



COMMUNITY COLLEGES

Community College Leader Bulletin

Volume 3, Issue 2

Spring 2014

Special points of interest:

- Joint enrollment increases to over 40,000 students.
- Secondary CTE Taskforce second meeting held in March.
- CTE Bureau Chief started in January.

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Condition Report Shows Continued Enrollment Decline

Overall enrollment at Iowa's community colleges continued to decline following recession-driven surges in fiscal years 2010 and 2011. In 2013, headcount enrollment totaled just over 145,000 students, a 4.6 percent decline from the previous year. Dips in fall 2013 enrollment suggest continued weakness can be expected in fiscal year 2014.

These findings as well as others are reported in the [Annual Condition of Iowa's Community](#)

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Total Enrollment



State Board Approves Changes to Residency Status for Veterans

The Iowa State Board of Education adopted changes to community college residency policy on January 23 to permit previously ineligible veterans as well as their spouses and dependents to qualify for in-state tuition.

The policy changes were prompted by Governor Branstad as part of his [Home Base Iowa](#) initiative. As the military begins the largest drawdown of forces since the Cold War, Home Base Iowa strives to recruit veterans to Iowa and match them with career opportunities.

The revised [Iowa Community Colleges' Uniform Policy on Student Residency Status](#) expands section

six which describes how veterans are classified for tuition purposes. The policy also includes other updates and clarifications related to permissible nonresident tuition rates and reporting expectations.

Changes to the uniform policy will be effective beginning with the 2014-2015 academic year. Community college boards of trustees have authority over establishing tuition rates and will align institutional policies with the revised state policy.

The state board voted unanimously to adopt the recommended policy. Prior to adoption, the changes were vetted with Community College

Council and community college presidents.

The department expects to fold the policy into administrative rule this year.

Veteran Tuition Eligibility

The revised policy expands the pool of veterans eligible for resident tuition. Eligible veterans include those who have separated from the United States military with an honorable or general discharge and are eligible for or have exhausted their military benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or another federal authorizing veteran educational benefits program, or National

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Continued: Iowa Condition of Community Colleges Report 2013



[Continued from Previous Page Colleges 2013](#), which was presented to the State Board of Education on January 23, 2014. The report includes fiscal year and trend data on enrollment, credit and noncredit programs, adult education, online course delivery, human resources, tuition and fees, finances, and more. Data is collected through the Community College Management Information System (MIS) and, in some instances, matched with data from other sources.

Student Demographics

The typical community college student in 2013 was a white female under the age of 25. Iowa's community colleges tend to serve an older population than other postsecondary institutions in the state, yet in 2013 almost half of the community college population was under the age of 20 and 71 percent were under the age of 25.

In terms of the overall community college student body, females outnumbered males 55 to 45 percent. However, a majority of high school students jointly enrolled were male (50.7 percent).

Students with a minority racial or ethnic background continue to represent a growing percentage of total community college enrollment —

increasing by 14.3 percent over the past five years. In 2013, 17.6 percent of community college students were reported as racial or ethnic minorities.

Credit Awards

In 2013, 15,605 awards were issued including associate degrees, diplomas, and certificates.

Credit Programs

Career and technical program enrollment dipped 17 percent compared with three percent for arts and sciences. More than two thirds of students (68 percent) were enrolled in arts and sciences programs which are geared toward transfer toward baccalaureate degree granting institutions. The balance were enrolled in a career-technical program or a combination of programs.

Non-Credit Programs

Over 246,000 individuals enrolled in a non-credit program in 2013, down less than one percent from the prior year. The majority of students enrolled in courses designed to enhance students' employability or academic success. Enrollment in skill enhancement courses, designed for the specific purpose of training persons for employment and upgrading and retraining the skills of persons presently employed, totaled 133,495.

Adult Literacy

Adult literacy programs, including adult basic education, high school equivalency diploma, and second language learning programs, saw a decline in enrollment of approximately 15.9 percent to 22,390 students. The Iowa Department of Education awarded 3,997 high school equivalency diplomas in 2013.

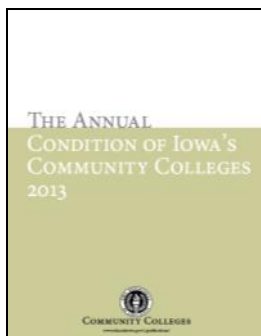
Student Success

For the 2011 cohort consisting of 10,250 students, 27 percent graduated with a two-year degree (42 percent of which transferred to a four-year institution) and 24.3 percent transferred to a four-year postsecondary institution prior to obtaining an associate's degree. Overall, 4,102 students transferred, graduated, or transferred after graduating, yielding a success rate of 40 percent.

Human Resources

Community colleges reported 7,320 faculty in 2013. Employees were 46.4 percent instructional. The median age of instructors was 51 years old. The median age of administrators was 55 years old.

Contact Vladimir Bassis at vladimir.bassis@iowa.gov or 515-281-3671 with comments or questions regarding the Condition of Iowa's Community Colleges Report.



The full *Condition of Iowa's Community Colleges Report* is available on the Division of Community Colleges' website.

www.ccpublications.educateiowa.gov

More Students Jointly Enrolled in High School and College

Contrary to overall enrollment, the number of high school students jointly enrolled at Iowa's 15 community colleges continues to rise. In 2013, 40,262 high school students were jointly enrolled, a 1.7 percent increase from the prior year.

Despite the continued increase in the number of jointly enrolled students, the year-to-year average growth in enrollment continues to diminish. Statewide, 10 community colleges saw an increase in the number of jointly enrolled students while five experienced a decline.

Demographically, fiscal year 2013 was the first year in which the number of males surpassed females.

These are just a few joint enrollment trends identified in the [2013 Joint Enrollment Report](#),

which was presented to the State Board of Education on March 6.

A majority of high school students jointly enrolled in coursework through Senior Year Plus (SYP) programming. Jointly enrolled students accounted for over 27 percent of the total community college headcount enrollment. Though accounting for more than a quarter of all students, jointly enrolled students represented 15 percent of credit hours. This reflects the fact that jointly enrolled student enroll in an average of 7.7 credit hours or approximately 2.3 courses – significantly fewer courses than traditional community college students.

Over 86 percent of joint enrollment was through courses delivered through a contractual agreement between a community college and

school district. The balance were enrolled through Postsecondary Enrollment Options (PSEO) or independently as tuition paying students.

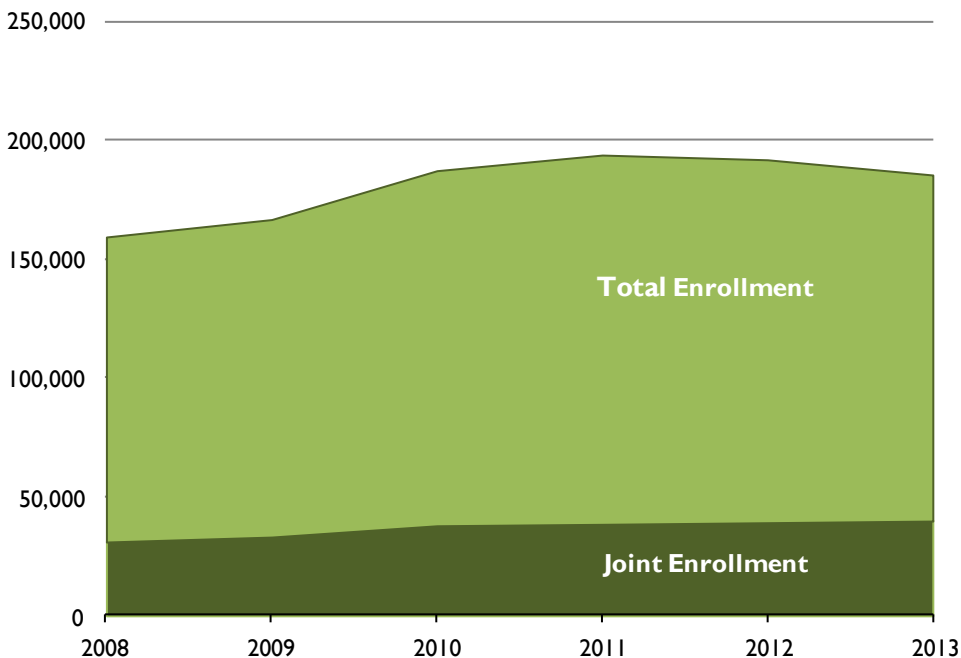
Almost 60 percent of courses taken by jointly enrolled students were in arts and sciences disciplines including English/Language Arts, Social Sciences, and Mathematics. The balance were in career and technical disciplines such as healthcare, engineering, and computer sciences.

The joint enrollment report also includes joint enrollment profiles of each community college.

Questions or comments concerning the *Joint Enrollment Report* may be directed to Eric St Clair at eric.stclair@iowa.gov or 515-725-0127.



Joint Enrollment as a Percentage of Total Enrollment



Secondary CTE Taskforce Discusses 21st Century CTE at Second Meeting



The second meeting of the Secondary Career and Technical Education (CTE) Taskforce was held on March 7, 2014 and focused on 21st century CTE and career academies.

The discussion around 21st century CTE explored the “current state” of programs across the state including challenges and key issues facing CTE. The group discussed the purpose of secondary CTE, core elements of a 21st century CTE secondary program, and more. The group also discussed career academies including their benefits and how they are defined.

The meeting was the second in a multi-year effort to generate recommendations aimed at reducing skill shortages, enhancing economic growth, and ensuring all students have access to high quality, globally competitive CTE programs. Career and technical education is well positioned to address a number of the economic and educational challenges present across the state.

To accomplish this end, the taskforce will look at measures to ensure rigorous standards, consistency in program quality, alignment with postsecondary programs leading to middle skill occupations and family sustaining wages, responsiveness to labor market needs, robust business and industry participation on advisory committees, and efficient delivery of programming.

The Secondary CTE Taskforce was mandated by House File 604, passed by the Iowa

Legislature and signed into law by Governor Branstad in 2013.

The taskforce is a conglomeration of secondary and postsecondary instructors and administrators, business leaders, elected officials, government agency representatives, nonprofit and labor groups, and more. Community college representatives include Iowa Valley Chancellor Chris Duree,

The Secondary Career and Technical Education

Taskforce will provide recommendations designed to reduce skill shortages, enhance economic growth, and ensure that all students in the state of Iowa have access to high quality, globally competitive CTE programs.

NICC Vice President of Academic Affairs Kathy Nacos-Burds, and DMACC Executive Dean Randy Mead. The Department of Education is represented by Jeremy Varner, Administrator of the Division of Community Colleges, Pradeep Kotamraju, Chief of the Bureau of Career and Technical Education, and Tom Cooley, Administrative Consultant for the Bureau of Career and Technical

Education. These representatives imbue the committee with the expertise necessary to create substantive, actionable recommendations. A complete taskforce membership listing can be found on the Department of Education’s [website](#).

The first meeting held in December centered on a number of small group discussions, where representatives had the opportunity to discuss the problems currently facing Iowa. Going forward, the problems discussed in these small group discussions will be the basis for focused working groups. Some of the topics discussed include how best to articulate and disseminate the purpose and benefits of CTE; where CTE fits in to the general education of students; how best to deliver CTE courses; and how to address disconnects between business and CTE.

Over the course of 2014, the task force will meet approximately four times with work teams active between meetings. The third meeting will take place during the summer of 2014.

A final report is due to the State Board of Education, the General Assembly, and the Governor by November 1, 2015, although the task force is likely to have recommendations prior to the next legislative session.

Questions or comments concerning the Secondary CTE Task Force can be directed to Pradeep Kotamraju at pradeep.kotamraju@iowa.gov or 515-281-4716.

Continued: Uniform Policy on Residency Status

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Guard members who are on active duty or have been activated or temporarily mobilized. To be eligible for resident tuition, veterans must be domiciled in Iowa.

The spouse of any eligible veteran or National Guard member is eligible to receive the same benefits. Similarly, a child of any veteran or National Guard member is eligible, provided the child is claimed as a dependent on the veteran's internal revenue service tax filing for the previous year.

Home Base Iowa Education Working Group Formed

The Home Base Iowa Education Working Group has been convened to recruit veterans to Iowa to continue their education.

The group has three charges. First, it is tasked with developing a more consistent approach among public community colleges and universities for awarding college credit for military training and experience. Second, the group is to develop strategies for recruiting

veterans to Iowa for higher education. Finally, it will develop a plan for tracking and reporting progress.

The group includes representatives of public and private higher education institutions and veterans groups.

Comments or questions regarding the uniform policy on residency status may be directed to Jeremy Varner at jeremy.varner@iowa.gov or 515-281-8260.



Three Community Colleges Host Regional Diversity Conferences

The Department of Education has partnered with three Iowa community colleges to conduct regional diversity conferences.

The three conferences focus on themes that reflect the diversity initiatives of each participating college and maintaining an inclusive learning environment. Two of the diversity conferences were held in March and the final conference is scheduled for Friday, April 25.

The upcoming conference, "Building Pipelines to Access and Inclusion," will be held at Hawkeye Community College. The focus of the event is diversity in STEM including ensuring that minority, underrepresented, and adult students are kept in the pipeline for STEM related programs.

The keynote speaker will be Dr. Randall Pinkett, the first African American winner of The Apprentice television series.

Iowa Central Community College hosted the first regional diversity conference on Thursday, March 13th, with the theme, "Promise of a New Day."

The conference featured motivational keynote speaker and former NFL player Trent Shelton who aspires to live out his purpose to uplift, reach out and motivate others in life and in education. Examples of breakout sessions for the conference included topics on multiculturalism, sociological implications for higher education, and Diva Tech - a nontraditional career program experience on a college campus.

Indian Hills Community College hosted their 10th Annual Diversity Conference, "Many Faces: One Vision," on Friday, March 28th. Keynote speakers included Joe Torrillo who described how people of all colors came together during the tragic events of 9/11 and Nicole Kelly, Miss Iowa 2013,

who spoke about the changing stereotypes of people with disabilities.

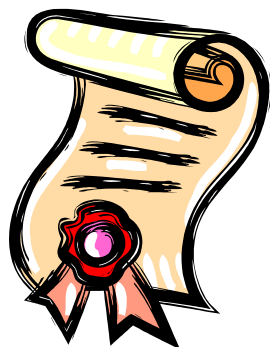
The diversity conferences provided colleges with a forum to share best practices, resources, campus initiatives, and programming to support a welcome environment for all students and employees. The activities highlight their work in promoting equity, diversity, and nontraditional career programming within their communities. Host community colleges coordinated and planned the events.

This fiscal year was the first year the department provided financial support for regional diversity conferences. In future years, an application process will be implemented to permit all colleges the opportunity to apply for support to host future activities.

Contact Jeanette Thomas at jeanette.thomas@iowa.gov or 515-281-3636 with comments or questions.



NICC and Employer Partner Recognized for Exemplary Practices



Northeast Iowa Community College (NICC) and Bodine Electric Co. of Dubuque, Iowa were the recipients of two awards recognizing exemplary career readiness efforts in the state of Iowa.

This is the second year in which the Iowa Department of Education partnered with the ACT[®] College and Career Readiness Campaign. The campaign was established to recognize achievement and build awareness around the goal of increasing college and career readiness. It consists of four awards including the Student Readiness Award (presented to a student), College and Career Transition Award (presented to a high school), Career Preparedness Award (presented to a community college), and Workplace Success Award (presented to an employer).

NICC was selected for the Career Preparedness Award in recognition of their Opportunity Dubuque initiative.

Since 2011, NICC has worked with area employers as well as various economic, nonprofit, and government organizations to create opportunities for un- or underemployed individuals to gain the necessary training required to move into high-quality, in-demand occupations.

As of the end of 2013, NICC successfully graduated 117 out of 125 accepted participants in Dubuque alone — a 94 percent enrollee success rate. Ninety-three percent were successfully placed into employment and three percent chose to immediately continue their

education in a credit program at NICC. In addition, 29 students who attended the orientation process and applied to the program were referred to NICC's Adult Education and Literacy program for basic skills brush-up and/or remediation to ensure they were prepared to enter the program at a later date. The program's success has led to the expansion of the Opportunity model into the Oelwein, Cresco, and Manchester communities.

Bodine Electric Co. of Peosta, Iowa was selected as the recipient of the Workplace Success Award for their efforts in supporting numerous training and workforce preparation programs at NICC.

A leading manufacturer of high-performance fractional horsepower gearmotors, motors, and motor speed controls, Bodine has invested considerable resources to address the skilled worker shortage in northeast Iowa. The company was integral in assisting NICC in bringing back its Computer Numerical Control (CNC) Machinist Technician program, as well as developing a new Industrial Maintenance Technician program.

Bodine has invested heavily in the development of their workforce. Nearly every employee at Bodine Electric Company has been touched by its partnership with NICC. Through utilization of NICC training through Iowa's 260E New Jobs Training Program, Bodine has trained 341 new employees since 1992 — an investment of more than \$15 million in its workforce.

Additionally, Bodine has been a strong partner in the Opportunity Dubuque initiative at NICC. The company has partnered with the college to provide students with a number of internship and job-shadowing opportunities. Bodine regularly participates in K-12 and community college STEM events and career fairs, including NICC's inaugural Jobs of the Future events featuring STEM and advanced manufacturing careers, offers workplace tours, and gives presentations to students and parents from the Western Dubuque School District.

NICC and Bodine Electric Co. were nominated following a competitive nomination process. Nominations were solicited from all 15 community colleges. Following the nomination deadline, a selection committee was convened to review the nominations and select the award recipients.

Both NICC and Bodine Electric Co. have the opportunity to enter into consideration for national ACT[®] Career Preparedness and Workplace Success awards, respectively.

Mount Pleasant High School was the recipient of the College and Career Transition Award. The Student Readiness Award was presented to Nathaniel Klein, a senior at Mount Vernon High School.

Please contact Jim Flansburg at jim.flansburg@iowa.gov or 515-281-5795 or Eric St Clair at eric.stclair@iowa.gov or 515-725-0127 with comments or questions.

New Guides Serve to Clarify Community College Policy

The department expects to release three new community college policy guides in April.

The publications provide guidance about the Workforce Training and Economic Development (WTED) Fund, community college program approval process, and Senior Year Plus (SYP).

These guides provide background information, statutory and administrative rule requirements, and additional department guidance to help administrators, staff, and faculty understand expectations and appropriately implement programs.

WTED Fund

With the department assuming administration of the Workforce Training and Economic Development Fund (Iowa Code 260C.18A), a [guide](#) was developed to help college administrators better understand the fund and allowable uses.

The WTED Fund (260C.18A) supports a plethora of community college efforts aimed at preparing a skilled workforce. The guide includes an overview of the fund, guidance about plan submission expectations, reporting requirements, program

performance metrics, targeted industries, and allowable uses of the fund.

Contact Paula Nissen at paula.nissen2@iowa.gov or 515-281-3550 with comments or questions.

Program Approval

The second edition of the community college program approval guidelines provides updated guidance for colleges about the state approval process for credit programs. The guide is updated to include information about the state's program and common course numbering system [CurricUNET](#).

The guide provides an overview of the process, expectations regarding program approval, and basic CurricUNET procedural instructions using charts/diagrams for easy reference.

It also contains degree/award requirements, timelines, and other important information to guide colleges through new program approval, existing program modification, program deactivation, and the mandated phase-out of AS-CO (Associate of Science-Career Option) programs.

Contact Barb Burrows at barbara.burrows@iowa.gov or

515-725-2247 with comments or questions.

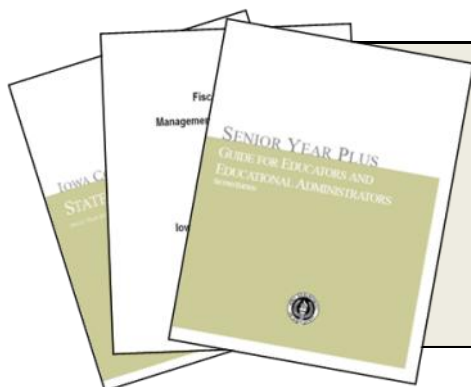
Senior Year Plus

Enacted in 2008, Senior Year Plus (SYP) is designed to increase access to rigorous advanced learning opportunities for high school students. SYP includes Advanced Placement® (AP), Postsecondary Enrollment Options (PSEO), concurrent enrollment, Project Lead the Way® (PLTW), career academies, and regional academies.

The updated [SYP guide](#) incorporates all guidance issued since the first guide was published in Fall 2008. Notable updates include changes to SYP student proficiency requirements, the criteria for designating concurrent enrollment sections as AP®, and guidance on PLTW®.

In addition, the division has begun work on a SYP Guide for Parents and Students. This document will help to better inform students and their families about relevant SYP policies by clearly articulating relevant provisions and removing information geared toward school administrators.

Contact Eric St Clair at eric.stclair@iowa.gov or 515-725-0127 with comments or questions.



The Division of Community Colleges maintains a number of guidance documents, which may be accessed on the division's website.

www.educateiowa.gov

Division Welcomes New CTE Bureau Chief, Staff



After almost a year's worth of work, the restructuring is of the Division of Community Colleges is nearing completion with three exceptional individuals joining the division.

On January 21, the division welcomed Dr. Pradeep Kotamraju as the new Chief of the Bureau of Career and Technical Education. Dr. Kotamraju most recently served as the deputy director of the National Research Center for Career and Technical Education (NRCCTE) at the University of Louisville. Prior to the NRCCTE, Dr. Kotamraju served as Minnesota CTE system director for four years and in other roles with Minnesota state agencies.

Dr. Kotamraju has a Ph.D. in economics from the University of Illinois and degrees from both George Washington University and the University of Delhi.

As chief of the CTE bureau, Dr. Kotamraju is responsible for the direction of statewide

efforts related to secondary and postsecondary CTE and veterans' education.

Two consultants joined the adult education and literacy team on March 28.

Lisa Gard serves as the Adult Education and Literacy Career Data and Accountability consultant. Lisa has extensive experience with the use of technology in facilitating program management. She has worked with the Iowa Department for the Blind for over 15 years. In her new position, Lisa will assist the Adult Education and Literacy (AEL) team in the management and oversight of the statewide adult literacy data system and provide training and analysis for community college programs.

Mike Williams serves as the Adult Education and Literacy Career Pathways consultant. Mike has worked as a disability consultant with the Iowa Department of Human Rights for over 12 years. In this position, Mike will

assist the AEL team in overseeing the GAP Tuition Assistance and Pathways for Academic Career and Employment (PACE) programs and assist in the implementation and maintenance of the high school equivalency assessment program.

The restructuring of the Division of Community Colleges was aimed at making the it more effective, efficient, and better aligned with core functions and priorities. This fiscal year, six new staff have joined the division. It has now settled into two bureaus — the Bureau of Community Colleges led by Kent Farver and the Bureau of Career and Technical Education led by Pradeep Kotamraju.

Questions or comments concerning division restructuring may be directed to Jeremy Varner at jeremy.varner@iowa.gov or 515-281-8260.

Group Convenes as Implementation of Intermediary Networks Begin



In support of regional [intermediary network](#) development, the department convened a group of intermediary network contacts at the Grimes State Office Building on February 26, 2014.

Each regional work-based learning intermediary network designated a contact for the purposes of communication regarding the grant program. These contacts began meeting via monthly conference calls in December.

The February 26 meeting included presentations from Iowa Association of Community College Trustees'

legislative consultant Steve Ovel on the legislative context, the Governor's STEM Advisory Council Director Jeff Weld on connections with STEM hubs, and Bureau Chief Kent Farver on expenditures and grant procedures.

Discussion topics included advisory committee expectations, connecting businesses to schools, sustainability, network naming, and websites. The group also discussed data collection and reporting which will support annual reporting requirements.

The intermediary network group selected Mary Lou

Erlacher (Kirkwood Community College) and Sherri Walker (Cedar Valley West) as co-chairs for future meetings.

The department expects to promulgate administrative rules for intermediary networks in early summer.

Regional intermediary networks link schools with businesses to provide work-based learning opportunities. They are supported by department grants.

Contact Kelli Diemer at kelli.diemer@iowa.gov or 515-281-3615 with comments or questions.

Advocates for CTE Take Their Message to Washington, D.C.

A delegation from Iowa traveled to Washington D.C. to promote the state's career and technical education (CTE) programming at the 2014 National Policy Seminar organized by the Association of Career and Technical Education (ACTE). The conference was held on March 3-5, 2014.

The delegation included teachers, Iowa Department of Education staff, and students from across the state. The four students chosen to attend the conference were Nicole Mutchler (Sioux City), Jill Kofron (Tipton), Arijan Alagic (Waterloo), and Tony Meollers (Iowa State University).

The National Policy Seminar is an opportunity for participants to receive updates on ongoing reauthorization efforts regarding several federal programs which impact career and technical education at the state and local level, including the Carl D. Perkins law. Attendees at the NPS received information on how to effectively communicate and connect with CTE stakeholders and become an effective advocate for CTE programs.

The group met with the state's congressional delegation to the US Congress including Senators Tom Harkin and Chuck Grassley, Representative Tom Latham, and congressional

aides for Representatives Steve King, Bruce Braley, and Dave Loebsack.

The students described how they benefited from CTE including improving their performance in school, participating in co-curricular activities, and planning for their post-high school futures. The final message was that with reauthorization of federal Perkins legislation governing CTE, the goal should be to enhance and fine-tune, but not overhaul, the law.

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



Administrative Rule Drafting Underway

The division is in the process of drafting a number of administrative rules which are expected to be promulgated this spring and summer.

House File 604 included new policy and changes to a number of programs administered by the division prompting the preparation of additions and revisions to administrative code. These changes align existing rule with statute and further define and describe how legislation will be implemented and enforced. Numerous stakeholders are involved in formulating the new rules and drafts will be available prior to promulgation and the formal public comment period.

Adult Education (Ch. 23)

House file 604 provided dedicated state support for adult education and literacy programs. With this support, it established Iowa Code section 260C.50, providing the State Board of Education with authority to set expectations for program delivery.

PACE and GAP (Ch. 25)

Both the Pathways for Academic Career and Employment (PACE; 260H) and GAP Tuition Assistance (260I) programs were modified by House File 604. Changes to PACE include adjustments to the program's funding structure, eligibility criteria, and the addition of pathway navigators and regional industry sector partnerships as an eligible expense. GAP Tuition Assistance program changes included expanded eligibility criteria and adding staff as an eligible expenditure.

WTED Fund

The administration of the Workforce Training and Economic Development Fund was transferred to the department, necessitating new administrative rules.

Intermediary Networks

With an appropriation for establishment of regional intermediary networks, House File 604 included new policy

and provided the state board to authority to establish rules for the program.

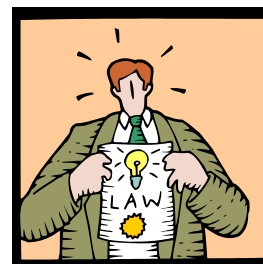
Instructional Course for Drinking Drivers (Ch. 21)

All drivers convicted of operating a motor vehicle under the influence of a controlled substance are required to participate in an instructional course for drinking drivers. Rule changes are currently under consideration to update policy to standardize course expectations and reflect current practice.

Residency Status Policy, Other Changes

The department expects to fold the uniform policy on residency status into administrative rule and make other updates.

Updates will be available on the State Board of Education's [website](#).





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

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

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

MIS Data Reporting Manuals Released

The Community College Management Information System (MIS) [Reporting Manual 2015](#) and the Revised MIS Reporting Manual 2014 were published in March to provide colleges with sufficient time to prepare the requested data before the reporting season.

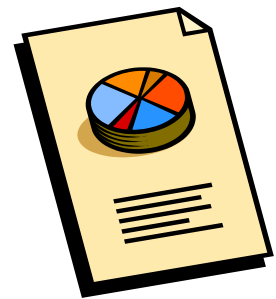
In preparation for the publication of the new MIS Reporting Manual, the data team collected field and specialists feedback, kept track of newly emerging legislative and accountability mandates, and ideas for data reporting quality improvements.

As the first stage of the discussion, the drafts of the revised MIS Reporting Manual for FY 2014 and the new MIS Reporting Manual for FY 2015 were provided for the MIS Advisory Committee review prior to the face-to-face MIS Advisory Committee Meeting, which took place on December 11, 2013. For the first time, the MIS Advisory Committee

(formerly known as MIS SWAT Team) included representatives of all 15 Iowa community colleges. The group includes both reporting officers and subject matter specialists.

Feedback received from the MIS Advisory Committee was discussed with specialized groups and subject matter specialists and requested changes were integrated into the drafts of both manuals. For example, the MIS Advisory Committee requested expanded definitions of newly required data elements in the Adult Literacy and Non-credit Awards sections of the Non-Credit reporting portion of the MIS data collection. Those definitions were requested from and provided by the Continuing Education Deans and Directors and integrated into the drafts of the manuals.

In addition to the routine annual procedures described above, the representatives of the division's data team plan



visits to each of the 15 community colleges this spring.

During the visits, department staff will provide colleges with college-specific reports, as well as college-specific lists of reported data deficiencies. They plan to meet not only with data reporting specialists, but also with subject matter specialists in each area of reporting: Credit Enrollment and Awards, Non-Credit Enrollment and Awards, and Human Resources.

Please contact Vladimir Bassis at vladimir.bassis@iowa.gov or 515-281-3671.

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.