

IOWA COLLEGE STUDENT AID COMMISSION

Antioch School of Church Planting and Leadership Development Application for Postsecondary Registration in Iowa September 2, 2016

STAFF ACTION: Approve the Iowa registration request for Antioch School of Church Planting and Leadership Development for a two-year registration term that begins on September 2, 2016 and ends on September 2, 2018.

Registration Purpose

Revised Iowa Code §§ 261B.2 and 261B.3 require a school to register with the Commission if a person compensated by the school conducts any portion of a course of instruction, including by in-person, distance education, or correspondence method in this State or if the school otherwise has a presence in this State. Presence means a location in Iowa at which a student participates in any structured activity related to a school's distance education course of instruction. Presence also means an address, location, telephone number, or internet protocol address in Iowa from which a school conducts any aspect of its operations. Antioch School of Church Planting and Leadership (Antioch) applied for registration to offer distance education programs. Staff required the Antioch to register because the school is requesting to offer programs to Iowa residents from an Iowa location. Antioch maintains faculty and staff located in Iowa who are compensated for providing instruction to Antioch students as well as other operational activities. Additionally, programs contain field work to be completed by an Iowa resident student at an Iowa location.

Institutional Information

Antioch is a private non-profit institution whose main office is located at 2400 Oakwood Road, Ames, Iowa 50014. The school's chief executive officer is President, Jeff Reed, located at 2400 Oakwood Road, Ames, Iowa 50014. Antioch is at an Iowa location, however; the programs offered are wholly online. Antioch's primary person of contact is Stephen Kemp, Academic Dean, located at 2400 Oakwood Road, Ames, Iowa 50014. His contact number is 515-292-9694. Antioch is registered with the Iowa Secretary of State under the name of its parent company, BILD International, business number 108995, and doing business as the Antioch School of Church Planting and Leadership Development.

Physical Facilities: Antioch's headquarters are located at 2400 Oakwood Road, Ames, Iowa 50014. Antioch does not offer any residential programs, only distance education.

Accreditation: Antioch is institutionally accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is a nationally recognized accrediting agency by the US Federal Department of Education.

Federal Stafford Loan Cohort Default Rate (FFY 2012): Antioch does not participate in Federal Funding and as a result of that, they do not maintain a Federal Stafford Loan Cohort Rate.

Graduation Rate: This is the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion, as reported to the federal Department of Education. Antioch reports that they have not yet reported an institutional graduation rate due to the fact that a number of their programs have not yet reached the point of 150% of the estimated time to complete each program. Antioch maintains their current graduation rate on its website, [http://www.antiochschool.edu/public/download/general/as Consumer Info Disclosure Form.pdf](http://www.antiochschool.edu/public/download/general/as_Consumer_Info_Disclosure_Form.pdf). The graduation rate for Antioch is 64.7%.

Average Loan Debt upon Graduation: Antioch does not participate in Federal Funding or private education loan programs; instead, the school establishes a repayment plan with each student to the start of the program. Students pay \$150 each month under this payment plan, which allows the student to pay off Antioch's tuition charges for the program within four years. If a student falls into default on their payment plan with the school, the student will be placed under a financial hold and will be given a chance to correct it. If the student fails to do so, the school may discharge the student from the program. Antioch maintains low costs for the programs offered. Based on the flat fee of \$7200 for all degree programs and \$1800 for all certificate programs, the per-credit hour charge would be:

- Certificate Programs: \$112.50 per credit hour
- Baccalaureate Degrees: \$60.00 per credit hour
- Masters Degrees: \$94.74 per credit hour
- Doctoral Degrees: \$120.00 per credit hour

Record Preservation: Antioch maintains a server room in which files are stored. The file server is only accessible with a username and password. Users are limited to only specific files dictated by their needs and their rights to access. Students, faculty and staff all have log-in information to Antioch's online platform, e-Portfolio System. Students are able to access those records which they have granted access for. The structure of the portal enforces access only to information authorized for the user attempting access.

A tape back-up is produced weekly and stored off-site for protection against fire, theft, or damage. The facility in which they are stored is a military-grade secure data center that is hardened, fully underground and built to provide absolute reliability with guaranteed 100% uptime. The building in which records are stored has an advanced sprinkler system that is based on heat sensors. If either the smoke alarm system or sprinklers go off, the Fire Department is immediately notified by a service monitoring the alarm system. The system is inspected annually to ensure everything is functioning properly. The Fire Department has access to a KNOX-BOX that allows them to enter the building immediately to address the fire.

Student educational records are kept indefinitely. They are kept legible and accessible through scanning and storing digitally. A nightly backup replicates information in Antioch's database and e-Portfolio to secure offsite storage.

Transcript Requests: Any current or former student may request a transcript by contacting:

Antioch School of Church Planting and Leadership Development
Student Services Director

Katharina Smith
2400 Oakwood Road
Ames, Iowa 50014
(515) 292-9694
records@antiochschool.edu

Instructional Methodology: Antioch uses a combination of church-based theological education and competency based educational standards. They are as follows:

- Church Based: Church Based Theological Education (C-BTE) is theological education based in the life of churches. All of the programs are designed and taught in churches, by churches, and for churches. Leaders of churches, church networks, and church-planting movements do all of the training in the context of their ministries. The five major tenets of C-BTE are:
 - ✓ C-BTE must be based in the life of a local church and/ or a movement of churches.
 - ✓ C-BTE must be primarily viewed as a process of entrusting (modeling and mentoring) sound doctrine to faithful men.
 - ✓ C-BTE must take place in the context of establishing churches.
 - ✓ C-BTE must be viewed as a need for all men and women regardless of their stations in life.
 - ✓ C-BTE must begin with the first principles of the faith.
- Competency Based: It is the competency-based orientation of leadership development programs that makes it possible for Antioch to grant degrees with confidence. Antioch relies on an extensive, robust portfolio assessment system to provide abundant and multi-layered evidence that its students deserve the degrees that are being granted. Emphasis on portfolio assessment and ongoing mentoring assists with development throughout the program, not just with individual courses. Competencies related to life and ministry development are demonstrated by Antioch in the following manner:
 - ✓ Motivated Abilities Pattern (MAP) Responses: At the beginning of each program, students engage with the System for Identifying Motivated Abilities in order to obtain a personal MAP and complete the “Becoming Who You Are Designed to Be: SIMA 10-Step Program.”
 - ✓ Life: At the beginning of each program, students engage in a process that includes the use of a set of life development tools that address one’s unique purpose, story, abilities, roles and responsibilities, resources, disciplines and determinations, and lifelong wisdom. This plan should be revised annually while enrolled in the program.
 - ✓ Personal Development Assessments: A set of assessment tools are used to facilitate the mentoring process by those whom God has put into the student’s life with a primary responsibility for his or her development. Each tool must be used as a point of reference for mentoring by a designated mentor at least quarterly while the student is enrolled in the program. Some of those assessment tools include:
 - Life and Ministry Assessment
 - Ministry Team Profile
 - Becoming Established Assessment
 - Current Ministry Assessment
 - Giftedness Assessment

Antioch’s online platform is a tool in which students access course requirements, upload their work, and submit evidence of competency for portfolio assessment. Upon logging in, students are presented with three options on the home page as well as any notifications the student may have.

The portfolio assessment system is accessible through BILD Cloud. BILD Cloud is Antioch's online learning platform. Whenever a student submits evidence of competency according to the portfolio transcript for their program, they must complete a self-assessment based on criteria and rubrics in the Student Competency Assessment Guide. Certified Leaders conduct their initial reviews and Associate Faculty conduct their validation reviews based on the same criteria and rubrics. If evidence of competency is found to not meet the criteria and rubrics, the Certified Leader will utilize the comment box to provide the student with guidance and commentary.

Antioch School degrees are delivered through distance education, however; the facilitation that takes place within church settings does have a significant role. Most churches use the BILD resources for church-based theological education of others, even if they only have one Antioch student attending. Students are expected to be in mentoring relationships with church leaders, both with regard to their life development plans and the courses.

Students have the ability of maintaining communication with Associate Faculty and their fellow students through regular online workshops, blogs, and community discussion boards. Additionally, students may interact and communicate with Associate Faculty through the portfolio assessment process.

Support services are available to those needing additional assistance. This assistance can be accessed through the Help Center, <https://antiochschool.zendesk.com/hc/en-us>.

Student Learning Resources: Antioch has made a number of learning resources and services available to their students. The most basic learning resource available for each course, for both faculty and students is the Theological Reader. Chapters and articles that are especially appropriate for each course have been provided with the course. Life Development Reading Summary forms are provided for each item in the Theological Reader in order to aid students in mastering and retaining the contribution of the item.

The Logos Bible Software Library is made available to Antioch students at the lowest price allowed by Logos. This system provides digital editions of thousands of items, including: Bible versions, biblical language tools, Bible commentaries, theology books, and other books and resources on specific ministry areas. This collection is often described as a Bible College or seminary library on CD. The Logos Bible Software has a one-time fee of \$750.00.

The Theological Research Exchange Network provides access to an extensive collection of theological theses and dissertations for those doing advanced research, particularly in the doctoral programs.

An extensive resource center library of more than 10,000 volumes is maintained in Antioch's headquarters in Ames, Iowa. This library is largely the result of the accumulation of vital resources by Jeff Reed, President. The library is available for doctoral students as a resource center for support on Major Projects. Key leaders of BILD partners, doctoral students, local residents, church members, and Antioch faculty and students frequently make use of the library, some even travelling to do extended residencies for the purpose of the resources available through the library. The content of this library is not available for borrowing or lending, students do have to make use of the resources available on site.

Additionally, Antioch makes available to each partner a tiered bibliography of recommended resources at various academic levels, which they may want to acquire to support their church-based theological education efforts. The tiered bibliography allows partners to build their own collections at a pace comfortable to them.

Antioch has created a webpage as a Help Center to provide students with support in use of resources and services, <https://antiochschool.zendesk.com/hc/en-us>. It contains video tutorials, FAQs, and discussion boards for students, Certified Leaders, Associate Faculty, and Senior Faculty. Students may deal directly with Associate Faculty on the community discussion board through the Help Center.

Curriculum Evaluation and Development: All development and evaluation of curriculum is done by Antioch faculty. Senior Faculty develop curriculum, design assessment tools, train and certify Certified Leaders and Associate Faculty, set academic policies, and commend degrees. The Leadership Series courses are to be reviewed every five years in order to identify new courses that need to be developed, courses that need to be eliminated, and restructuring the manner in which courses fit together. Each course is to be reviewed every two years for major changes that are needed, and each course is to be reviewed annually with regard to minor changes. Typographical or desktop publishing corrections are to be made as they become necessary.

Course revision is the responsibility of the Senior Faculty. The process for reviews is to be led by the President of Antioch, Jeff Reed, who played the central role in developing the framework and individual courses. Suggestions are solicited from Senior Faculty and shared for comment. Recommendations that have come to the Academic Dean from partners through surveys, workshops, and so forth, are also shared for comment. Each member of the Senior Faculty is a subject expert in an area related to the instructional materials, as are many of the Certified Leaders. Senior Faculty members meet to discuss and consider changes. Final decisions are made by the President.

Student Complaints Process: If students, faculty, administrators, or any party who has reason to believe that Antioch is not providing what was promised or was reasonably expected with regard to curricular issues, assessment issues, financial issues, or administrative issues, they may file a complaint by communicating directly with the Academic Dean by letter, email (info@antiochschool.edu), or by phone. Official responses to complaints will be provided promptly once it is certain that all relevant parties have been able to respond to the complaints, which is up to a maximum of 30 days.

Unresolved complaints may be taken to the appropriate agencies such as the accrediting agency as well as the Iowa College Aid department. Those links are:

- <http://antiochschool.edu/academicInfo/Accreditation.html>
- <http://www.antiochschool.edu/download/general/antiochSchoolHandbook.pdf>
- http://antiochschool.edu/public/download/general/as_Consumer_Info_Disclosure_Form.pdf

Distance Education Programs Offered In Iowa

The total, estimated cost of tuition, fees, books and supplies for each program is listed below, which must be paid at the start of a program, unless a payment schedule is established in advance.

Certificate Programs

- Certificate of Ministry: \$1,800
- Certificate of Theology: \$1,800

Baccalaureate Degree Programs

- Bachelor of Ministry: \$7,200
- Bachelor of Theology: \$7,200

Master Degree Programs

- Master of Ministry: \$7,200
- Master of Theology: \$7,200

Doctoral Degree Programs

- Doctor of Ministry in Global Church-Based Theological Education: \$7,200
- Doctor of Ministry in Theology in Culture: \$7,200

Education Programs: Antioch has specific guidelines and course requirements that must be met for each program a student is enrolled in. Depending upon where the student is located, a student may have to work with a partner institution in order to meet their program requirements. An Antioch partner is a church, church network, or ministry organization that has at least one BILD Certified Leader and is using the BILD resources for church-based theological education. The different types of partners a student may have to receive instruction or training from are:

- A church or “Pauline team” that wants to provide training for its leaders.
- An association or denomination of churches that want to provide in-service leadership development through a coordinated effort.
- A Bible college or theological seminary that wants to serve as a resource for church-based theological education programs.
- A mission agency that wants to equip its missionaries and establish training programs to help church networks on their fields.
- A church-planting movement or consortium of churches or mission agencies.

In order to offer an Antioch program in a church, church network, or ministry organization, at least one key leader must become certified by BILD. Initial training of Certified Leaders provides essential preparation and assessment in the use of Antioch’s philosophy and resources. Initial Training of Certified Leaders is offered through both on-site and e-Training formats:

- Onsite Initial Training: An intensive three day event held at Antioch headquarters in Ames, Iowa and at other locations as needed, particularly for church networks.
- e-Training is modularized into units offered frequently online so that it may be started as soon as the individual wants. The student is able to complete the training at a pace comfortable to them.

Both Onsite and e-Training begin with Antioch's online webinar, a live, four-hour introductory seminar that carefully explores the biblical and practical distinctiveness of the Antioch School. To register for the webinar, onsite training, or e-Training, the individual must go to www.antiochschool.edu, click on "Learn More" and from there access the links accordingly.

Field Experience: Antioch combines classroom instruction with hands-on training. Antioch has incorporated a number of various field experiences into their programs through specific courses. These field experiences are different types of training activities that students must participate in for completion of their programs. The following are the two types of practicum experiences that students might be required to enroll in:

- Ministry Practicum: Ministry Practicum experiences are closely connected with a student's relationship with a local mentor. The choice of experiences is driven by three perspectives:
 - ✓ The perspective of the mentor (or Certified Leader): Students should start with what their mentor wants them to do or learn. A mentor should be paying close attention to the ministry needs of the church or other ministry context. Antioch believes that students should not only learn from deep recognition but also from sacrifice that is often necessary. Antioch believes it is often the mentor who sees the type of the experience the student needs that will allow them to develop in the way that is necessary.
 - ✓ The perspective of the student: A good mentor will be alert to what students feel they need or want. Some ministry experiences should be catered to what the student perceives to be right for them. The mentor should consult with the student, however; the final decision is still that of the mentor.
 - ✓ The perspective of the church: In many ministry situations, there are distinct requirements for ordination, licensure, or other commendation. It may be important for the ministry experience to be tailored to fit these needs.

Some examples of ministry practicum experiences that are organized around traditional ministry areas of a church are:

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| • Preaching | • Evangelism |
| • Teaching | • Church Planting |
| • Counseling | • Youth Ministry |
| • Working with a board or committee | • Nursery |

Some examples of ministry practicum experiences that are organized around areas of character development as a ministry leader are:

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| • Faithfulness | • Sensitivity |
| • Punctuality | • Boldness |
| • Compassion | • Teamwork |
| • Leadership | • Communication |

The following are steps in the fulfillment of ministry practicum:

- Set Goals

- Select Ways to Prepare
- Identify Ministry Experiences
- Determine Objectives
- Plan for Means of Assessment
- Engage in Ministry Experiences
- Review and Reflect
- Prepare Report

The number of credits is directly related to the quantity of time spent on the ministry practicum. One credit hour is earned for each 45 hours in the field, including: preparation, experience, reflection, and reporting.

- Teaching Practicum: The venue in which the student completes the practicum may be chosen by the student or their Certified Leader. Antioch does not need to be notified in advance of the venue. The venue may be a formal teaching setting, but it does not need to be. The teaching practicum can be done with small groups, family devotions, and one-on-one discipleship. The intensity of the teaching may be different in various venues. Each of the teaching practicum hours are dependent upon Antioch's assessment of the workload required. Antioch determines the necessary length of time on an individual basis. The teaching practicum should be evaluated in order to take advantage of the power of reflection in experiential learning. The evaluation should take at least three forms:
 - ✓ Ministry leaders should evaluate the student's teaching to identify strengths and weaknesses related to the course content.
 - ✓ Participants should evaluate what they thought was accomplished in terms of their own learning, as well as what would have been helpful in better accomplishing the course goals. This may be a key indicator of areas that the student doing the teaching may still need to develop.
 - ✓ Students should evaluate themselves in terms of what they accomplished, including what they identified as areas that still need further development.

A report of the experience, including what was done to prepare for it and how it was evaluated should be posted in the e-Portfolio. The report should include learning goals for the experience, details about the experience itself, and identification of learning accomplished, or still needing to be accomplished.

The following are the programs which require a practicum experience and the exact practicum experience required:

- Certificate of Ministry: Ministry Practicum (two credit hours)
- Certificate of Theology: Ministry Practicum (two credit hours)
- Bachelor of Ministry: Ministry Practicum (nine credit hours) and Teaching Practicum (nine credit hours total)
- Bachelor of Theology: Ministry Practicum (nine credit hours) and Teaching Practicum (nine credit hours)
- Master of Ministry: Ministry Practicum (nine credit hours) and Teaching Practicum (nine credit hours)
- Master of Theology: Ministry Practicum (nine credit hours) and Teaching Practicum (nine credit hours)
- Doctor of Ministry in Global Church-Based Theological Education: Ministry Practicum (four credit hours) and Teaching Practicum (33 credit hours)

- Doctor of Ministry in Theology in Culture: Ministry Practicum (nine credit hours) and Teaching Practicum (15 hours)

Registration Compliance

As required by Iowa Code Section 261B.4, Antioch discloses its institutional policy for refunding tuition charges to students who withdraw from its programs. Iowa registration law and rule does not govern Antioch's tuition refund policy because it is not a for-profit institution. Antioch discloses this information to its students in its Academic Handbook, <http://www.antiochschool.edu/download/general/antiochSchoolHandbook.pdf>. In addition to disclosing it in its handbook, Antioch also makes this information available on its website, <http://www.antiochschool.edu/financialInfo/Enrollment.html>.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) "e" through "h".

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. These requirements duplicate policies and disclosures required by the federal Department of Education for a school that participates in the federal student aid programs. The University complies with the requirements of Iowa Code Section 261.9(1)(e) and (f), and discloses these policies to students in its handbook, <http://www.antiochschool.edu/download/general/antiochSchoolHandbook.pdf>.
- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active state or federal military duty or service. Antioch maintains a compliant policy accessible in its handbook, <http://www.antiochschool.edu/download/general/antiochSchoolHandbook.pdf>.
- Iowa Senate File 2225 created a new Iowa Code Section 261.9(1)(h). This new law, generally effective July 1, 2012, requires a school to develop and implement a policy requiring employees, who in the course of their employment, attend, examine, counsel, or treat a child to immediately report suspects incidents of child physical and sexual abuse to law enforcement and to the school. By cross-reference to existing administrative rules for registration [283-21.2(261B), subsection 7], this policy applies to schools that offer distance education programs and that have Iowa-resident employees or contractors (including online program faculty). Antioch maintains a compliant policy in its handbook, <http://www.antiochschool.edu/download/general/antiochSchoolHandbook.pdf>, page 56.

Student Consumer Information: In its registration application, the University affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires a school to disclose to students information about the school's programs, charges, tuition refund policies, whether a certificate or diploma

awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are duplicative of the federal Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs. Antioch does not participate in the federal student aid programs, however; Antioch does disclose this information on its website in the following locations:

- <http://www.antiochschool.edu/download/general/antiochSchoolHandbook.pdf>.
- <http://antiochschool.edu/academicInfo/DegreePrograms.html>
- <http://antiochschool.edu/financialInfo/Tuition.html>
- <http://antiochschool.edu/financialInfo/Enrollment.html>

Antioch affirms on the application that it will comply with the provisions of Iowa Code Section 261B.7. Effective July 1, 2012, these provisions of Iowa Code were modified to state that, provided the school does not claim "approval" or "accreditation," the school must disclose to students that it is registered by the Commission and provide Commission contact information for students who have questions or complaints about the school. The University will provide this information to Iowa-resident students on its state authorization page at <http://www.antiochschool.edu/academicInfo/Accreditation.html> as well as its handbook, <http://www.antiochschool.edu/download/general/antiochSchoolHandbook.pdf>. At this time, the contact information for the Iowa College Aid Commission is located at http://antiochschool.edu/public/download/general/as_Consumer_Info_Disclosure_Form.pdf.

Financial Responsibility: Antioch submitted a copy of an independent audit conducted by Cremers, Holtzbauer & Nearmyer, P.C., dated January 31, 2015 for the fiscal year ending June 30, 2014. The auditing firm expressed its opinion that the financial statements present fairly, in all material respects, the financial position of BILD International.

- A private non-profit institution that participates in the federal student aid programs must maintain a composite score, based on a three factor financial responsibility ratio, of at least 1.5 in order to be determined "financially responsible" without additional oversight. Antioch does not participate in the federal student aid programs, and is not required to maintain a composite score.
- The institution is not required to calculate the percentage of its revenue derived from federal student aid funds since it is not a for-profit institution.

Full-Time Iowa Resident Faculty Member or Program Coordinator: Antioch employs nine staff members total, four of which provide instruction to students in addition to providing operational support. Five staff members provide other operational support that does not include teaching. Those individuals are located at 2400 Oakwood Road, Ames, Iowa 50014, (515) 292-9694.

Instructional/Supervisory Staff Qualifications: Antioch currently lists nine faculty members on its website that provide instruction to Iowa residential students. Four of the nine faculty members are Senior Faculty. One of those four faculty members is Antioch's president and founder. The second of those four faculty members holds a Bachelor of Science degree and is a candidate for the Master of Ministry program through Antioch. The third of those four instructors holds a Master of Divinity degree and is working toward a Doctor of Philosophy degree. The fourth faculty member holds a doctoral degree.

Five out of the nine faculty members are listed on Antioch's website as Associate Faculty. One of the five instructors holds a Master of Theology degree and is working toward a doctoral degree in ministry. Another holds a Master of Education and is working toward a doctoral degree. Three of the faculty members hold Doctor of Ministry degrees.

Commitment to Iowa Students and Teach-Out: By executing an electronic signature on the registration application, Antioch Academic Dean, Stephen Kemp, committed to the delivery of programs that Antioch offers and agreed to provide alternatives for students to complete programs at Antioch or another school if Antioch closes a program, or if Antioch closes before students have completed their courses of study.

Student Complaints: None.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Antioch has filed satisfactory evidence of financial responsibility under Iowa Code Section 714.18. The University has obtained a continuous corporate surety bond in the amount of \$50,000 payable to the State of Iowa and issued by United States Fire Insurance Company, payable through June 30, 2017.

Section 714.23 – State Tuition Refund Policy

The Iowa tuition refund policy does not apply to Antioch School of Church Planting and Leadership Development because it is not a for-profit institution.