

April 19, 2019

Dr. Dan Kinney  
President  
Iowa Western Community College  
2700 College Road  
Council Bluffs, IA 51503

Dear President Kinney:

This letter serves as formal notification and official record of action taken concerning Iowa Western Community College by the Institutional Actions Council of the Higher Learning Commission at its meeting on April 15, 2019. The date of this action constitutes the effective date of the institution's new status with HLC.

**Action with Interim Monitoring.** IAC continued the accreditation of Iowa Western Community College with the next Reaffirmation of Accreditation in 2028-29. In conjunction with this action, IAC required the following interim monitoring.

**Interim Report.** Interim Report due 4/30/20: Report addressing the institution's policy for the awarding of academic credit.

**Interim Report.** Interim Report due 4/30/20: Conduct an audit of all faculty files to ensure compliance across all faculty; provide a report summarizing the faculty credential policy for the institution demonstrating compliance with HLC faculty qualifications policy; provide evidence in the report that all full time, part time, and dual degree program faculty are compliant with the policy and/or provide evidence and a timeline regarding actions being taken to correct inconsistencies with HLC policy on faculty qualifications. The report should include a copy of the policy.

**Embedded Report.** Report embedded in Year 4 evaluation: Report demonstrating that the institution has direct measures of student learning and a process for collecting and analyzing information into a cycle of continuous improvement.

Further, IAC voted to change the team's evaluation of Criterion 3C from "Met" to "Met with Concerns" due to the team's findings "during random sample of faculty files regarding faculty credentials" and their report in 3C and 3 summary.

**Rationale:** Criterion 3C states: "All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs." The team report section 3C comments "While it was obvious to the visiting team that IWCC is committed to following the HLC guidelines on appropriate faculty credentials, a review of full-time faculty files revealed an unsubstantiated rationale for a faculty member's lack of graduate credit hours in the discipline taught."

The summary of criterion 3 (3S) is even stronger stating: "A random sample of faculty credentials revealed there were a few faculty members teaching that did not meet HLC qualifications."

The team recommended in 3C that to ensure that all instructors are appropriately qualified, the institution consider performing an audit of all faculty files to verify that its internal process has been equitably administered.

According to HLC Guidelines "Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices" faculty credentials need to meet the defined standards. The fact that random samples drawn indicated gaps in compliance the criterion is determined to be met with concerns.

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The institution needs to conduct an audit of all faculty files to ensure compliance across all faculty and include the standard faculty credentialing policy used by the institution in the interim report due 4/30/20.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <https://www.hlcommission.org/isr-request>.

Within the next 30 days, HLC will also publish information about this action on its website at <https://www.hlcommission.org/Student-Resources/recent-actions.html>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison John Marr. Your cooperation in this matter is appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Gellman-Danley".

Barbara Gellman-Danley  
President

CC: ALO