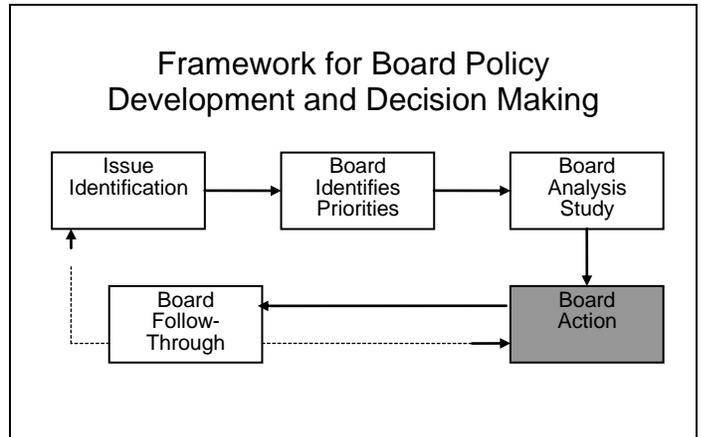


Iowa State Board of Education

Executive Summary

May 12, 2011



Agenda Item: Community College Distance Education Registration

Iowa Goal: Individuals will pursue postsecondary education in order to drive economic success.

Equity Impact Statement: Community colleges provide open access to education, programs, and services.

Presenter: Roger Utman, Ph.D., Administrator
Division of Community Colleges and Workforce Preparation

Attachments: 1

Recommendation: It is recommended that the State Board of Education support the registration application of Iowa's 15 community colleges with the state of Minnesota by signing the completed application. The completion of the application process will meet the required registration of Iowa's 15 community colleges with the state of Minnesota.

Background: Due to a proposed United States Department of Education (USDE) rule, postsecondary institutions which offer on-line courses to residents in other states must be registered in those states with the appropriate state agency in charge of such registration. While the USDE rule may be postponed from its original effective date of July 1, 2011, most states already have such a requirement of out-of-state institutions.

The state of Minnesota has agreed to allow Iowa's 15 community colleges to apply as a single entity if the colleges' state governing authority (State Board of Education) is willing to approve and sign the application. If this request is approved, the Department of Education and the Community College Distance Education Coordinators will complete the application and provide the necessary required materials and have the State Board president sign the application for submission to Minnesota. The costs associated with the application will be paid by Iowa's 15 community colleges.



Degree Granting Institutional Registration

Application Form

2010-11

Identification Information		
Date of Application		
Name of School*		
School Street Address		
School General Information Phone Number		
City	State	Zipcode
Accreditation (if any)		
Website		
School official to contact for further information regarding this application		
Name		
Title		
E-mail		Phone
Contact Address		
City	State	Zipcode

* If application is for more than one school location, complete above information for each location.

School Ownership <i>check appropriate box</i>			
<input type="checkbox"/> proprietorship	<input type="checkbox"/> partnership	<input type="checkbox"/> corporation/LLC	<input type="checkbox"/> public

Complete the appropriate section below.

Proprietorship <i>list name and home address of proprietor</i>		
Name of Proprietor		
Home Street Address		
City	State	Zipcode

continued

<i>Partnership list names, titles, and home addresses of all partner. Attach additional sheet if necessary.</i>		
Name		Title
Home Street Address		
City	State	Zipcode
Name		Title
Home Street Address		
City	State	Zipcode
Name		Title
Home Street Address		
City	State	Zipcode

Corporation		
Corporate Name		
Corporate Office Street Address		
City	State	Zipcode
<i>List the names, titles, and home addresses of corporate officers. Attach additional sheet if necessary.</i>		
Name		Title
Home Street Address		
City	State	Zipcode
Name		Title
Home Street Address		
City	State	Zipcode
Name		Title
Home Street Address		
City	State	Zipcode

Public <i>List name, title, mailing address of school official</i>		
Name		Title
Address		
City	State	Zipcode

Required Application Materials

The following materials must be included with your application. If any of the following items are submitted as part of a larger document, please attach a cover sheet listing specific page references.

1. A copy of the school's articles of incorporation, constitution, by-laws, or other operating documents. (If for renewal copies of any changes made to the above).
2. A copy of the official statement of the school's mission and goals.
3. Evidence of any school of program licenses granted by any of the following Minnesota state agencies or their counterparts in other states:
 - Board of Barber Examiners
 - Board of Cosmetologist Examiners
 - Minnesota Board of Nursing
 - Commissioner of Securities
 - Minnesota Department of Health
 - Minnesota Department of Transportation
 - Other State Agencies
4. A fiscal balance sheet and income statement for the end of institutions' most recent fiscal year or a certified audit of the immediate past fiscal year of the school including any management letters. In understanding that schools use different calendars for fiscal years, we are requesting the most recent available information, with an indication of the fiscal year cycle in effect. This must be information reflecting the financial condition of the school at some point within the last 12-month period. This office reserves the right to request additional information as deemed necessary.
5. One copy of all media advertising and promotional literature and brochures currently in use or prepared for use in the near future in Minnesota.
6. Current school catalog and student handbook used in Minnesota and, if not contained in the catalog, the information required by *Minnesota Statute* 136A.64 **as listed on the checklist on page #9**. Please remember to provide specific page references.

The following Registration Disclosure Paragraph in its entirety must be included in your Catalog:

"(Institution Name) is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."

7. Submit the school's plan for the preservation of student records pursuant to *Minnesota Rules* 4840.0400 Subpart 2. The plan should include:
 - a. a description of the current method of protecting and providing student records; and
 - b. a copy of the enclosed ***Student Records Protection Plan*** signed by another organization agreeing to protect your school's student records in the event of closure.
8. Name of your institutions Accrediting Body, if none then indicate so in writing.
9. If your institution offers **courses at off-campus sites in Minnesota**, submit:

The location of each off-campus site in Minnesota as well as the number of students at each site for Spring 2010.

If your institution offers **courses and programs via distance education to students in Minnesota**, submit:

A list of all programs available in Minnesota and enrollment in Minnesota by program (Spring 2010), or
A list of all courses available in Minnesota and overall enrollment in Minnesota (Spring 2010).