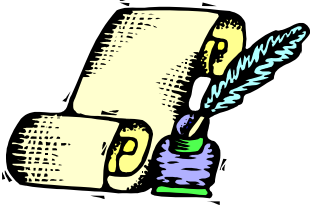




Chancellor's Memo

Eastern Iowa Community College District

February 15, 2005



EICCD Ethics/Values Statement to be Drafted

“The Key to Power is Honor” (Blaine Lee, author, [Influence with Honor: Redefining Power and Leadership](#))

An opportunity for improvement (OFI) identified in the AQIP, IRPE, and Baldrige Reports was the creation, dissemination, and implementation of a common code of ethics and values we can look to for guidance in our work with our public, our students, our community, and each other. I am delighted to announce that we have assembled a district-wide team to begin the work of drafting such a statement.

Members of the team are:

Nancy Kothenbeutel, Executive Director, Continuing Education and Contract Training (Chair)
Mark Kapfer, Executive Director, Economic Development
Lana Dettbarn, Executive Director, Administrative Services
Nnachi Umennachi, SCC Instructor, Philosophy and Ethics
Janine Johnson, SCC Parts Department Manager
Cindy Hoogheem, CCC Librarian
Ann Mayes, MCC Learning Center Department Coordinator

The team will be involving all of you as this statement moves through various drafts, and I will also report on progress in this memo. If you have any suggestions at this point, don't hesitate to share them with Nancy:

 nkothenbeutel@eicc.edu

EICCD Plans First “GREAT SUPPORT STAFF” SEMINAR

If all goes well with our planning, we hope to hold an EICCD Great Support Staff Seminar from June 1-3, 2005. Patterned after the national “Great Teachers’ Seminars,” this retreat will bring a number of support staff from throughout the district together to work through in a community setting what constitutes being a great support staff member – learning from each other great ideas that can make a difference. **Doris Swanson** has agreed to coordinate the planning of this



event but she definitely needs help! If you are a support staff member willing and able to join her planning team, please contact her immediately!

I plan to attend this retreat myself, and I know from experience it will provide participants with a wonderful, meaningful learning experience and a chance to get to know your colleagues from around the district in a structured and warm setting!

If you are interested in joining the planning team for this event, please use the link below and let Doris know!

 [Volunteer for Great Support Staff Retreat Planning Team](#)

Sister Jude Fitzpatrick, member of Iowa Board of Education, Visits EICCD

On Thursday, January 27, 2005, State Board of Education Member Sister Jude Fitzpatrick (with whom the presidents, [Honey Bedell](#), [Nancy Kothenbeutel](#), and I had lunch several months ago) honored us with a visit to learn more about some aspects of our wonderful community college district. After an initial briefing, she joined me and Honey for a very informative visit to the Career Assistance Center where [Jim Schneider](#) did a wonderful job of introducing her not only to the facility but to many of the faculty, staff, and students engaged in learning there.

Then, after lunch, we rode up to the Blong Technology Center, where [Harry DeBourcy](#) provided his usual enthusiastic and informative tour of that exciting facility. I think that Sister Jude enjoyed every aspect of her visit, except, perhaps, the closing minutes of her simulated truck driving experience where she put her foot on the gas rather than the brake and created a very dynamic virtual collision! Thanks to everyone who stepped forward to make this important state education leader's visit so meaningful. I have no doubt that she will remember our district and, most important, the wonderful faculty, staff, and students she met in the future.

Here's some information about the Iowa State Board of Education:

Overview

The State Board of Education is the policymaking body for the department. The State Board establishes policy and adopts accreditation rules for the operation of Iowa schools, area education agencies, and community colleges. The Board is made up of nine [members](#) appointed for six-year terms by the governor, with confirmation by the Senate, and one non-voting student member.

Mission:

Our mission is to champion excellence in education through superior leadership and service. We are committed to high levels of learning, achievement and performance for all students, so they will become successful members of their community and the workforce.

Description:

Iowa's State Board of Education is made up of ten members. Nine voting members are appointed for six-year terms by the Governor, with confirmation by the Senate. The tenth member is a non-voting student, appointed for one year by the Governor. The director of the Department of Education is the executive officer of the Board.

The State Board:







- Establishes policies for the efficient and effective operation of education in Iowa, from early childhood education through community colleges
- Adopts rules for the enforcement of school laws
- Strives for higher levels of learning and achievement for all students
- Adopts long-range plans for the education system
- Acts as the State Board for Vocational Education and Vocational Rehabilitation
- Recommends changes in school laws to the General Assembly
- Adopts rules for accrediting public and nonpublic schools
- Hears appeals of local school board decisions
- Collaborates with other educational and non-educational bodies and organizations
- Approves the budgets of the community colleges and the area education agencies
- Approves educator preparation programs

 <http://www.state.ia.us/educate/stateboard/index.html>



Steps Taken Towards Creating an Overall District Strategic Plan

Hmmm.

-  How do the four new Chancellor's Future Focus Initiatives fit in with the rest of our planning process?
-  How have we managed to respond to the numerous identified Opportunities for Improvement (OFI's) we received in response to our AQIP, IRPE, and Baldrige applications?
-  Where are we with the three AQIP priorities we have been working on for the past three years?
-  Did any of the suggestions from the Comment Cards suggest areas we should get to work on?
-  What will be the three new AQIP goals that we will work on for the next three-five years?
-  How can the planning of the colleges and district departments be integrated somewhat with the district's goals?

Primarily because we didn't know the answer to the very reasonable questions above, I asked **Laurie Adolph**, District Director of Institutional Effectiveness, to review all of our various reports

and current plans, consider some of the new ventures we are embarking on, apply some integrative thinking – and to prepare a recommendation on how the district’s overall strategic planning efforts can be integrated, streamlined, and structured. With help from **George Varchola**, Laurie took on that task and presented her proposal to the Cabinet on Wednesday, January 26, 2005. After discussion and consideration of various options, the Cabinet agreed to bring the following recommendations back to colleges, sites, and departments for further discussion and input. Here is a summary of the key points in the draft recommendation we are now working on:

First, to meet current accreditation responsibilities EICCD has identified three “interim” or shorter term AQIP Action projects. The work on these would begin this spring and the project information will be posted on the AQIP website as soon as the AQIP reporting requirements are developed and documented. Progress on these three initiatives will be reported on in the September 2005 annual Action Project Update report. All project work should be completed by the end of fall semester, 2005.

The AQIP Interim Action Projects would be:

- 1. Creation of a District Values/Ethics statement to be used to promote an environment that ensures ethical practices in all student and stakeholder interactions.**
- 2. Review and revise the EICCD Key Performance Indicators to realign measures to the District’s strategic directions in order to more effectively guide ongoing decision-making, resource allocation and overall management.**
- 3. Conduct an internal review of EICCD facilities and student support services for students with disabilities and special needs to improve EICCD’s ability to meet those needs, contributing to students’ success.**

Second, EICCD has identified three AQIP three-year Action Projects. These Action Projects are included in the EICCD Strategic Plan, 2005-2010. EICCD staff members attending the upcoming Higher Learning Forum in May can listen for other schools’ work in these three areas and learn from their experiences to help finalize EICCD metrics, timelines and best practices. The three new projects were chosen after careful review of the feedback reports from AQIP, NIST, and IRPE, the internal comment cards, EICCD planning retreat results and the college-based planning discussions that took place in the 2003-2004 school year.

The three-year AQIP Action Projects would be:

- 1. Drive student learning outcome assessment down to the course and program level so that assessment data can be used to make meaningful changes to increase student learning. Specifically this would include the creation and implementation of course-based learning outcomes assessment methods for general education review disciplines (at a rate of 4 programs per year); and documentation of the use of the vocational program assessment (occupational skills and/or general education skills assessment) in program improvement of student learning (done by those programs under review each year).**

2. Spearhead entrepreneurial and innovative programs and services to better meet community, regional and national needs and continue to provide excellent educational experiences to EICCD students.

3. Enrich the student body and student learning experience by celebrating diversity and encouraging international learning.

Last, a new *EICCD Strategic Plan* will include the AQIP initiatives along with the Chancellor's Initiatives and a few other relevant district-wide goals that emerged from our review of our various quality feedback reports. These goals are still in proposal stage, and we will look forward to your responses. Each will have to be fleshed out as the semester progresses, but I think we're off to a good start.

The EICCD Strategic Plan 2005-2010 goals are projected to be:

1. To drive student learning outcome assessment down to the course and program level so that assessment data can be used to make meaningful changes to increase student learning. Specifically this would include the creation and implementation of course-based learning outcomes assessment methods for general education review disciplines (at a rate of 4 programs per year); and documentation of the use of the vocational program assessment (occupational skills and/or general education skills assessment) in program improvement of student learning (done by those programs under review each year).
2. Spearhead entrepreneurial and innovative programs and services to better meet community, regional and national needs and continue to provide excellent educational experiences to EICCD students.
3. Enrich the student body and student learning experience by celebrating diversity and encouraging international learning.
4. Innovatively drive technology into all EICCD's key processes and into the learning experiences of our students.
5. Increase District revenue from alternative sources through political avenues, and entrepreneurial fundraising and grant writing.
6. Refine the EICCD Planning Processes to realign key indicators measures to the District's strategic directions; include student and key stakeholders in annual review processes; and develop site- and department-based five-year plans to more effectively guide ongoing decision-making, resource allocation and overall District management.
7. Create and implement an enrollment development plan to increase the number of and credits taken by the credit and noncredit students EICCD serves.
8. Ensure EICCD is meeting its communities' needs by promoting economic development activities and lifelong learning.

Hopefully, you will have a chance to review the AQIP action proposal and list of five year goals at a meeting with your Cabinet member. However, don't hesitate to provide me with your individual feedback with an e-mail to me.

@ Feedback on Draft Strategic Goals

Once we have come to consensus on the goals and projects included in this plan, we will take it to the Board of Directors and provide the details that will move these goals to results for our students.

We all have a lot to thank Laurie for – she, with George’s help, reviewed and analyzed all of the feedback reports from AQIP, IRPE, and Baldrige, reviewed all the Chancellor’s Initiative goals and strategy areas, and noted key suggestions included in the comment cards – and organized and reduced all of it to these ten exciting longer-term goals. It was a big job, and well done.

Some Comment Card Response

As I mentioned earlier, I can now state that every comment card submitted to me through October has been read and thoroughly discussed – and, with a few exceptions because the matters were referred to committees or councils, those who submitted them have received a note in response. Sometimes ideas and suggestions were rather easily addressed. For example, in response to a person who felt that some recognition was due those who work in the district for five years, we will now send a certificate and personal note from the Chancellor. Other suggestions were valid but there were compelling reasons that the suggested improvements could not be undertaken. Others, particularly when several people addressed them, have been included as an AQIP action project so that we can do more research and then take steps to improve in that area. And, occasionally, a suggestion was already being acted upon!!



Of course, many of the suggestions were sent anonymously so we are not able to get back directly to the person who made them. **Kirk Barkdoll**, however, was assigned to look into a few of these general suggestions, and he’s provided me with a response that all might be interested in.

Three of the issues that came up on the forms had no name attached, so I thought I'd let you know our position and you can use the information in a newsletter or focus group.

1. I am working with Technical Enterprises in Moline, Illinois, to finish their job of balancing the Urban Center HVAC system. I will let you know when the job is complete.

2. I have talked with Gary Henrickson and we will begin to look into the phone system and see if it's time to look at an upgrade. We first need to know what the user concerns are and then we can look at what needs to be done to meet those needs.

3. The last one is regarding faculty not being able to load software on their computers themselves. The problem here is a systems integrity issue. If we allow individuals to load software at their discretion on to their computers, they could be loading viruses or unwanted add-aware software onto the system. This could result in a real break down of our network. Unfortunately, many end users don't understand how important it is to be able to maintain the integrity of our network and the individual computers on their own desktops. We will however,

look into the request and review our policies. Once we have completed the review, we will send out a response and rationale for the policy, change or no change.

EICCD Wins Another National Science Foundation Planning Grant



I was very excited to learn from [Ellen Kabat Lensch](#) that we have received a planning grant from the National Science Foundation that will set the stage for our ATEEC Program to add energy education to its already solid environmental repertoire. Here is Ellen's summary of the new grant:

The two-year NSF Planning Grant will be used to develop a plan for a Resource Clearinghouse for Sustainable Energy Technologies within the Advanced Technology Environment Education Center (ATEEC). The resource clearinghouse will meet the needs of students, educators, and business and industry to supply the sustainable energy field with informed, qualified, and trained technicians through two-year colleges and other educational institutions. Once operational, the resource clearinghouse will include professional development and support for educators, curriculum and educational materials for grades 10-14, and a collection and dissemination vehicle for sustainable energy resources including best program practices, articulated curricula for 2+2+2 programs, information from NSF ATE centers that develop sustainable energy curricula, and information about working with outside agencies and research institutions.

As with all areas of curriculum, evolving and improved instructional methodology and technical advances in the field of sustainable energy require a focused effort to assure that high impact educational practices are understood and utilized. Combining the knowledge, expertise, and resources of high schools, community colleges, ATE Centers, business and industry, government agencies, national laboratories, and four-year colleges and universities, the 37 partners are well-positioned to conduct the planning, development, and implementation of an NSF Resource Center for Sustainable Energy within the ATEEC Center. While providing for the curriculum and faculty training necessary to provide skilled workers and highly trained technicians, the resource center will also move relevant research in workforce needs and advanced technology to the education setting. The right partners are positioned to bring their leadership, skills and knowledge to a coordinated effort to address and improve sustainable energy education.

The field of sustainable energy technologies is evolving and requires the flow of information from education to industry and from industry to education. From hydrogen fuel cells to sustainable building, the field is dynamic. Because of our ever-increasing demand for energy use and because our energy use impacts the environment in irreversible ways, the field of energy efficiency/renewable energy and sustainable practices are a rapidly growing advanced technology environmental area that requires considerable knowledge of science, technology, engineering, and mathematics. It is one of 12 sectors that is projected to add a substantial number of jobs, have a significant impact on the economy, impact the growth of other industries, are transformed by technology and innovation requiring new skill sets, and are emerging businesses projected to grow. A great deal can be done to attract new and diverse students with improved curriculum and better-trained faculty.

This planning grant will result in a focus on sustainable energy education through a coordinated program of educational enhancements, industry leadership, and the dissemination of high quality educational materials.



EICCD Group Attends One-Day Seminar on Leadership with Honor

On February 8, 2005, a group representing our entire district joined me to attend a one-day conference hosted by St. Ambrose University entitled "Influence with Honor: Redefining Power and Leadership." The workshop was conducted by national figure Dr. Blaine Lee and provided wonderful insight on the advantages and disadvantages of several different approaches to leadership.

Pat Keir, Ellie Sweet, Eileen Shull, Jim Schneider, Chris Eichmeier, Vic McAvoy, Ron Serpliss

Chancellor's Future Focus Initiative Kickoff

On Thursday, February 3, 2005, all of the steering team members who will be choosing some critical, district-wide, transformational initiatives or projects in the four arenas earlier identified came together as a group to kickoff the process. Everyone on these teams was a volunteer, and I was very glad to see representation from all areas of our district.



Survival Tips for Winter!



This picture was sent to me by [Julie Plummer](#) in response to my last memo's request for tips or encouragement in dealing with my first Iowa winter. Thanks to everyone who responded – including [Dawn Schroeder](#), [Jim Liljequist](#), [Rochelle Carlson](#), [Linda Leary](#), [Anne Schmidt](#), [Kayla Holst](#), [Mary Johannsen](#), [Lynn Bohlmann](#), [Joyce Haack](#), [Kay Clark](#), and [Jane Campagna](#) in writing and many through conversations

around the district. Here is a summary of some of the suggestions I received: purchase a humidifier and lotion, have lots of coffee and hot chocolate (a very popular suggestion), drive slow when driving in ice and snow, appreciate "furnaces, wood stoves, the space heater I placed under my desk, warm showers, hair dryers, and other heating mechanisms." One person suggested

that I don't think of California but of Siberia and then how lucky we lowans are to have such lovely winter weather. A few suggested a vacation in warmer climes and one person insisted that reaching a "semi-comatose state" for the duration of the winter would help. Going "south" to MCC was a suggestion, with the implication that it is always much warmer there. Other suggestions focused on clothing – cuddle bunnies, long underwear, and lined jeans – or dressing in layers with thick socks and insulated boots. Lynn "I Love Winter" Bohlmann was the most glass is half full person with her suggestions:

The first thing to do is embrace the cold. Hiking or cross country skiing at Scott County Park or ice skating at Vander Veer Park are all great outdoor activities. Even walking the bike path is enjoyable. Remember to dress in layers. Don't believe people that say a shot of Schnapps is good – alcohol constricts blood vessels and after that first warm glow makes you colder. And if all else fails, a book and a cup of hot anything in front of a roaring fire is the best. "

From Julie Plummer:

I would also encourage you to look for the special beauties that winter brings. I am lucky to live along the banks of (and sometimes in) the Mississippi River. I can look out my windows and see the eagles roosting in my trees, and hear them calling to each other early in the morning. The river provides ever-changing views, and in the winter it is especially beautiful. Right now it is almost entirely frozen over, and when the sun rises it sparkles. The river goes very quiet in the winter, except when it is just freezing or thawing, and then the ice grates along the shoreline and buoys with lots of noise. I go out walking on the river, and when it freezes smooth in front of the house, I even go ice-skating. I look for the ice formations and animal tracks and marvel that I am walking on the mighty river. I've attached a couple of photos that I took this past weekend to show you some of the small beauties that I saw. If you'd ever like to join me for a walk on the frozen river, just let me know.

Maybe someone else has already told you this, but when it gets really, really cold (-15 degrees or so) you can throw a glass of water up into the air and it will freeze before it hits the ground!

Rumor has it that because of a particular ground hog, we can expect additional months of winter. These tips should help us keep positive about that.

Chancellor Survives First B-rrry Scurry!

I'm sure that the fact that it was warm and balmy had something to do with my success in the Clinton B-rrry Scurry Race on February 5, 2005. Additionally, knowing that Kirk Barkdoll would be yelling out my three-mile split time to the entire world perhaps was a motivational factor, I moved from my original plan to brisk walk the event to actually running a portion. I had a wonderful time . . . and it was good to see a few (too few???) EICCD folks also running the race, Lynn Summers and Cindy Bottrell. Knowing that Clinton Community College staff Karen Vickers, Judith Kizzie, Ann Eisenmann, and race organizer Anne Schmidt were also rooting for me to at least finish (saving them the extra cost of picking up my tired body from the side of the road) helped me forge on. I was actually surprised to come in 7th out of the 22 women in my age category!



The B-rrry Scurry Committee is comprised of: Jane Beinke, Todd Berner (community member), Ann Eisenman, Jody Feller, Wanda Frye, Lorrie Hickey, Julie LaCourse (community member), Kathy Paasch, Mark Wade and Ann Schmidt

Those present and working on the Friday packet pickup and race day include: Jolene Adams, Kirk Barkdoll, Theresa Boysen, Kay Clark, Bill Clausen, Mary Dierksen, Melanie Drury, Gary Duffey, LuAnn Farrell, Amy Johnson, Richard Kelley, Kevin King, Judith Kizzie, Brenda Kunau, Linda Leary, Jane Marlowe, Mardell Mommsen, Jim Nichols, Roxanne Otto, Susan Phillips, Jeff Reid, Deb Richter, Maurice Rogers, Margie Ruelberg, Joe Shovlain, Teresa Thiede, Joyce Tiesman, Karen Vickers, and Bob Walker

This was a wonderful event. My only hope is that next year, we can see more of us out there running! In fact, I expect to be issuing a challenge to that effect next year!

All-Day Visit to Iowa State University a Great Learning Experience

Those of you who were kind enough to assist me when I hosted current ACE Fellow Gersham Nelson for a visit to our district might be interested to know that he returned the favor last Friday. I spent a wonderful day meeting with high-level ISU administrators, learning about their key programs, our articulation agreements, their plans for the future, and their interest in working closely with community colleges and EICCD in the future. One of the residual benefits of having been an American Council on Education Fellow ten years ago has been my chance to mentor other fellows and, through them, to make connections like those I made last Friday at Iowa State University.



Get Out There and Exercise!

After New Years, as Honey Bedell and I sat bemoaning the fact that we had put on a few pounds lately, we both girded up our determination and signed up for local Jazzercise classes in Bettendorf. As we shuffle-ball-changed our way through various routines, and struggled through excruciating abdominal exercises, we were relieved to see that we were not alone, with Pat Cawiezell and Suz Knoblauch turning out to be fellow classmates.

I've also been told that a group of district office staff have instituted a lunchtime indoor walking class, faithfully striding in pace while building up their aerobic capacity. I am a long-time exerciser who can attest to the wonderful effects regular exercise has not only on the body but spirit.

Here are the members of the "Walk Away the Pounds" Group. I know they'd be delighted to have you join them!

Lynn Bohlmann, Lynn Summers, Mary Johannsen, Nancy Beam, Deb Goodall, Sharon Wren, Angelique Kimble, Cindy LaFrentz, Dorothy Johnson, Lori Strausse, and Laurie Adolph



Lynn reports that "we are looking ahead and thinking of doing Race for the Cure as a group. Our theme seems to be "Sisters in Sweat"! We do have a good time and time goes by very quickly. If you are able to join us this week you should find us in room 212."

Do you need some encouragement in getting started? Feel free to contact any of the people above and they will e-mail you back some words of encouragement! More important, do you have any tips about keeping fit that I could share back with others in the next memo? If so, use the link below to share them!

 [How I Keep Fit!](#)

Have a great month!

Pat