



COMMUNITY COLLEGES &  
WORKFORCE PREPARATION

# Community College Leader Bulletin

Volume 2, Issue 1

Winter 2009

## Special points of interest:

- Senior Year Plus Administrative Rules were Released
- Institutional QFPs Must be Revised by July 1, 2009
- Regional Intermediary Networks to be Established

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## Reports Highlight Success of Joint Enrollment

Iowa high school students who enroll in community college coursework tend to be upperclassmen with higher ACT scores than their peers, according to a pair of reports released by the Department. In addition, they graduate from college earlier than those who do not enroll in college coursework.

The [Annual Condition of Iowa's Community Colleges 2008](#) report, released February 11, includes a special focus on "jointly enrolled students." Jointly enrolled students are high school students who are also enrolled in community college credit coursework through a variety of options. These students were academically above-average students with ACT scores averaging 22.8 — nearly a point above the Iowa average and more than two points above the national average.

"Joint enrollment programs are successful in helping students

make the transition from high school to college and the world of work," said Iowa Department of Education Director Judy Jeffrey. "Iowa's community colleges are enhancing learning opportunities for high school students by delivering courses through Senior Year Plus programs."

The report shows joint enrollment in Iowa has risen markedly over the past five years, but with slower growth reported in 2008. A record-high total of 31,450 students enrolled during the 2007-2008 academic year. More than 60 percent of jointly enrolled students continued to college after leaving high school. Those students who took community college coursework graduated from college earlier than those who did not. The average time-to-degree for jointly enrolled



students was 2.6 years compared with 3.5 years for community college students who did not jointly enroll. Iowa students took an average of 2.4 community college courses while in high school — well above the national average of 1.4 courses.

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## Comment Period for Senior Year Plus Rules Begins

The public comment period for proposed [Senior Year Plus administrative rules](#) has begun and will continue through March 31.

Senior Year Plus, [Iowa Code Chapter 261E](#), is intended to provide high school students with increased access to post-secondary credit and advanced placement coursework. The

law also standardizes many of the requirements of several previously existing programs.

The [State Board of Education](#) issued a Notice of Intended Action for the administrative rules (Chapter 281—22) at their February 11 meeting.

The Department will accept written comments through

March 31, 2009. A public hearing will be held March 31 from 10 a.m. until noon in the Grimes Building ICN room and at other locations to be determined.

Prior to the development of administrative rules for Senior Year Plus, the Bureau of Community Colleges established an

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## GED Testing Guidelines Released

Iowa's GED Guidelines have been developed to assist programs with administering the GED tests in a consistent and effective manner.

The guidelines contained in the document clarify policies and procedures that apply specifically to the Official GED Testing Centers in Iowa. It is intended to be used in conjunction with the *GED Testing Service Policies and Procedures Manual, June 2008 Edition*. All persons involved in the administration of GED Tests in Iowa had the opportunity to review and edit the document and should be familiar with the contents of both manuals. Both manuals will be updated as changes are made.

Topics addressed in the document include: testing age, testing home-schooled students, retesting, emergency procedures, combining scores from

tests in different languages, and score requirements.

In addition to the guidelines, two new monitoring documents will be implemented in 2009. A detailed document called, *Iowa's GED Self-Assessment/Monitoring Tool* will be completed by each community college's GED staff and kept on file by the State's GED Administrator, Helene Grossman.

# 99%

**Iowa has the highest GED pass rate in the U.S. and Canada**

An additional document, prepared by a GED Testing Service (GEDTS) is a more general test administration monitoring tool. This document will be used for review during on-site visits.

Iowa currently has 15 GEDTS contracted centers recorded in

the GEDTS database. These 15 centers serve as the GED testing administrative centers and are located at the same location as the community college district GED chief examiner. Iowa has had this structure in place since 1966.

The community college GED chief examiners maintain administrative and district oversight for their respective contracted centers.

The GED chief examiner is the contact person for ensuring that all GEDTS policies and procedures are implemented. The examiner also ensures that all GED test materials are received and shipped to and from the official GED district test centers following the policies and guidelines detailed in the *2008 GEDTS Policies and Procedures Manual*.

For additional information, please contact [Helene Grossman](#), GED Administrator and State Director for Adult Education and Literacy at 515-281-3640.



## Deadline for Institutional QFP Revisions Set

In December, the Department set a deadline of July 1, 2009 for colleges to revise institutional quality faculty plans. The changes are required due to legislation passed in 2008.

Oversight for the QFP process is provided through the state accreditation process. During accreditation visits, the Department reviews plans and other documentation to ensure each college's compliance. Accreditation site visit protocol is expected to be revised to incorporate changes made last

year to Iowa Code and administrative rule. Accreditation visits beginning in fiscal year 2010 will be subject to the revised protocol. The revision of accreditation site visit protocol is expected to be the subject of future Community College Professional Development Advisory Committee and Accreditation Advisory Committee meetings. Information about the revised protocol will be distributed to the colleges prior to any visits subject to the protocol.

The Community College Pro-

fessional Development Advisory Committee will serve as a forum for discussion of promising practices in QFP development and implementation.

As recommended by the Community College Faculty Advisory Committee, the Department has requested that modified plans be submitted to the Department for posting on its website.

For more information, please contact [Jeremy Varner](#) at 515-281-3866 or [Colleen Hunt](#) at 515-281-3542.

## Tuition Assistance Program Reimbursement Underway

The Department has begun receiving reimbursement claims for the tuition assistance pilot program created by Senate File 2425.

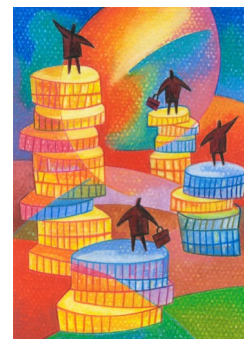
The program is designed to provide tuition assistance to employees of healthcare facilities serving individuals with mental illness or mental retardation. An appropriation of \$500,000 and dollar-for-dollar employer matches fund the project.

Earlier this month, a memorandum of understanding was signed by both the Iowa Department of Human Services and the Iowa Department of Education.

Following the transfer of funds to the Department of Education, the Bureau of Community Colleges began accepting tuition assistance invoices from the community colleges. The reimbursement form has been distributed to the program

contacts at each college. The information requested on the form is necessary for the preparation of a report to the legislature on the use and success of the pilot program. The form is also required for reimbursement claims to be processed.

For more information, please contact [Kent Farver](#) at 515-281-3550 or [Catherine Vance](#) at 515-281-4722.



## Round Four of PLTW Grants Open to All Colleges

The fourth round of [Project Lead the Way \(PLTW\)](#) Partnership Initiative grants has begun.

The application deadline is set for March 28, 2009. The Iowa Association of Community College Presidents agree to release grants allowing this round to be open to all community college regions.

Community college regions that have not been awarded four grant awards have priority during this round of applications, however those areas that have already been awarded four grants are allowed to submit schools during this round.

To date, a total of 30 grants have been awarded or received. Nearly \$1.5 million has been awarded or is pending approval.

The PLTW Partnership Initiative is a \$3.1 million project leveraging funds from the Iowa Department of Economic Development, community colleges, and the Kern Family Foundation.

In 2008, the number of PLTW sites in Iowa increased to 90

high schools and 21 middle schools. To date, a total of 140 teachers completed the two-week teacher institute delivered by affiliate universities.

PLTW is a pre-engineering program designed to integrate academics into career and technical education (CTE). The curriculum addresses the needs of the state's targeted industries including advanced manufacturing and biotechnology.

For more information, please contact [Ken Maguire](#), state PLTW coordinator, at 515-281-4721.

### Evaluation update:

In February, the research team conducting the evaluation of the PLTW Partnership Initiative was convened.

At the initial meeting, the group discussed the statistical methodology to be used in the evaluation. It is expected that initial data will be released during the summer of 2009.

The team includes researchers from the Department of Education, Iowa State University, and the University of Iowa. It is

### Grants Awarded

#### Round 1

Twenty-four grants awarded involving 54 secondary schools, all but one of which began implementing in the Fall of 2008.

#### Round 2

Four grants involving four secondary schools awarded in September 2008 with implementation beginning Fall 2009.

#### Round 3

In January 2009, two grants were awarded for two secondary schools, implementing in the Fall of 2009.

#### Round 4

Application deadline is March 28, 2009.

charged with conducting a three-year study of the effectiveness of project. The study is funded by the Iowa Math and Science Education Partnership and a \$300,000 grant from the Kern Family Foundation.

For more information, contact [Tom Schenk](#) at 515-281-3753 or [Ken Maguire](#) at 515-281-4721.





## Mandated Committees Continue Work

The committees mandated by House File 2679 last year are continuing their work.

The **Community College Professional Development Advisory Committee** met November 19 at Des Moines Area Community College. The group discussed the professional development needs of community college faculty and administrators and possible mechanisms for addressing those needs.

At upcoming meetings, the group is expected to identify promising practices in community college institutional quality faculty plans and assist in the development of QFP-related state accreditation protocols.

The **Community College Accreditation Advisory Committee** last met October 30, 2008. At that meeting, the Department charged the accreditation advisory committee with assisting in the study of

community college accreditation and accountability processes as mandated by HF 2679. Four work teams were established, each focused on a different portion of the study. The work teams include: Program Quality, Data Quality, National Review of Accreditation Processes, and Faculty Compensation. The four teams were convened at various times and locations in February.

The next meeting of the Community College Accreditation Advisory Committee will be held March 6 at Des Moines Area Community College. The final report is due to the Gen-

eral Assembly January 15, 2010.

The **Community College Faculty Advisory Committee** last met October 15, 2008 and expected to meet up to three times annually. The group's third meeting will likely be held via Polycom or ICN. Because of changes in college quality faculty plan committee appointments, the group will have a number of new members requiring a pre-session for those individuals.

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

### Department staffing:

Accreditation Advisory Committee — [Colleen Hunt](#)

Program Quality Work Team — [Ken Maguire](#)

Data Definitions Work Team — [Vladimir Bassis](#)

National Review of Accreditation Work Team — [Jeremy Varner](#)

Faculty Re-numeration Work Team — [Tom Schenk Jr.](#)

Faculty Advisory Committee — Colleen Hunt and Jeremy Varner

Professional Development Advisory Committee — Colleen Hunt and Jeremy Varner



## STEM Equity Pipeline Project Pilots Established

Three community colleges were selected to serve as STEM Equity Pipeline pilot projects.

The colleges will have staff trained to infuse the project's five step process with institutional initiatives. Hawkeye Community College, Indian Hills Community College, and Iowa Western Community College will utilize a data-driven program improvement process to increase the participation of female students in Science, Technology, Engineering, and Mathematics (STEM) career cluster programs.

The goal of the project is to impact the retention and graduation of students in career areas that are nontraditional for their gender. The project provides training in gender inclusive policies and practices in teaching, curriculum, and student support programs.

Last fall, a state leadership team and a state team were organized by the Department for the project. A needs assessment was completed and utilized in the development of an implementation plan for the project.

In addition to the pilot pro-

jects, the plan calls for collaboration with Project Lead The Way to institutionalize gender equity strategies into teacher and counselor training sessions. The plan also includes efforts to collaborate with other organizations and give presentations at workshops.

The [STEM Equity Pipeline Project](#) is funded by the National Science Foundation and provided by the [National Alliance for Partnerships in Equity](#) (NAPE) Education Foundation.

For additional information, please contact [Janette Thomas](#) at 515-281-3636.



## Changes to MIS Reporting Proposed

The [Community College Management Information System \(MIS\)](#) Team is in the process of finalizing the MIS Reporting Manual 2010. The team plans to publish the new manual in March.

The changes in the manual derive from the legislative mandates, feedback from colleges, and continuous work to improve the precision and meaningfulness of the collected data, while maintaining the burden of reporting at the minimum possible level.

All proposed changes have been discussed with the colleges' MIS reporting officers. The MIS Team presented proposed changes to the MIS SWAT team in December 2008. The SWAT team considered the recommendations and provided additional input on February 27, 2009.

Key changes to the 2010 MIS reporting manual include adding students' first and last names since new FERPA requirements prevent the use of other data elements used in matching with the National Student Clearinghouse and other important data sources.

### Financial Data Brochure Released

The [Fiscal Year 2008 Iowa's Community Colleges Financial Data Brochure](#) has been released.

The brochure provides a concise overview of community college financial data. It includes a history of revenues by category, recent State General Aid amounts, percentage of revenues by source, percentage of expenses by category, and full-time equivalent enroll-

The matching process is critical for federal Perkins and adult literacy accountability.

The 2010 manual will not include economic development codes and reporting requirements for credit courses. The requirement will continue for noncredit courses, however. The Iowa Department of Economic Development will provide aggregated data for all credit economic development reporting needs.

The manual separates race and ethnicity reporting to correspond with new federal standards.

It also adds reporting of full-time noncredit instructors to the human resource file. Currently, non-credit instructors are not included in MIS human resource reporting. The manual also clarifies the definitions of temporary and adjunct instructors.

The reporting of tech prep and career academies is clarified in the new manual ([see Page 10](#)).

Other changes to the manual include:

- Distance learning data

ment numbers for fiscal year 2008.

The next financial report to be released by the Bureau is the [Iowa's Community Colleges 2010 Certified Budget Report](#). Report narratives are to be submitted to the Department by March 31. The report will be released May 1, 2009.

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

collection will be expanded beyond online courses.

- Changes impacting the reporting of students' programs and majors.
- The addition of ITSO code definitions to the data dictionary and the revision of current definitions.
- The modification of developmental education reporting utilizing the common course numbering system and a developmental education flag.

Since fiscal year 2010 begins in July, the changes will be implemented as soon as fall enrollment data is collected in the fall of 2009.

For more information, please contact [Vladimir Bassis](#), 515-281-3671 or [Tom Schenk Jr.](#), 515-281-3753.

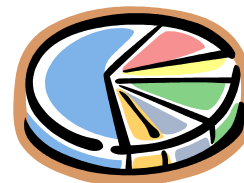
### FACTSHEETS Released

The Bureau of Community Colleges has developed a new publication to communicate summative data on topics of interest.

Titled [FACTSHEET](#), the publication will not be released at regular intervals. The intent of the document is to provide information on topics of interest that are not addressed in the Bureau's other reports such as the [Condition of Iowa's Community Colleges 2008](#).

The first two [FACTSHEETS](#) provide information on health sciences programs and community college awards respectively.

For more information, please contact [Tom Schenk Jr.](#) at 515-281-3753 or [Jeremy Varner](#) at 515-281-3866.

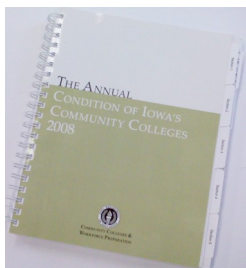


### MIS Reports Available Online

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

**“A shortened time-to-degree results in graduates entering the workforce sooner and saving money for the state and Iowa families.”**

**— Judy Jeffrey  
Director, Iowa  
Department of  
Education**



## Condition of Iowa's Community Colleges Released

[Continued from Page 1](#)  
The [Annual Condition of Iowa's Community Colleges](#) report provides Iowa citizens a tool for reviewing community college education in Iowa. The report includes detailed information on credit and noncredit enrollment, student demographics, student success, awards issued, college finances, human resources, tuition and fees, economic development, and more.

The [Iowa's Community Colleges Joint Enrollment Report 2008](#) was also released with additional information on jointly enrolled students disaggregated by college.

This year, both publications were overhauled to make them more informative and accessible. The full reports, video presentation, and other documents may be found on the

Iowa Department of Education [website](#). Both documents contain data reported through the Community College Management Information System (MIS) and confirmed by each college.

For more information, please contact [Tom Schenk](#) at 515-281-3753 or [Jeremy Varner](#) at 515-281-3866.

### Why “Joint Enrollment?”

A variety of terms have been used to describe high school students enrolled in college credit coursework in recent years. The following mini-glossary is intended to provide greater clarity.

The term “joint enrollment” refers to all high school students enrolled in community college coursework. Jointly enrolled students may be en-

rolled in PSEO courses, courses delivered through contractual agreements between schools and colleges, and/or courses students take independently by paying tuition.

In contrast, “concurrent enrollment” refers specifically to courses delivered through a contractual agreement between a local school district and a college where the local district is eligible for supplementary weighting in the school foundation formula.

“Dual enrollment” refers to K-12 student enrollment in a local school district and competent private instruction.

The term “dual credit” is not utilized since colleges and local school districts each award credit independently.

## Condition of Iowa's Community Colleges 2008 Report Highlights

### Credit

- Overall, community college credit enrollment rose to 128,146 students — the largest in the colleges' history.
- Total enrollment grew 1.7 percent, which is slower than the typical rate of growth.
- Students in their late 20s to early 40s enroll in online coursework at higher rates than older or younger age groups.

### Non-Credit

- Enrollment in non-credit programs increased 3.7 percent after several years of decline.
- Enrollment was greatest in programs designed to enhance employability and increase academic success.

### Student Success

- Nearly 53 percent of Iowa community college students graduate or transfer to a four-year university within three years.
- Seventy-two percent of adult literacy participants continued to postsecondary education.

### Institutions

- The median age of community college instructors is 51 years old.
- Community colleges increased the number of employees to 12,676, mostly adding instructors.

## Colleges to Establish Intermediary Networks

Iowa's community colleges are collaborating with state agencies to build a system of regional intermediary networks.

Intermediaries are professionally-staffed organizations that connect the classroom to the workplace. Independently, schools and employers lack the time and expertise to make connections that will help youth become better prepared to make decisions about careers and postsecondary education. Intermediaries solve the problem by serving as a central point-of-contact, brokering or providing services such as internships, job shadowing, worksite tours, classroom speakers, and professional staff development.

Intermediaries also play a key role in convening leaders of educational institutions, government, business, and other community groups to improve students' pathways into postsecondary learning and careers.

Community colleges will have a leadership role in developing and maintaining a network of intermediaries in Iowa. The Iowa Department of Education was awarded a \$900,000 grant from the Iowa Department of Economic Development (IDED) Community College Equipment and Training Fund to support the initiative. Community colleges will serve as the fiscal agents of the project.

The Department is currently preparing an application process to be utilized by the colleges. In the proposal, the Department will allocate \$60,000 per grant recipient. The state support will be used to leverage institutional support. Each recipient will be required to match 25 percent

(\$15,000) of the allocation. The match may consist of private donations, in-kind contributions, or other public funding.

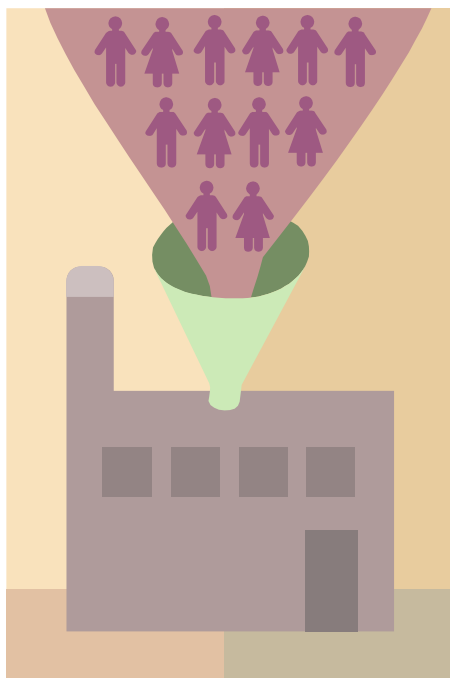
The grant award will be managed on a reimbursement basis. Each community college participating in the project will submit a plan to the Department and IDED for the use of funds within its region and receive approval prior to incurring costs. The plan will include a budget, timeline, documentation, and statement of sustainability.

The project also entails reporting requirements to gather data on students, employers, and participating schools, in addition to services provided, and project finances.

The \$1.125 million initiative will be linked to the state's targeted industries for economic development.

The Department plans to establish and facilitate a statewide steering committee comprised of representatives of Iowa Workforce Development, IDED, community colleges, public universities, area education agencies, school districts, and the [Workplace Learning Connection](#). The steering committee will guide the development and implementation of the statewide intermediary network.

Each intermediary will go through a four stage development process over the next



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

several years. The process involves the development of partnerships and determination of core services.

The funding period for the grant project is 13 months, from June 1, 2009 though June 30, 2010.

The Department expects technical assistance related to project implementation to be provided to recipients in November 2009.

It plans to release the request for application in March. It is expected that intermediary proposals will be due to the Department in May.

A bidder's conference is tentatively planned for April to provide additional resources and information to colleges and to answer any questions related to the application process.

For more information, please contact [Jenny Foster](#) at 515-281-8488.



## Iowa Receives Highest Ranking for GI Bill Service

Iowa was awarded the highest ranking for performance in serving veterans and other eligible persons under the GI Bill.

Each year, state approving agencies are reviewed by their peers and by the Joint Peer Review Committee (JPPG) on their performance during the prior year. In Iowa, the Department of Education is the state approving agency.

The [Iowa State Approving Agency \(SAA\)](#) is contracted by the U.S. Department of Veterans Affairs to approve GI Bill programs in the State of Iowa for veterans and other eligible persons. Each state has a SAA

whose function is to inspect, approve, and supervise qualified educational programs as well as on-the-job training and apprenticeship programs for GI Bill purposes. Recently, approval has extended to include required licensure and certification tests. State approval is necessary before veterans and other eligible persons can receive their GI Bill benefits.

A total of 5,166 Iowa veterans utilized GI Bill benefits in 2007.

The SAA assists educational institutions and their staffs by providing in-depth technical assistance, outreach activities, and liaison with other organizations and agencies. It also pro-

vides educational and career assistance for veterans and other eligible persons.

The goal of the SAA is to ensure that every veteran, reservist, or other eligible person has a full and fair opportunity to reach his or her full potential. The section's role is to ensure that quality instruction and ethical administration is provided for every eligible person who enters an approved educational or training program in Iowa.

For more information, contact [Tom Beasley](#) at 515-281-3490, [Mike Dommer](#) at 515-281-3516 or [Marlene Higdon](#) at 515-281-3317.



## CAELA Trainers Selected

Seven instructors were selected to receive training from the [Center for Adult English Language Acquisition \(CAELA\)](#) in April.

Following a "train-the-trainer" model, CAELA is providing technical assistance for teachers of adult English language learners.

The project's steering committee developed a survey of adult literacy coordinators to determine professional development needs in the state. The results were used to determine the focus of training — multi-level classroom instruction.

The seven trainers will serve

as resources to their colleges and other colleges within their region.

The trainers will begin offering training within the regions next fiscal year.

For more information, contact [Phyllis Hinton](#) at 515-281-4723.



## CTSO Event Recognized Student Leaders

The Bureau of Career and Technical Education Services held a [Career and Technical Student Organization \(CTSO\) Recognition Ceremony](#) on Thursday, February 5.

Secondary and postsecondary students from various CTSOs were recognized for their outstanding contributions to their organization as leaders and as

state and national competitive event winners.

The evening before the recognition ceremony, students were invited to attend a legislative session sponsored by the [Iowa Association of Career and Technical Education \(IACTE\)](#). On the day of the ceremony, students set up displays on the first floor of the Capitol to share more about

their respective organizations.

This event was sponsored by the Office of the Governor, the Iowa State Board of Education, the Iowa Department of Education, the Iowa Department of Workforce Development, and the IACTE.

For more information, contact [Pat Thieben](#) at 515-281-4707,



## Overhaul of Chapters 21 and 24 Planned

The Department is preparing to revise the administrative rules for community colleges and community college accreditation.

The intent of revision of Chapters 21 and 24 of the [Iowa Administrative Code](#) is to provide greater clarity, update language, and remove duplica-

tion. The goal is not to significantly change current practice.

A draft of the proposed rules will be shared with stakeholders later this Spring. The intent is for the State Board of Education to begin the rule-making process in mid-June 2009 by issuing a Notice of Intended Action.

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

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

**Administrative rules  
are written to  
define and describe  
how legislation will  
be implemented  
and enforced.**

## Math-in-CTE Professional Development Continuing

The [Math-in-CTE](#) professional development initiative is continuing with sessions scheduled for March 9-10 at the Airport Holiday Inn in Des Moines.

The two-day sessions are part of a ten-day professional development initiative planned for the year. The initiative is designed to pair math instructors with career and technical education (CTE)

instructors to enhance math concepts embedded in CTE curricula. The CTE areas of business and construction have been the focus of the current initiative.

At the March meeting, educator teams will revise CTE lessons that have math components embedded in the curricula. The session will also include additional curriculum mapping to identify new lessons where em-

bedded math concepts can be enhanced.

Twelve of the 15 community colleges and 22 high schools have educator teams involved with the project.

Department support for the Math-in-CTE initiative will continue next year. For more information, contact [Kelli Diemer](#) at 515-281-3516.

**( MATH-IN-CTE )**

## Public Hearing on SYP Rules to be Held March 31

[Continued from Page 1](#)

advisory committee to obtain input from public postsecondary institutions. The advisory committee consists of representatives of each of the three Regent universities, three community college presidents, and other community college administrators.

The committee met December 18, 2008 at Des Moines Area Community College to provide input prior the development of the rules. Once the proposed rules were released, the committee met again February 27 to provide additional input.

Interested individuals may

make written comments on the proposed rules on or before 4:30 p.m. March 31, 2009. Comments should be directed to [Carol Greta](#), Office of the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146 or by fax to 515-281-4122.

The Department released preliminary guidance on Senior Year Plus in September 2008.

### Postsecondary Course Audit Committee

Included within Senior Year Plus legislation was a provision requiring the establishment of a Postsecondary Course Audit Committee.

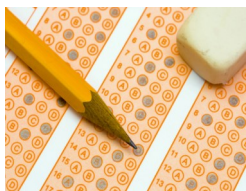
This Spring, the Department will organize the committee which will include representatives of K-12, community colleges, and public four year universities.

The committee will develop standards for reviewing college credit courses provided to high school students in accordance with Chapter 261E.

A process for sampling the courses will be developed and approved by the Department.

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





## Perkins IV — Technical Skill Assessment Requirements

The instruments utilized to assess the technical skills of career and technical education students for Perkins reporting requirements must be approved by a third party, according to [Iowa's Five Year State Perkins Plan](#) submitted to the U.S. Department of Education last year.

The third party approving the assessment may be a nationally or state-recognized industry organization, a provider of reliable and valid assessment instruments, or a regional or local advisory committee established for the program being assessed.

Items requiring approval include the assessment, competencies to be measured, and proficiency levels.

In addition to third party approval, assessments used by high schools for programs of study must be approved by the community college.

The Department recommends utilizing individual course assessments and authentic assessments where appropriate.

As required by [Perkins IV](#), the assessment instruments must be reliable and valid. Reliability is the extent to which the assessment results are stable or

consistent. Validity is the extent to which the assessment measures what it is supposed to measure.

The Department will provide technical assistance to colleges on programs of study and technical skill assessment requirements in coming weeks. A CTE program self-assessment tool will also be released to assist colleges and school districts with identifying their progress in meeting requirements.

For more information, contact [Roger Foelske](#) at 515-281-4700.

## Career Academies and Tech Prep Synonymous for Reporting

Career academy and tech prep programs are synonymous, according to the Department's 2010 [Community College Management](#)

[Information System \(MIS\)](#) Reporting Manual.

Career academies in Iowa are defined slightly differently than

nationally. In Iowa, career academies and tech prep programs are programs of study that are non-duplicative, sequential, and combine a minimum of two years of secondary education with an associate degree career preparatory program.

A variety of funding streams support career academies and tech prep programs including Perkins funds, institutional funds, and economic development appropriations.

Per a recommendation of the MIS SWAT team, the Department is discontinuing reporting requirements for credit economic development programs and will utilize data collected by the Iowa Department of Economic Development. The MIS will continue to collect data on career academy and tech prep students and programs.

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



## Department to Require Submission of Audited Financial Information

In early January 2009, the Division of Community Colleges and Workforce Preparation instituted a discussion regarding a proposal to begin requiring all community college financial reports to be submitted using only audited financial information.

The proposal would be in effect for the submission of the AS-15D (Balance Sheet) and the AS-15E (Income Statement) and would require that these forms be completed with audited financial numbers. The due date for these two reports would be moved back to December 1st. Currently, the deadline for these reports is

August 15.

The proposal would not affect the reporting of the CE-4B or the Administrative Allowance Worksheet for 260E, as they would not be completed with audited numbers and would continue to be due August 15th.

The proposal is still in an early stage of development and the Department is encouraging feedback from the colleges regarding its implementation.

Any questions or comments concerning this proposal should be directed to [Kent Farver](#) at (515) 281-3550.

## Division to Utilize Online Survey Tool

The division has purchased an online survey tool for use when requesting information from the field.

The division conducts surveys to gather information required

by the legislature, collect information for fiscal notes, and for other purposes. The division will utilize the Zoomerang® survey tool for these information requests.

If you receive an online survey

from the division, simply click the link provided and follow the instructions on the screen.

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



## Planning for Joint Pharmacy Tech Program Proposal Underway

The Department is facilitating a planning activity for a joint pharmacy technician program proposal.

The program proposal is being created in response to a requirement that all individuals working as pharmacy technicians in pharmacy settings to be certified by July 1, 2010. To be certified, individuals must successfully complete the pharmacy technician certification exam offered by an appropriate accredited certification program.

The intent of the Department proposal is to jointly develop a program to be offered at both the high school and college

level. The proposal would address the needs of the incumbent workforce through continuing education offerings as well as the preparation of new pharmacy technicians through credit career and technical programs at high schools and community colleges. The programs would prepare students for successful completion of a certification exam.

The proposal will follow Perkins program of study requirements for linked programs. It will be based on a model currently utilized by Western Iowa Tech Community College.

The joint program proposal is

not intended to replace or modify pharmacy technician program proposals already approved by the Department or submitted for approval. However, in response to the need for programs of study required by Perkins IV, the proposal would assist both levels in meeting the needs of Iowa residents.

A proposal planning meeting is expected within the next several weeks. Program offerings may begin as early as the Fall of 2009.

Interested individuals are asked to contact [Catherine Vance](#) at 515-281-4722 for more information.



## New FCS Statewide Articulation Agreements Signed

New Family and Consumer Sciences (FCS) statewide articulation agreements were recently signed.

The agreements were in the area of early childhood educational studies. Representatives from community colleges' Early Childhood Alliance and family and consumer sciences (FCS) instructors from the secondary level participated in the agreement development process.

The most recent agreement was for "ECE 107 Introduction

to Early Childhood Education." Additionally, the group revised the articulation agreement for Child Growth and Development, which has been re-titled "ECE 170 Child Growth and Development."

Both agreements include a grid illustrating a comparison between the National Association for the Education of Young Children (NAEYC) standards for professional preparation and Interstate New Teacher Assessment and Support Consortium (INTASC) standards. The grid is expanded from the

grid used in "Preparing Early Childhood Professionals: NAEYC's Standards for Associate Degree Programs." In addition, course competencies have been cross-walked with the family and consumer sciences national standards and the integrated career and technical student organization association (Family, Career, and Community Leaders of America).

For more information, contact [Mary Ann Adams](#) at 515-281-4716.



DIVISION OF  
COMMUNITY COLLEGES  
AND WORKFORCE  
PREPARATION

Grimes State Office Building  
Des Moines, IA 50319-0146

Phone: 515-281-3636  
Fax: 515-281-6544

[www.state.ia.us/educate](http://www.state.ia.us/educate)

Roger Utman  
Administrator  
515-281-8260  
[roger.utman@iowa.gov](mailto:roger.utman@iowa.gov)

Colleen Hunt  
Bureau Chief  
515-281-0319  
[colleen.hunt@iowa.gov](mailto:colleen.hunt@iowa.gov)

Roger Foelske  
Bureau Chief  
515-281-4700  
[roger.foelske@iowa.gov](mailto:roger.foelske@iowa.gov)

Jeremy Varner  
Consultant  
515-281-3866  
[jeremy.varner@iowa.gov](mailto:jeremy.varner@iowa.gov)



COMMUNITY COLLEGES &  
WORKFORCE PREPARATION

**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 Colleges and 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.

**Changes in the Division of CC & WP**

The reorganization of the Division of Community Colleges and Workforce Preparation is nearly complete. The division has filled the unit's two bureau chief positions. As the restructuring continues, the Department will keep colleges informed about assignment of division functions.

**Colleen Hunt** has been named bureau chief of the Bureau of Community Colleges. Colleen has been with the Division for ten years, most recently serving as consultant for community college accreditation.

Prior to employment with the Department, she worked at Iowa Western Community College for 20 years, last serving as associate dean for career and technical education.

Colleen Hunt received her M.S. from Iowa State University and B.S. from Northwest Missouri State University.

**Roger Foelske** has been named bureau chief for the

Division of Community Colleges & Workforce Preparation



Bureau of Career and Technical Education Services. Roger has been with the Department since 1974, most recently serving as administrative consultant for career and technical education.

Roger Foelske received his masters degree in vocational education administration from Northeast Missouri State University and B.A. in industrial education from the University of Northern Iowa.

**Jenny Foster** joined the division December 12. She serves as an education program consultant for entrepreneurship, multi-occupations (MOC), and Perkins grant administration.

Prior to employment with the Department, she served as Dean for Institutional Effective-

ness at AIB College of Business.

Jenny Foster is currently working on her doctorate at Iowa State University in Educational Leadership and Policy Studies. She received her bachelors in business management from William Penn University and Masters in the Art of Teaching from Drake University.

**Jennifer McAbee** joined the division on January 12 as secretary I. She supports Perkins grant management and adult literacy staff.

Jennifer has extensive administrative assistance experience, most recently working for an accounting firm.

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

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).