn in FY 2009 affected your college and what do you anticipate these effects will be in FY 2010?*

4) *How do you see the current economic conditions affecting your fall 2009 enrollment?*

The colleges' responses provide insight into the impact of budget reductions including travel and hiring freezes, deferred maintenance, layoffs and other cost reduction measures.

The [full report](#) is available on the Department website along with a [flash video](#) of the presentation.

For more information, please contact [Kent Farver](#) at 515-281-3550.

### New Data Elements

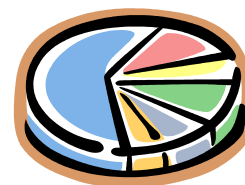
The [Education Appropriations Bill](#), if signed by the Governor, specifies additional Community College Management Information System reporting requirements.

The requirements include the collection of data on the salaries and benefits of community college trustees and additional data on the compensation of administrators.

Additionally, colleges will be asked to report on the contracted salary and benefits and other expenses related to support for community college governmental affairs efforts including expenditures for lobbying and lobbying activities.

The division is currently preparing guidance on the requirements that will be shared at the next business officers meeting.

For more information, please contact [Kent Farver](#) at 515-281-3550.



### MIS Reports Available Online

- [Condition of Community Colleges](#)
- [Fall Credit Enrollment](#)
- [Tuition and Fees](#)
- [Certified Budget](#)
- [Joint Enrollment](#)
- [Performance Indicators](#)
- [Financial Data Brochure](#)

## Performance Indicator Taskforce to Meet

The Community College Performance Indicators Taskforce met on May 28 to review the performance indicators for Iowa's community colleges and make recommendations to the Department of Education.

The performance indicators are used to monitor progress within the framework of the five-year [strategic plan](#) for Iowa's community colleges. The last major revision to the

indicators occurred in 2006. The performance indicators are common to all 15 colleges and are approved by the State Board of Education.

A revised [performance indicators report](#) for Iowa's community colleges will be presented to the State Board of Education in July 2009.

For more information, please contact [Tom Schenk](#) at 515-281-3753.

## AS-28 Transition

The transition of AS-28 forms into an electronic format is nearly complete. All 15 colleges have submitted program information on the new forms.

Division staff are currently reviewing submissions. Colleges are expected to be able to submit new programs and program modifications in coming weeks.

For more information, please contact [Vladimir Bassis](#) at 515-281-3671.



## Math-in-CTE Initiative to Continue Next Year

**T**he [Math-in-CTE initiative](#) will continue next year in three regions of the state.

The goal of the Math-in-CTE initiative is to provide career and technical education (CTE) instructors with a means of enhancing the mathematics already present within their occupational curriculum.

The department will support the initiative for the 2009-2010 academic year. Two (2) area education agencies (AEAs) and one community college will host the eight-day professional development initiative. Each region has selected CTE disciplines for the coming year and has agreed to host workshops at their sites.

Community colleges are invited to designate teams who would like to participate in the program and designate content specialists for each CTE area at each site.

The initiative will include a summer training consisting of four days in August. During the academic year, an additional four days of workshops will be held.

Funds are available to support three teams from each community college. Additional teams may be submitted and may be funded if another institution elects not to submit three teams.

Stipends will be available for both the content specialists and the other participants. Travel costs including lodging, meals, and mileage will also be covered.

Community colleges will serve as the fiscal agents for teams of

college faculty, and AEAs will serve as the fiscal agent for teams of high school instructors.

Completed [applications](#) must be submitted to the Department by June 10.

The first year of the Math-in-CTE program was completed with a workshop held on May 8. Thirteen (13) of the 15 community colleges and all of the state's AEAs participated. The CTE discipline areas were general business and construction. A year-end report will be developed which will include data and testimonials.

Community colleges who participated during the first year of the program are encouraged to participate as Regional Leadership Teams. The teams demonstrate the lesson plans they developed during the year and are available during the training

to assist new teams. Lesson plans developed during FY 2009 are posted on the department's [website](#).

Developed by the [National Research Center for CTE \(NRCCTE\)](#), the Math-in-CTE professional development model partners CTE instructors with a math instructors for extended professional development throughout the academic year. The process provides the opportunity for math and CTE teacher teams to work together in communities of practice and to identify where math intersects with CTE concepts and applications. The research-based model has been shown to have a positive impact on student learning of mathematics with no loss to CTE content.

For more information, please visit the department's [website](#) or contact [Pat Thieben](#) at 515-281-4707.

*The Math-in-CTE model offers the opportunity to teach math concepts outside of traditional math classes in a context-rich environment by explicitly teaching mathematics concepts that are already embedded in occupational curriculum.*

### Math-in-CTE Participation — 2009-2010

Interested math and CTE faculty are encouraged to contact the Math-in-CTE designee or chief academic officer of their institution about participating in the regional initiative.

#### Indian Hills Community College Great Prairie Area Education Agency

Contact: [Karen Swanson](#) at 641-683-5277.  
CTE Disciplines: Manufacturing, Information Technology  
Summer Training: August 10-13 at IHCC in Ottumwa

#### Southwestern Community College Green Valley Area Education Agency

Contact: [Donna McClain](#) at 712-303-0827  
CTE Disciplines: Family and Consumer Sciences, Agriculture, Business  
Summer Training: August 3-6 at Creston High School

#### Iowa Valley Community College District Area Education Agency 267

Contact: [Lorna Kennedy](#) at 641-328-4751  
CTE Disciplines: Construction (excluding HVAC and wood-working), Agriculture  
Summer Training: August 3-6 at Marshalltown AEA

## Intermediary Network Grants Available

**T**he Department of Education is accepting applications for regional work-based intermediary network grants.

The grants are non-competitive totaling \$60,000 per recipient or \$900,000 for all 15 community colleges. Each recipient must match 25% of the grant funding though the match may be met through a variety of ways. Colleges may not use the entire grant allocation to support staff salaries.

The funding period will be June 1, 2009, to June 20, 2010. The grant award will be managed on a reimbursement basis.

Each community college will submit a plan to the Iowa Department of Education and to the Iowa Department of Economic Development for use of the funds prior to incurring

costs for the project. The plan will include the timeline, budget, documentation related to the local match, and a capacity for sustainability statement.

An informational meeting was held on May 13 to provide intermediary network information and resources as well as to answer questions regarding the Request for Applications (RFA).

Proposals in response to the RFA will be submitted to the department during May or June to be considered for funding.

The purpose of the intermediary network activities is to connect employers and schools. Intermediaries serve as a point-of-contact, brokering or providing services such as internships, job shadowing, worksite tours, classroom speakers, and professional staff development. The initiative is

also linked to the state's targeted industries for economic development.

Iowa's community colleges will play a leadership role in developing and maintaining the system. The colleges will serve as fiscal agents for the project

Deliverables for the first year of project include: building relationships with high schools and employers, developing processes and procedures for delivery of core services, creating plans for interaction with other intermediaries.

The project also entails reporting requirements to gather data on participating students, employers, and schools in addition to the services provided and project finances. For more information, please contact [Jenny Foster](#) at 515-281-8488.



***Intermediaries are a professionally-staffed, single point of contact for connecting schools and employers***

## Bill to Require Better Communication of Transfer Info

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the seamless transfer of credits from completed Associate of Arts (AA) and Associate of Science degree (AS) programs to baccalaureate degree programs. Statewide agreements are currently in place, but LACTS has proposed reviewing existing agreements and supporting the development of new ones.

In developing articulation agreements, community college and Regent universities would be required to collaboratively develop criteria to prioritize core discipline areas. The bill also recognizes that when course-to-course equivalencies are not appropriate because of incompatible content, they do

not need to occur.

In addition to enhancing articulation agreements, the bill requires enhanced efforts to effectively communicate information to students about articulation and transfer. Colleges and universities would be required to identify transfer and articulation contacts and to post the information on the [www.transferiniowa.org](http://www.transferiniowa.org) website.

The bill also requires the department to develop and implement a plan to, at least twice annually, notify all principals and guidance counselors of public and accredited nonpublic schools how students can find and use the articulation website

([www.transferiniowa.org](http://www.transferiniowa.org)) and to provide information on how to effectively communicate information about the website to all interested elementary, secondary, and community college students.

The Iowa Board of Regents, the Department of Education, and LACTS will jointly prepare a report to the General Assembly, which will provide an update on the articulation efforts and activities implemented by the state's public community colleges and universities.

For more information, please contact [Roger Utman](#) at 515-281-8260.

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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 and Workforce Preparation.**

The Iowa Department of Education consists of three major divisions: Community Colleges and Workforce Preparation; Early Childhood, Elementary, and Secondary Education; and Financial and Information Services. The Division of Community Colleges and Workforce Preparation includes the Bureau of Community College Services and the Bureau of Career and Technical Education Services 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, and state funds.

## Division Website Being Reorganized

The division is currently reorganizing its website to make information more accessible and intuitive. Major categories will include Adult Literacy, Career Planning, Career & Technical Education, Community Colleges, Mine Safety, National Crosswalk Service Center, OWI, Professional Development, and Veterans & Military Education.

During the transition, content may be moved. If you have any questions about where to find information, please contact division staff.

For more information about the website redesign, please contact [Barb Ledvina](mailto:Barb.Ledvina@iowa.gov) at 515-242-5036.



## Proposed SYP Rules Amended

[Continued from Page 1](#)

The proposed rules were also amended to clarify student proficiency requirements and participation in certain SYP programs. Students must meet proficiency requirements in (281—22.2) to be eligible to participate in Senior Year Plus programs including Postsecondary Enrollment Options (PSEO) courses, Advanced Placement (AP) courses, and career academy courses if the courses are

taken for both secondary and postsecondary credit.

Other revisions are minor or non-substantive.

The requirement that students cannot be enrolled in 12 or more credit hours of courses delivered through senior year plus programs per semester (or the equivalent) at any one institution has not been modified.

The proposed rules are expected to go to the State Board of Education for consideration in July. Prior to the rules becoming effective, the law ([Iowa Code 261E](#)) and the department's initial guidance are available.

For more information on the proposed administrative rules, please contact [Carol Greta](mailto:Carol.Greta@iowa.gov) at 515-281-8661.

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](mailto:OCR.Chicago@ed.gov).



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