

# *Iowa College Student Aid Commission*

## **Application for Registration (Authorization) of Postsecondary Schools Iowa Code Chapter 261B**

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

Submit one paper copy and one electronic pdf copy of the application on thumb drive or CD to:

Postsecondary Registration Coordinator  
Iowa College Student Aid Commission  
430 E. Grand Ave., FL 3  
Des Moines, Iowa 50309

A school must submit a \$1000 application fee with the application. Please make the check payable to State of Iowa.

The information you provide will be open to public inspection under Iowa Code Chapter 22.11, and posted to the Iowa College Student Aid Commission website under Iowa Code Section 261.2., subsection 7(b).

Exception: A private non-profit or for-profit corporation may submit financial statements associated with its most recent independent auditor's report to the Commission and request that they be treated as confidential. For more information, see item #30:

**For assistance or questions regarding the application, contact the Postsecondary Registration Coordinator at:**

[Carolyn.small@iowa.gov](mailto:Carolyn.small@iowa.gov)  
(515) 725-3413



Distance Education Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Estimated Total Program Charges
Associate of Arts	9,000	20	2,000	0	11,020
Bachelor of Arts in Biblical and Pastoral Studies	18,000	40	4,500	0	22,540
Master of Arts in Biblical and Pastoral Studies	9,900	0	2,700	0	12,600
Master of Divinity	13,500	0	3,500	0	17,000

(5) Please list all distance education programs that include a structured field experience that the school will permit an Iowa resident to participate in at an Iowa location. For each program that includes a field experience, please attach documentation that describes the expectations of the student, school faculty, and a site supervisor.

The University has no educational programs that include a structured field experience.

(6) Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa and the school's contact person at the agency. Attach documentation of the school's approval.

State of Iowa Agency Name:

N/A - University works with no other Iowa licensing agency

Contact Person:

Telephone Number:

E-mail address:

(7) Does the school plan to offer in Iowa a program that prepares a student for first-time, licensed professional employment?

No

Yes

List the program and the Iowa professional licensure board that licenses persons to practice the profession for which the school's program prepares a student. For each program, attach documentation demonstrating that the school's program either meets the requirements of a programmatic accrediting agency approved by the Iowa professional licensure board, or that the school's program meets the Iowa professional licensure board's curriculum requirements such that a student who completes the school's program is not required to complete additional coursework or practicum hours that the school did not offer in its program.

The University has no programs which specifically prepare students for professions requiring licensure.

(8) Provide a copy, a link to the school's Internet site, or a description of the school's refund policy for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] For a for-profit school with at least one program of more than four months in length that leads to a recognized educational credential, the school's tuition refund for Iowa students must comply with Iowa Code Section 714.23. For more information about Iowa Code Section 714.23, contact the Postsecondary Registration Administrator or see the *Postsecondary Registration* tab on the Commission's main web page at [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov).

See the following link to the University's complete refund policy written in accordance with Distance Education and Training Council accreditation requirements:

<http://www.shilohuniversity.edu/refund-policy>

(9) Provide the name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name:	Suite:	Street:		
Christopher Reeves		100 Shiloh Drive		
City:	State:	Zip:	Country:	Telephone Number:
Kalona	Iowa	52247	U.S.A.	319-656-2447 ext. 4

(10) Provide a copy, a link to the school's Internet site, or describe below the means by which the school intends to comply with 261B.9 [(261B.4(8))]:

### 261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of their fundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

See Attachment for an explanation of how the University complies with 261B.9 and a specimen copy of the University's Enrollment Agreement.

(11) Provide the name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered resident agent.

Name:	Suite:		
Christopher Reeves			
Street:	City:	State:	Zip:
100 Shiloh Drive	Kalona	Iowa	52247
Country:	Telephone Number (including country or area code):		
United States of America	319-656-2447 ext. 4		

(12) Provide the name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]

Officer Number 1			
Name:	Suite:		
See Attachment 2 for a complete list			
Street:	City:	State:	Zip:

Country:

Telephone Number (including country or area code):

For officers 2 or more, add pages as needed.

(13) For a for-profit institution, provide the names and business addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name:

Suite:

N/A - University is not for-profit

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

For owners 2 or more, add pages as needed.

(14) Name all agencies accrediting the institution or programs offered in Iowa **that are recognized by the U.S. Department of Education.** [(261B.4(9))] Attach a copy of the school's accreditation status for each agency. Provide all documentation in the school's records about any pending or final accrediting agency sanction.

If the school is applying to initiate in-person instruction at an Iowa location and the school's accrediting agency has not approved the Iowa location, provide documentation from the accrediting agency that its approval is not required or the school's request for approval of an the Iowa location will be considered by the accrediting agency upon approval by the Commission.

Accrediting Agency 1

Name:

Suite:

Distance Education and Training Council

2

Street:

City:

State:

Zip:

1601 18th Street, N.W.

Washington

D.C.

20009

Country:

Telephone Number (including country or area code):

United States of America

202-234-5100

Contact Person:

Nan Bayster-Ridgeway

Accrediting Agency 2

Name:

Suite:

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Contact Person:

Accrediting Agency 3

Name:

Suite:

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

Contact Person:

For additional accrediting agencies, add additional pages.

(15) Describe the procedures followed by the school for safeguarding (e.g., storage, security and back-up processes) and preservation of student records. [(261B.4(12))]

See Attachment 4 for the process followed by the University for the safeguarding and preservation of student records.

(16) Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name:

Suite:

Judith Brewer

Street:

City:

State:

Zip:

100 Shiloh Drive

Kalona

Iowa

52247

Country:

Telephone Number (including country or area code):

United States of America

319-656-2447 ext. 2

E-mail address and/or web site:

registrar@shilohuniversity.edu

(17) List the states and licensure/authorization agencies for all states that require the school to obtain authorization to operate, maintain a presence, or offer distance education in that state. Attach documentation of the school's licensure/authorization status in each state. Do not list states in which the school's status is "exempt."

State: Iowa

Agency Name: Iowa College Student Aid Commission

(18) Has a state ever revoked the school's approval to operate in that state?

No  Yes. If yes, attach documentation from the state of its revocation action.

(19) Has a state sanctioned the school within the year prior to the date of this application?

No  Yes. If yes, attach documentation from the state of its sanction action.

(20) Is the school presently under investigation by or bound to the terms of a judgment issued by a state's attorney general or other enforcement authority?

No  Yes. If yes, attach documentation of the investigation or judgment from the enforcement authority.

(21) Will the school certify that it will immediately notify the Commission of any pending or final sanction issued by the school's accrediting agency, another state agency that registers or licenses the school during its Iowa registration term, or a state attorney general's office or other enforcement authority?

Yes  No

(22) Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used., including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

100% of University courses are administered through the distance study method via University's online learning management site. The University currently uses Moodle 2.4. Classes are not asynchronous. They are offered on a trimester schedule, each course is 15 weeks long, and includes weekly assignments and discussions which foster teacher-student interaction.

(23) Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No

Please attach a copy of the school's current federal student aid Program Participation Agreement with the U.S. Department of Education.

(24) Do you currently:

Enroll students in Iowa?  No  Yes. How many? 14

Employ Iowa faculty  No  Yes. How many full-time? 1 How many part-time? 3

Provide the name(s) of and business contact information for any Iowa resident that the school compensates to provide instruction or academic supervision in the programs its offers in Iowa.

John A. Buckingham, Dean of Biblical and Pastoral Studies  
(john.buckingham@shilohuniversity.edu) Resume is attached (attachment 5)

(25) Do you compensate Iowa residents to perform other operational activities for the school besides teaching (e.g., program or Iowa site coordinator, call-taker, admissions representative)?  No  Yes

Provide the names, titles, and business contact information for all Iowa residents that the school compensates to provide operational support other than teaching. Attach a resume, other documentation, or provide a link to the school's Internet site that provides a curriculum vitae summary for each Iowa resident employee who is a *full-time program or Iowa site coordinator*.

See Attachment 6 for a complete list of Iowa resident school employees. See Attachment 5 for President Christopher Reeves' resume.

(26) Of the total number of faculty (including those that may not be Iowa residents) who will provide instruction in programs offered to Iowa residents, how many are full-time? 2 How many are part-time? 21

Attach resumes, other documentation, or links to your Internet site that describe 1) the educational and experiential qualifications of all faculty or instructors who teach the courses offered to Iowans, and 2) the general subject matter in which they teach.

(27) How will your school comply with *Iowa Code* section 261B.7, which requires the school to disclose that it is registered by the Commission, including and provide the Commission's contact information for student questions or complaints?

The University discloses that it is registered by the commission and provides its contact information and contact page URL. See: <http://www.shilohuniversity.edu/consumer-information-disclosure>

(28) Will your school comply with the requirements of Iowa Code Section 261.9(1)"e" to "h"?

Yes

No

Note: Schools that apply for registration to offer distance education programs and who have no compensated parties working remotely for the school from an Iowa location are not required to comply with Iowa Code Section 261.9(1)"h". For more information about Iowa Code Section 261.9(1), please contact the Postsecondary Registration Coordinator or see the Postsecondary Registration/Authorization tab on the Commission's main web page at [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov).

You must attach policies that are ready for implementation upon registration approval and that comply with these requirements.

(29) Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities? (Note: at this time the Commission does not require annual reports for out-of-state distance education program providers.)

Yes

No

(30) Attach a copy of the applicant school's most recent independent audit report prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Note: A school may submit to the Postsecondary Registration Coordinator financial statements associated with an independent audit in a separate electronic file that is marked confidential. The Commission will not treat as public records financial statements that a school identifies as confidential.

See Attachment 12 and note page 4 for evidence of the auditor's unqualified opinion.

(31) Describe how your school provides students with learning resources, including appropriate library and other support services requisite for the school's programs.

See Attachment 14 for a complete answer to question 31.

(32) Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

The faculty and curriculum development personnel involved in the development and evaluation of the University's programs are appropriately qualified. See Attachment 15 for additional information regarding those responsible for curriculum development and Attachment 7 for qualifications of individual instructors who write courses.

(33) If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) and students services to be offered and are located in the state. For a school that applies for registration to open a fixed instructional site, include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease.

The University conducts all instruction and student services 100% online. At this time it has no physical classroom, library, or student service facilities in Iowa or elsewhere. Its administrative offices are housed in Iowa which include several offices, a conference room, and event multi-purpose room. This administrative space is adequate to support all services and there is room for expansion within the existing facility. These facilities are provided by the Shiloh Church and Conference Center in Kalona, IA.

(34) For a for-profit institution, provide an organizational plan that shows the physical address and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

Not applicable - The University is not a for-profit institution.

(35) Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

The University has a published grievance policy (see attachment 13) which includes the process students and graduates should take to put forth a formal complaint.

Complainants may be referred to: Frank Pottorff; 100 Shiloh Drive, Kalona, IA 52247; frank.pottorff@shilohuniversity.edu; 319-656-2447

(36) Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

No cohort default rates for Shiloh University have been published by the U.S. Department of Education. The University is not currently Title IV Federal Financial Aid eligible.

(37) Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

The University is not currently eligible for federal financial aid. Students are required to pay as they go. Currently the average debt upon graduation of individuals completing programs is \$0.00.

(38) Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

At this time, only three students have graduated from the University's programs. All of which graduated in the last six months. This is due to the University's young age (7 years) and the fact that most students take courses part-time. Therefore, no graduates have been reported to the U.S. Department of Education National Center Education Statistics as of the date of this report.

**SIGNATURE**

**Applicant School Chief Executive Officer**

**Christopher Reeves**

**President**

Name

Title

Signature

Date

7/10/14

**By my signature above, I commit to the delivery of programs this school offers in Iowa, and agree to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.**

Additional Instructions:

- If any information in this application changes between the time the Commission of application Commission action, the school must inform the Commission in writing.
- A registration fee of \$1000 is due and payable to the State of Iowa upon registration approval.
- Registrations must be renewed every two years. During a registration term, a school must submit a written request for amendment and remit an additional \$1000 amendment fee upon any substantive change in program offerings, location, or accreditation.
- During a registration term, changes that occur to the information provided in this application must be submitted in writing (e-mail is acceptable) to the Postsecondary Registration Coordinator within 90 days of the change (e.g., a new program that does not required the approval of an agency of the state of Iowa).
- During a registration term, a school that offers distance education programs that include a mandatory structured field experience must notify the Commission of the Iowa field experience location within 90 days of establishing the Iowa field experience site.

**Answer to Application Question 10**

Shown in Attachment 1 is a specimen copy of the University's Enrollment Agreement which is provided to students prior to the commencement of instruction and to the receipt of tuition or fee charges. Note the following:

1. The name and title of the course is included at the top of page 1
2. The subject matter of the program and/or course is publicly available on the University's website and in its Academic Catalog
3. Tuition charges, fees, and estimated textbook costs for the entire program is included at the top of page 2
4. Refund policy is included on page 2
5. The degree to be earned is at the top of page one and the program requirements are also stated on page 1
6. The name of the University's accrediting agency is included at the bottom of page 2 as well as a note that the information contained therein is provided in accordance with Iowa Code 261B.9.

# Enrollment Agreement

**Congratulations** on being admitted to Shiloh University! Your enrollment process is almost complete. Once you complete and return this agreement, you will be able to start our **Associate of Arts Degree** program beginning in the **[Term]** trimester of **[Year]**.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street Apt. # City State Postal code Country

## Our commitment to you assures you of the following benefits:

- A full range of courses offered for \$450 (approx. \$150 per credit) each\*. The cost per course includes all materials for the course except textbooks and reading materials, for which you are responsible. Textbook information will be provided online approximately 2 weeks before each class begins.
- Student and administrative services available every trimester you are actively enrolled in a course as well as for 3 successive trimesters. If you do not take a course for 3 successive trimesters, your enrollment will be considered inactive and you may have to re-enroll in the University to continue taking courses.
- You are entitled to receive a degree in this program once you have completed the following:
  - The minimum number of units required
  - All of the required courses in the degree program with a 2.0 or higher cumulative GPA
  - Any residency requirements
  - Any and all financial obligations to the school

**Note** that all of the above must be completed within 3 years of your enrollment date if you maintain full-time status, 5 years if you maintain less than full-time status. If program requirements are not completed within this time frame the student may be subject to dismissal, at which point they would need to reapply.

\*See page 2 for additional cost information

## Your commitment to us entitles us to the following:

- Prompt payment for courses.
  - Payment for courses is due 2 weeks before the official trimester start date. For a specific due date, refer to the academic calendar on our Website.
  - If payment is not received by the end of the trimester, your future enrollment in courses will be restricted until all financial obligations are settled.
  - If you choose to withdraw from a course, you could be entitled a refund based on the refund policy outlined on Page 2.



100 Shiloh Drive  
 Kalona, IA 52247  
[www.shilohuniversity.edu](http://www.shilohuniversity.edu)

Phone: (319) 656-2447  
 Fax: (319) 656-2448  
 Email: [admissions@shilohuniversity.edu](mailto:admissions@shilohuniversity.edu)

## Financial Details

### Typical Program Cost

Total program tuition cost ( <i>at current per course price</i> )	9,000
Textbook costs ( <i>ranging from \$50 to \$150 per course</i> )	2,000
Library resource fee ( <i>\$10.00 annual</i> )	20
( <i>Any previously owned materials and/or applicable discounts are not included in program calculation</i> )	<b>\$11,020</b>

Note: Shiloh University reserves the right to raise tuition as deemed necessary.

### Refund Policy

- Any tuition refund owed to a student will be refunded within 30 days of request.
- You may notify the University of your withdrawal in any manner (written notification is recommended).
- You are entitled to a full refund if you withdraw between the payment due date and the official trimester start date.
- For refundable amounts after the trimester start, refer to the table to the right.
- "Week # of trimester," as used in the refund table, is defined as (example):  
Week 1 - 12 a.m., Day 1 of Week 1 to 11:59 p.m., Day 7 of Week 1.

Week 1 of trimester	80%
Week 2 of trimester	70%
Week 3 of trimester	60%
Week 4 of trimester	50%
Week 5 of trimester	40%
Week 6 of trimester	30%
Week 7 of trimester	20%
Week 8 of trimester	10%
Week 9-15...	0%

Note: The transfer of credits earned at Shiloh University to other institutions is determined by the receiving institution. Acceptance of such transfer credits cannot be guaranteed.

## Enrollment Acceptance

I, \_\_\_\_\_, have read and understand the stated terms in this agreement as well as the University catalog and accept my enrollment obligations to Shiloh University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Shiloh University** agrees to the stated terms in this agreement and accepts our obligation to provide you with a quality education and services as long as you are actively enrolled with us.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

The information contained in this agreement is disclosed in accordance with the University's accrediting agency the Distance Education and Training Council's requirements and in accordance with Iowa Code 261B.9. If you have any questions, comments, or if you need to file a complaint or grievance with Shiloh University, please use the following contact information: (319) 656-2447 or [administration@shilohuniversity.edu](mailto:administration@shilohuniversity.edu).



100 Shiloh Drive  
Kalona, IA 52247  
[www.shilohuniversity.edu](http://www.shilohuniversity.edu)

Phone: (319) 656-2447  
Fax: (319) 656-2448  
Email: [admissions@shilohuniversity.edu](mailto:admissions@shilohuniversity.edu)

**Shiloh University Officers and Trustees**

The following constitute the trustees of the university as of March 2014:

Alvin E. Forbes, 3531 Russell Road, Grants Pass, OR 97526

Don Gaudreau, 2204 135<sup>th</sup> Drive #5, Kalona, IA 52247

Gregg Gray, 4348 Waialae Avenue, SU 535, Honolulu, HI 96816

Gary Hargrave, P.O. Box 7332, Van Nuys, CA 91409

Phyllis Haworth, 186 Main Street, Kalona, IA 52247

D. Bruce Larson, 1148 Sea Bird Way, San Diego, CA 92154

Christopher J. Reeves, 2292 Lindy Lane, Kalona, IA 52247

Lisa A. Runquist, 17554 Community Street, Northridge, CA 91325

Marsha Smith, 3215 8<sup>th</sup> Avenue, Rock Island, IL 61201

The following constitute the officers of the university elected by the trustees in March, 2014:

Christopher J. Reeves, President  
2292 Lindy Lane, Kalona, IA 52247

Daniel Salvador, Vice President Academics  
Estrada Marino Nunes Vieira, n.500, casa 31  
Bairro Varzea das Moças  
Niterói, BR – RJ

James Wirthlin, Vice President Technology  
2294 Lindy Lane  
Kalona, IA 52247

Frank Pottorff, Vice President Administration  
1171 Poplar Blvd  
Kalona, IA 52247

Andy Thompson, Secretary / Treasurer  
100 Shiloh Drive, APT 142  
Kalona, IA 52247

# DETC ACCREDITING COMMISSION

1601 18th Street, N.W., Suite 2 • Washington, D.C. 20009 • (202) 234-5100; fax (202) 332-1386 • www.detc.org



February 9, 2012

Mr. Christopher Reeves, President  
Shiloh University  
100 Shiloh Drive  
Kalona, IA 52247

Dear Mr. Reeves:

The Accrediting Commission of the Distance Education and Training Council met January 20, 2012, and it is a pleasure to advise that the Commission granted accreditation to Shiloh University. We extend our warm congratulations to you and all of your staff and offer assurance of our continued cooperation. The accreditation of Shiloh University is without conditions.

Your accreditation extends to the programs listed below:

- Bachelor of Arts in Biblical and Pastoral Studies
- Master of Arts in Biblical and Pastoral Studies
- Master of Divinity

Shiloh University's accreditation expires in January of 2015. The next re-accreditation visit is scheduled for the Fall of 2014. Your *Certificate of Accreditation* is enclosed. Please note that this certificate remains the property of the Distance Education and Training Council, and should the University resign or lose accreditation, the certificate must be returned to DETC.

The University received and responded to the Examining Committee Chair's Report, so it is well aware of the Committee's findings. As the institution plans for the future, please keep in mind the observations of the Examining Committee and your continued obligations as an accredited institution (see enclosed).

Please keep us advised on an on-going basis of new developments, programs, substantive changes, and procedures undertaken at your institution in the months and years to come.

We look forward to your strong support of the Distance Education and Training Council. We hope that you will attend or be represented at our Annual Conference in Maui, HI on April 15-17, 2012.

Sincerely,

A handwritten signature in black ink that reads "Michael P. Lambert".

Michael P. Lambert  
Executive Director

The Accrediting Commission  
of the  
Distance Education  
and Training Council  
Washington, D.C.

*Certifies that*

Shiloh University  
of  
Kalona, Iowa

*has been duly examined and been found to meet the Educational and Ethical Business Standards of the Accrediting Commission of the Distance Education and Training Council on the 20th day of January 2012.*

*In witness whereof, we, the undersigned by order of the Commission, have hereunto affixed our signatures.*



*Timothy J. McArthur*

*Chairman*

*Michael P. Lambert*

*Executive Director*

**Answer to Application Question 15**

In order to safeguard, and ensure the preservation of formal student records the University does the following:

A local server running the latest version of Windows Server 2012 R2 is used for the management of domain accounts for staff and faculty within the facility. Access to all electronic records on this server are restricted by individual access rights unique to each account and by strong passwords. The server resides in a locked room. Only the system administrator and backup administrator can log into the server to change permissions. The server computer is not accessible internally to facility staff. An Enterprise level firewall protects the network from the Internet and no website service is hosted on the server.

GradPro, the University's student information system database, is also user account and password-protected. All personnel with access to the GradPro system have access rights to only the records pertinent to their job. The database for this system resides on the local Windows server and access to the files is limited to domain permissions for only those who use the GradPro system.

All paper student records are stored in a locked file cabinet in the Shiloh University administrative office. This office is locked when the University administrative staff is not in the office.

Student records are regularly maintained by the Administrative Manager and the Registrar according to predetermined procedures for accuracy and consistency. All procedures are written with step-by-step instructions related to the handling, processing, and archival of student records both physical and electronic.

All electronic records are routinely backed up on external network redundant drives in a locked office. Additionally, regular independent backups are made to an external portable drive which is stored in a bank safety deposit box for both security and disaster preparedness.

**CURRICULUM VITAE: JOHN BUCKINGHAM, ACADEMIC DEAN****Education (reverse chronological listing)**

Year Conferred	Degree/Credential	Institution
2012	Master of Divinity	Kings University, Van Nuys, California
2012	Graduate Certificate in Biblical Studies	Kings University, Van Nuys, California
1981	D.O. in Osteopathic Medicine	Kansas City College of Osteopathic Medicine, Kansas City, Missouri
1976	Bachelor of Arts in Biology	California State University – Northridge, Northridge, California
1969-1971	Graduate Coursework Year, Liberal Arts	Various Institutions
1968	Bachelor of Arts in English Literature	University of Chicago, Chicago, Illinois

**Ministerial and Educational Experience (Chronological listing)**

Chronology	Education	Special Training	Experience
1952–1966	Catholic education with ongoing instruction in religion, 1952-1966		
1964–1966 1966–1968	BA studies, St. Procopius College at Lisle, IL  BA in English Literature, University of Chicago	BA coursework included 26 semester hours in the subjects of Theology, Philosophy, Intermediate Latin, Ancient Near East History, and Religion in America  BA coursework included 13 semester hours of German Language with application to Theological Studies	
1969–1971	Graduate coursework, Liberal Arts	Coursework includes 11 semester hours of counseling classes	
1970		Private German language tutoring in Germany	English language tutoring in Germany
1971–Present		Exhibits: Pompeii; Roman Artifacts; Dead Sea Scrolls; Greco-Roman Artifacts; Roman Fort; California Missions; British Museum (Greco-Roman Exhibit); Middle Eastern; Byzantine Icons; Cathedrals in ten countries; Early Christian Church Cave	1971-1972; 1977-80 – Attendance at Pentecostal churches  Forty years of participation at The Living Word Fellowship churches

<p>1972–1976</p>		<p>Special Camps with John Stevens (Founder of The Living Word Fellowship): Camps at Seattle, WA; Salt Lake City, UT; Mt. Palomar, CA; San Diego, CA; Rowland Heights, CA; Santa Paula, CA; Hayward, CA; Waukegan, IL; Phoenix, CA, Kalona, IA</p>	
<p>1972–1999</p>		<p>Ministerial Conferences: Nine conferences (Kalona, IA; Los Angeles, CA; Palmer Lake, CO</p>	<p>Ministerial Travel: 1972 – Salt Lake City, UT; 1973 – Santa Barbara, CA; 1974 – Fallbrook, CA, Santa Paula, CA; 1974 – Waukegan, IL; 1977 – Des Moines, IA; 1978 – Minneapolis, MN; 1979 – Lenexa, KS; 1981 – Detroit, MI; 1985 – Honolulu, HI; 1987 – Portland, OR; 1990 – Falun, Sweden; Heidelberg, Germany; Zurich, Switzerland; 1994 – Phoenix; 1996 – Zurich, Switzerland; 1998 – Jerusalem, Israel; 1999 – Osaka, Japan; 2004 – Washington, DC; Grants Pass, OR; 2005 – Grants Pass, OR</p> <p>Church Offices held at Church of the Living Word, North Hills, CA: 1973-1975 – Elder; 1975-1977 – Elder/ Assistant Pastor; 1985-1997 – Elder; 1997-1999 – Co-Pastor; 2010-Present – Shiloh University Academic Dean</p> <p>Other areas of leadership: 1972-1999 – Direction of church services;</p>

			<p>1987-1997 – Board of Directors for church corporations;  1987-1989 – Lifeline of Love Director (Outreach);  1988-1990 – Preparation of Annual Shepherd Reports;  1990-1994 – Outreach shepherding</p> <p>1991-1999 – Conference Hospitality Director;  2007-Present – Shiloh University Board of Directors</p> <p>The Living Word editing:  1972 – Tape summaries project;  1972-1975 – Sermon publications;  1975-1979 – Director of sermon outlining project</p>
1990–1992, 1996–1999			Bible teacher at Centers of Learning School (grades 7-12), North Hills, CA
1997, 2000		AMI classes in Jerusalem with associated touring	
2003–2006			Teaching series at Kalona, IA: Paul’s Journeys; Geography of Israel; Old Testament Survey; New Testament Survey
2007 – Present		Shiloh University Course Development course  Shiloh University Faculty In-Service Training	
2012	Graduate Certificate in Biblical Studies, King’s University, Van Nuys, CA	Graduate Certificate includes 14 semester hours of biblical studies	
2012	Masters of Divinity, King’s University	MDiv Degree includes 18 semester hours of “Servant As…” courses (ministerial practices)	

**Other Professional Activity:**

Research	Professional Associations
1979 – Research Project, University of Iowa: “Respiratory Hazards in Swine Confinement Workers” 1990 – Research Project, “Analysis of Camp Related Illness”	1968 – Journal Award for Poetry, University of Chicago. 1971 – Poetry Collection resulted in Acceptance into Master of Fine Arts Creative Writing Program, University of California Irvine American Academy of Osteopathy

**Other Professional Education and Experience:**

Chronology	Education	Special Training	Experience
1969–1971			Geographic and Military Reports, Special Intelligence Section, US Army, Europe (Wiesbaden, Germany)
1972–1973			High School mathematics and science teacher, Northridge Military Academy, Northridge, CA
1981–1982		Internship at Davenport Osteopathic Hospital, Davenport, IA	
1982–1996			Private Practice, 1982-1986: Bakersfield, CA 1982-1996 – Cigna Health Plans, Los Angeles, CA
1988	Board Certification in Family Practice		
1990		Obstetrics Training, Olive View Medical Center, Sylmar, CA	
1996–1997			Professor of Osteopathic Practices, Western University, Pomona, CA
1997–2000			Urgent Care Practice: Ventura, CA, Santa Clarita, CA
2000–2008			Family Practice Physician, Sigourney, IA Hospice Director, Keokuk County, IA
2001	Recertification in Family Practice		
2003	Certification in Geriatrics		
2003–2007			Chief of Staff at Keokuk County Medical Center
2005	Certification in Neuromusculoskeletal Medicine		
2008 – 2012			Emergency Room Physician with Acute Care

# Christopher J. Reeves

## Resume

Thursday, March 24, 2011

### Professional Experience

2009 - Present                    **Shiloh University**                    Kalona, IA

**President / Trustee / Founders' Committee**

Responsible for the development of all aspects of the school and responsible for the management of its staff (president). Participate in foundational establishment of the vision and direction of the school and its curriculum (founders' committee). Participate in the establishment of policy to direct the school, and the oversight of its affairs (trustee). Continue to participate in the development and review of courses (course development team).

2006 – 2008                    **University of Shiloh**                    Kalona, IA

**Incorporator / VP Administration & Finance / Trustee**

Participate with management team to setup the corporation, administration, admissions and other aspects of the academic department. Coordination of accreditation, management of timeline for all of the operations, and oversee the development of school catalog, website and policies. Participate in course development and review teams.

2002 – Present                    **Apostolic Company**                    Kalona, IA

**President / Chief Financial Officer / Director**

Oversight of the corporate, business, and financial administration departments of the Apostolic Company and the Living Word Fellowship churches and entities. Coordinate the Apostolic Company oversight of the Living Word Fellowship. Institute fellowship records retention policy and department, and update of corporate housekeeping procedures.

1995 – 2002                    **Apostolic Company**                    Kalona, IA

**Treasurer / Chief Financial Officer / Director**

Responsible for all financial and business administration functions for the Apostolic Company and the Living Word Fellowship churches and entities. Oversee the budgets and financial activities of twenty related entities, including churches, schools, camps and conference facilities. Implemented planning activities, accounting software, and administrative streamlining – also the training of Apostolic Company and church accounting personnel, update of fellowship accounting manual, and internal audit program.

1991 – 1995                    **Apostolic Company**                    Iowa / California

**Accounting & Financial Manager**

Accounting and financial manager for the Shiloh church and then the Apostolic Company. Responsible for accounting, reporting budgeting, payroll, and cash management. Management of volunteer department.

1989 – 1991                    **Triad Microsystems**                    Anaheim, CA

**Chief Financial Officer**

CFO for an engineering & manufacturing business with Department of Defense contracts recently emerging from chapter 11 reorganization. Responsible for oversight of accounting department, treasury function, contract close-outs and government billings. Coordination point for government agencies, bankruptcy attorneys and creditors, outside auditors, and branch offices.

1984 – 1989                    **Christopher Reeves, CPA**                    La Verne, CA

**Owner / Certified Public Accountant**

Tax, consulting / planning, compilation and review, and computer work for a variety of small to medium size businesses. Clients included importer, wholesale, retail and service oriented businesses. Computer work included billing service, accounting, custom programming, setup and training.

1981 – 1985                    **Russ & Russ, CPA's**                    Glendale, CA

**Staff Accountant**

Auditing, taxes, write-up work, and consulting for a variety of small to medium size businesses and for individuals.

1979 – 1981                    **Van Vorst Industries**                    Los Angeles, CA

**Cost Accountant**

Responsible for product costing, account reconciliations, inventory costing, programming of custom computer management reports, and monitoring custom computer software applications.

1977 – 1979                    **Merritt's Paints**                    Pasadena, CA

**Office Manager**

Responsible for business office activities and staff.

Various                    **Various**

**Other Experience**

Trust Administrator for The Living Word Fellowship Trust

Trustee of The Living Word Fellowship Trust

Director of Marilyn Farms Company

Co-authored *Accounting, A Manual for Stewardship*

Co-authored the *Annual Directors' Report*

Part-time faculty at Kirkwood Community College (Iowa) teaching Introduction to Management and Principles of Accounting

**Professional License**

1984 – 2007

Certified Public Accountant

## Education

1972 – 1976                      **Azusa Pacific University**                      Azusa, CA  
BA in Business Administration / Accounting

Other Educational Experience  
Additional college level accounting classes  
Continuing Professional Education Classes

Ministerial Training  
Training and mentoring in ministerial practices and in the Scriptures through The Living Word Fellowship

## Ministry Experience

2005 – Present                      **Apostolic Company**                      Kalona, IA  
**Commissioned Apostolic Ministry**  
Serving in the spiritual and temporal oversight of The Living Word Fellowship churches and its other entities. This responsibility is carried out through communication, agreement and oneness between each of the Apostolic Ministries, and through the principles of relationship and communication with the pastors and ministries in the local churches. Also part of the oversight team for the Shiloh church.

1991 – Present                      **Apostolic Company**                      California / Iowa  
**Ordination**  
Serving in local church ministry teams in various capacities, including worship leading, Bible teaching, and pastoral duties. Also, serving in the Apostolic Company of The Living Word Fellowship in the oversight of its churches and other entities.

1977 – 1991                      **Living Word Chapel**                      San Gabriel, CA  
**Deacon / Elder**  
Served in the local church as Deacon from 1975 - 1980, and as an Elder from 1980 - 1991. Lay ministry responsibilities included teaching children's church, worship, adult Bible teaching, administration and accounting, and pastoral duties.

**Answer to Application Question 25**

Katie Nisly, Administrative Assistant (katie.nisly@shilohuniversity.edu)

Jennifer Joy Rogness, Accounting Manager (joy.rogness@shilohiowa.org)

Gayle Wirthlin, Assessment and Curriculum Manager (gayle.wirthlin@shilohuniversity.edu)

Jim Wirthlin, Vice President of Technology (jim.wirthlin@shilohuniversity.edu)

Andy Thompson, Administrative Manager (andy.thompson@shilohuniversity.edu)

Christopher Reeves, President (chris.reeves@shilohuniversity.edu) Resume is attached (Attachment 5)

Instructor Name	Course/Program Taught	Education	Weekly hours	Other Experience	Special Training in DL	Research, publishing or other involvement
Mr. Chris Arnesen	MT 311/511 Principles of Spiritual Counseling	BA in Psychology, Northwest Nazarene University MS in Counseling Psychology, Central Washington University	PT 8-10	A licensed psychologist and school counselor Has worked in public school education for over thirty years Has taught at the university level, training graduate students in school psychology. Has served in the ministry for more than 30 years with the Living Word Fellowship. Learned the Scriptures and Living Word Fellowship teaching through years of apprenticeship and study.	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	<u>Research:</u> • Historical Significance of Hebrew Codices – research and presentation <u>Professional Conferences:</u> • Ministerial conferences in Kalona, Iowa and Los Angeles, California • Annual Shepherd's Report (ASR) for the Fellowship of Living Word Churches • Steven Covey and 7 Habits of Highly Effective People <u>Professional Associations:</u> • North American Professors of Christian Education • Evangelical Homiletics Society • The American Academy of Ministry • Society of Biblical Literature • Society for Pentecostal Studies • American Osteopathic Association
Dr. John Buckingham	MT 301/501 Spiritual Formation MT 406/506 Homiletics PL 401/501 Leading a Church Service MM 401/501 Mentored Ministry Experience	BA in English Literature, University of Chicago BA in Biology with minor in Chemistry, California State University Northridge DO in Osteopathic Medicine, Kansas City College of Osteopathic Medicine M.Div., King's University	FT 40	Ministry in the Living Word Fellowship since 1971, learning the Scriptures and Living Word Fellowship teaching through years of apprenticeship and study. Pastoral staff at Church of the Living Word for 8 years Conducted teaching series, including: • Paul's Journeys • Geography of Israel • Old Testament Survey • New Testament Survey BA coursework included 17 semester hours in the subjects of Theology, Latin, Ancient Near East History, and Religion in America Graduate coursework in Liberal Arts including 11 semester hours of counseling classes Bible teacher at Centers of Learning (grades 7 – 12) for 8 years AMI classes in Jerusalem with associated touring <u>Justification re: Spiritual Formation:</u> Kings MDiv includes 18 hours of coursework that directly relate 18 years of pastoral care and teaching dealt with spiritual formation on a regular basis 30-year medical career included numerous expressions of service closely related to the spiritual disciplines of service, guidance, and submission	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	<u>Affiliations:</u> Villa De Logos Ministries International, Inc. (Founder / CEO / Director) Rise to the Time (Affiliate of Somebody Cares America) – Board Member Ordained Minister, 1995
Dr. Dale Buffington	CH 301 Survey of Church History CH 304 History of Spiritual Outpourings and Revival CH 402 Survey of Christian Thought ST301/302 Systematic Theology 1 & 2 CH 501 Survey of Church History CH 504 History of Spiritual Outpourings and Revival CH 502 Survey of Christian Thought ST501/502 Systematic Theology 1 & 2	D.Min., The King's University 2009 Post Graduate Work, Bethel Seminary 2005 M.Div., Oral Roberts University 1998	PT 10-20	Board Certified Pastoral Counselor w/ over 150 hours of training Clinical Pastoral Education: 4 units (1600 hours) Yuma Regional Medical Center, Yuma AZ 3 units (1200 hours) St. Marks Hospital, Salt Lake City, UT 1 unit (400 hours) Loma Linda University Medical Center, Loma Linda, CA Has taught undergraduate and graduate courses in Bible, Church History, and Theology for over 15 years.	Online teaching experience with The King's University – 1998 to present	

Dr. Marie Conannouer	MT 309 Missions and Evangelism MT 310 Divine Healing and Miracles MT 509 Missions and Evangelism MT 510 Divine Healing and Miracles	D.Min.; M.A. in Education; M.A. in Missions; M.Div. from Oral Roberts University, Tulsa, OK	PT 10-21	Over 10 years online course development and instruction experience 20 years experience teaching theology, missions, and practical ministry. Established a Bible Institute and church-based leadership institute Associate Pastor of prayer and missions at 4,000 member church	Adjunct Online Professor, the King's University 2001 – 2014	<b>Affiliations:</b> Villa De Logos Ministries International, Inc. (Founder / CEO / Director) Rise to the Time (Affiliate of Somebody Cares America) – Board Member Ordained Minister, 1995
Dr. Anthony Dawahare	GS 501 Theological Research, Writing, & Grammar	BA in English, University of California, Irvine MA in English, University of California, Irvine PhD in English, University of California, Irvine	PT 8-10	Professor of English at California State University, Northridge since 1974	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	<b>Research:</b> • Was awarded several research grants. • Presented research at many academic conferences. <b>Publishing:</b> • Has published numerous research papers in a variety of peer-reviewed journals and books. <b>Professional Associations:</b> • Modern Language Association (MLA) • Society for the Study of Multi-Ethnic Literature of the United States
Mr. Robert Ebeling	BS 301 Introduction to Business	BS in Business MBA in Marketing, University of Colorado	PT 8-10	Has taught management, marketing, and accounting courses at Colorado Springs College of Business Director of Education at Colorado Springs College of Business Served as Treasurer of Grace Chapel in Colorado Springs Worked in the Accounting and IT Departments at Shiloh Church	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	
Dr. Esther Ellis	SC101 Introduction to Life Science	BS in Microbiology - University of California, Santa Barbara PhD in Tropical Medicine, Medical Microbiology, and Pharmacology - University of Hawaii at Manoa	PT 8-10		Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	<b>Research and Publications:</b> • Published numerous science articles in peer-reviewed journals • Presented research papers and poster presentations at a variety of science conferences and symposiums
Phil Forbes	PL 410/510 Leadership and Administration	MBA from Phoenix University M.Div Student with Shiloh University	PT 8-10	Pastoral Leadership team at Grants Pass Community Church Senior manager at Marilyn Farms, CO and Farmers All-Natural Creamery	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	
Nancy Fromhart	GS110 Composition and Reading 1	BS in Physical Science, Colorado State University, Fort Collins, CO BA in Theatre, University of Colorado, Denver, CO MA in Curriculum & Instruction English, University of Colorado, Denver, CO	PT 8-10	Colorado Teaching Certification in English and Science Over 10 years teaching experience in English Composition; Reading; and Drama	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	<b>Associations:</b> Douglas County Federation of Teachers

John Grill	SC102 Introduction to Health Science	Bachelor of Science in Biology, University of the Pacific Doctor of Dental Surgery, University of the Pacific	PT 8-10	Medical Researcher with emphasis in integrative approaches to chronic disease with diet and lifestyle as the foundation Clinical Practice in Dentistry for 28+ years	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	Member of Integrative Health Study Group which studies functional approaches to creating health and balance, thereby eliminating disease
Mr. Craig Gruenberg	HU 201 History of Music in the Church	Bachelor of Music in Music Education, University of Michigan Master of Music Composition, California State University, Northridge	PT 8-10	California Teaching Certificate High School Music Teacher Ordained Minister and Worship Leader for The Living Word Fellowship	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	Presentation: • "The Mass" in "Large Works"
Mr. Lee Haskell	HI 211 History of Christianity in the U.S.	BA in Political Science, minor in History, University of Wisconsin JD, William Mitchell College of Law	PT 8-10		Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	
Dr. Lars Kierspel	BL 301/302 Hebrew Studies 1 & 2 BL 303/304 Greek Studies 1 & 2 BL406 3rd Trimester of Greek GS 302 Computerized Bible Studies BL 501/502 Hebrew Studies 1 & 2 BL 503/504 Greek Studies 1 & 2 BL506 3rd Trimester of Greek GS 502 Computerized Bible Studies NT 504 The Gospels / The Life of Christ NT 507 The Acts of the Apostles NT 524 The Life and Letters of Paul OT 511 OT Theology 1 / Pentateuch & Former Prophets OT 512 OT Theology 2 / Latter Prophets & Writings	M.Div., Freie Theologische Akademie, Giessen (Germany) Th.M., Covenant Theological Seminary Ph.D., The Southern Baptist Theological Seminary	FT 40	Fluent in German (spoken and written) Professor of Biblical Studies at Trinity College of the Bible 2006-2012 Professor of New Testament at The Southern Baptist Theological Seminary 2004-2007 Professor of Old Testament and New Testament Nassa Theological College 1999 Conducted workshops on Logos Bible Software	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	<u>Publications</u> Over a dozen publications including books, articles, translations, and book reviews, including Charts on the Life, Letters, and Theology of Paul Professional Affiliations • Society of Biblical Literature • Evangelical Theological Society
Michele Marzoni	SS 201 Introduction to Psychology	B.A. in Psychology; M.S. and Ph.D. in Sociology, Purdue University	PT 8-10	Teaching and Research Assistant at Purdue University (1976-1982) – Sociology of Marriage and Family Lecturer at Butler University (2 years) – Social Problems and Sociology of Marriage and Family Various Psychology and Sociology related professional experience	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	<u>Ph.D. Thesis:</u> Transition to Motherhood During First Pregnancy <u>Certifications and Training:</u> Creative Writing for Children Certification Doula Certification Certified Lactation Educator Certified Childbirth Educator

<p>Mr. John McMullen</p>	<p>HU 211 Reading the Bible as Literature</p>	<p>BA in English, University of California, Irvine MA in English Literature, California State University, Northridge</p>	<p>PT 8-10</p>	<p>Teaches English composition courses at several community colleges in California</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>	<p><u>Presentation:</u> • "The Dialectic of the Blues: A Synchronic Analysis" at CSUN's associated Graduate Conference "Earthly Privilege: Vividness in Writing"  <u>Presentations:</u> • Professional Development for Librarians: The Big6 Research Model • Killeen ISD Professional Development: Putting Library Standards into Practice • Texas Education Agency: Web page design for Librarians in "Word." • Texas State Library Convention: 21st Century Learner and the Library • Ongoing Workshops: Library Data Base (Follett Destiny); Data bases within Destiny and stoned alone databases; Copyright and Fair Usage for school and instructional purposes <u>Publications:</u> • Co-authored the Curriculum guide for Elementary School Librarians: PK-5 for Killeen ISD • Co-authored the Librarians Handbook and Procedures Guide for Killeen ISD <u>Professional Organizations:</u> • PHI DELTA KAPPA (PDK) • Texas Library Association • American Library Association • Association of Christian Librarians</p>
<p>Ms. Julie McPhail</p>	<p>GS 101 Library Tutorial</p>	<p>BA in Art Education, Minor in Special Education; MLIS, California State University, Fullerton Post-Graduate courses in Curriculum and Teaching (ABD), Boston University</p>	<p>PT 8-10</p>	<p>Texas Educator Certificate Librarian experience in several locations around the world Research Librarian, ETHURA, Gaithersbury, MD Librarian at Shiloh Church, Kalona, Iowa</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>	<p>Completed many professional development seminars and conferences</p>
<p>Vania Mullen</p>	<p>FL301/302 Spanish 1 &amp; 2</p>	<p>BA in Biology, University of California, San Diego MS in Genetics, San Diego State University</p>	<p>PT 8-10</p>	<p>California Teaching Credential (BCLAD in Spanish) 10 years of Spanish teaching experience at High School level Extensive translation experience (written and spoken) during 23 professional career Bi-lingual &amp; Bi-cultural: Spanish native speaker, raised in Cuba Spanish teaching credential (California): BCLAD in Spanish 10 years of Spanish teaching experience at High School level</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>	<p>Completed many professional development seminars and conferences</p>

Ms. Stephanie Penniman	GS 121 Basic College Mathematics GS 123 Applied College Algebra GS 110 Composition and Reading 1 GS111 Composition and Reading 2	BA in English; MA in Mathematics Education, California State University, Northridge	PT 20	Teacher consultant with the UCLA Mathematics Project for teachers California Teaching Credential National Board Certification	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	Published articles: "Powerful Classroom Stories from Accomplished Teachers" by Adrienne Mack-Kirschner, 2004 and "ComMuniCator" by the California Mathematics Council Speaker on the "Advancing National Board for Professional Teaching Standards Certification in California" Participant with the National Council of Supervisors of Mathematics, 1999 Member of both California and National Council of Teachers of Mathematics
Havilah Peters	GS 117 Principles of Speech	B.A. in Theatre Arts and English, University of Iowa, IA M.Ed. University of Maryland	PT 8-10	Has broad base of Secondary teaching experience including Speech, Public Speaking, Advanced Public Speaking, and Communications Studies Over 10 years teaching and educational administration experience in various English and Theatre disciplines.	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	
Dr. Wesley Pinkham	MT 412 Biblical Curriculum Development PL 410 Leadership and Administration MT 512 Biblical Curriculum Development PL 510 Leadership and Administration	B.A. in English and Philosophy, Seattle Pacific University M.A. in Educational Ministries, Wheaton College M.Div. in Administration, Trinity Evangelical Divinity School M.Th. in Administration and Homiletics, Trinity Evangelical Divinity D.Min. in Org Development and Conflict Management, McCormick Theological Seminary M.Ed. in Program Evaluation, Adult Education, and Higher Education Administration, University of British Columbia (also completed course work and written comprehensive examination for the Ed.D. degree)	PT 30	Dean of Doctoral Studies and Institutional Assessment, The King's University Founding Administrator of Dominion College, Academic Dean and Sr. Vice President. Department Chairman (Educational Ministries) and Associate Professor of Wheaton Graduate School	Extensive teaching experience in practical theology teaching on ground, off campus, and online classes	
Jenny Richardson	SS 202 Principles of Interpersonal Relationships	B.A. in Psychology and Social Justice and Peace Studies, King's University College (London, ON, Canada) M.Ed. in Educational Psychology and Special Education, Western University (London, ON, Canada) Doctor of Philosophy in Education Studies (in progress), Western University (London, ON, Canada)	PT 8-10	Research Assistant to Faculty of Health and Rehabilitation Sciences (2011-2012) Research Assistant to Faculty of Education (2012-2013) Research Assistant Centre for School Based Mental Health (2013-2014) Western University Certificate in University Teaching and Learning	Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching	<u>Publications and Presentations:</u> <u>Thesis:</u> Social skill development of adults with disabilities in a community drama group 6 other Conference Papers, Presentations, and Posters Professional Memberships and Activities: Canadian Society for the Study of Education Council for Exceptional Children American Psychological Association

<p>Ms. Shiloh Richardson</p>	<p>SS 211 Foundations in American Government</p>	<p>Bachelor of Arts in History (American History), Minor in English, University of Hawaii at Manoa Masters of Education in Teaching Social Studies, University of Hawaii at Manoa</p>	<p>PT 8-10</p>	<p>Focus in Secondary Education (licensed for 7 years for 7th-12th grade) Has National Board Certification in Teaching License (can teach in any state) <u>Experience Teaching:</u> US History and Government World History Humanities Participation in Democracy Psychology/ Advanced Placement Psychology Global Studies English Owner of private practice Lisa Runquist, Attorney at Law. Over 30 years of experience as a transactional lawyer representing nonprofit organizations</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>	<p><u>Publications:</u>  <ul style="list-style-type: none"> <li>• Author of Guide to Representing Religious Organizations (2009)</li> <li>• Editor of Nonprofit Resources (2007)</li> <li>• Author of ABCs of Nonprofits (2005)</li> <li>• Numerous other articles in peer-reviewed journals</li> </ul> <u>Award:</u>  <ul style="list-style-type: none"> <li>• Outstanding Lawyer Award (1999) by American Bar association's Business Law Section</li> </ul> <u>Memberships:</u>  <ul style="list-style-type: none"> <li>• American, California Bar Associations</li> <li>• Minnesota Bar</li> <li>• ABA Business Law Section</li> <li>• ABA Section on Taxation</li> <li>• Business Law Section of the California Bar</li> <li>• Tax Section of he California Bar</li> <li>• Former member of Christian Legal Society</li> <li>• Center for Law and Religious Freedom</li> </ul> </p>
<p>Ms. Lisa A. Runquist</p>	<p>PL 512 Church Law</p>	<p>BA - Hamline University JD - University of Minnesota Law School</p>	<p>PT 8-10</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>	<p><u>Publications:</u>  <ul style="list-style-type: none"> <li>• Author of Guide to Representing Religious Organizations (2009)</li> <li>• Editor of Nonprofit Resources (2007)</li> <li>• Author of ABCs of Nonprofits (2005)</li> <li>• Numerous other articles in peer-reviewed journals</li> </ul> <u>Award:</u>  <ul style="list-style-type: none"> <li>• Outstanding Lawyer Award (1999) by American Bar association's Business Law Section</li> </ul> <u>Memberships:</u>  <ul style="list-style-type: none"> <li>• American, California Bar Associations</li> <li>• Minnesota Bar</li> <li>• ABA Business Law Section</li> <li>• ABA Section on Taxation</li> <li>• Business Law Section of the California Bar</li> <li>• Tax Section of he California Bar</li> <li>• Former member of Christian Legal Society</li> <li>• Center for Law and Religious Freedom</li> </ul> </p>
<p>Dr. Daniel Salvador</p>	<p>GS105 Introduction to Online Learning</p>	<p>BA in Veterinary Science, Federal University of Uberlandia, Brazil MA in Zoology; Ph.D. in Animal Science, Federal University of Minas Gerais, Brazil</p>	<p>PT 30</p>	<p><u>Academic Career Specializations:</u> Biology, Information Technologies, Distance Education, Technologies, Instructional Design 8+ years experience in Distance Ed, current coordinator of Digital Media department at the Federal University of Rio, Brazil</p>	<p>Current coordinator of Digital Media department at the Federal University of Rio, Brazil. Wrote and published an educational technologies course for science education. (see professional experience and Research &amp; Publications)</p>	<p><u>Published many books, Scientific Journal Articles, and papers (highlights below):</u> Application of technological and pedagogical content knowledge in online science programs (2010) A model for Construction, Monitoring, and Evaluation of Instructional Design for Distance Education (2008) Instructional Design of web-based courses for continuing education of Biology Teachers (2008)</p>

<p>Eric Schwartzbaum</p>	<p>HU 212 Hebrew Wisdom Literature</p>	<p>BA in Biology, and MA in Science and Electrical Engineering, California State University Northridge, CA MA in Biblical Studies, The Kings University, Van Nuys, CA</p>	<p>PT 8-10</p>	<p>Over 25 years of Seminary teaching experience (various) teaching approx. 150 courses Associate Pastor for over 30 years Director of Graduation Extension site for Trinity Evangelical Divinity School</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>
<p>Dr. Dave Seemuth</p>	<p>NT 301 Introduction to the New Testament OT 301 Introduction to the Old Testament OT 302 Historical Geography of Israel MT 407 Biblical Hermeneutics NT 501 Introduction to the New Testament OT 501 Introduction to the Old Testament OT 502 Historical Geography of Israel MT 507 Biblical Hermeneutics</p>	<p>Ph.D. in Religious Studies, Marquette University, Milwaukee, WI M.Div. in Columbia International University, Columbia, SC B.S. in Chemistry, University of Wisconsin, Milwaukee, WI</p>	<p>PT 10-20</p>	<p>Publications: Romans (Spirit-Filled Life New Testament Commentary), 2005 "Mission in the Early Church" in Mission in the New Testament: An Evangelical Approach (American Society of Missiology Series) by William J. Larkin and Joel F. Williams. Maryknoll, NY: Orbis, 1998. Who Is God? (Fisherman Bible Study Guide), Colorado Springs, CO: WaterBrook Press, 2000. Multiple resources for pastoral counseling sessions</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>
<p>Dr. Marsha Smith</p>	<p>SS 205 Cultural Anthropology HI 221 Introduction to Islam</p>	<p>BA in Sociology, Baldwin-Wallace College MS in Sociology, PhD in Sociology, Purdue University</p>	<p>PT 8-10</p>	<p>Professor at Augustana College since 1982</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p> <p><u>Research:</u> • Presented research at many academic conferences. <u>Publishing:</u> • Has published numerous research papers in a variety of peer-reviewed journals. <u>Professional Associations:</u> • Dayton C. Miller Honor Society • Midwest Sociological Society • Illinois Sociological Association • Population Reference Bureau • National Women's Studies Association • Chinese Women's Studies Association • Midwest Sociologists for Women in Society • ASIANetwork • U.S.-China People's Friendship Association • Association of Asian Studies</p>

<p>Antonio Tomaz</p>	<p>FL 305/306 Portuguese 1 &amp; 2</p>	<p>B.A. in Portuguese Language/Literature and English Language/Literature Education, Federal University de Filosofia, Brazil (teaching degree) Graduate Certificates in English Language, Catholic University of de Minas Gerais, Brazil Graduate Certificate in Linguistics Applied to Portuguese Language, State University in Campinas, Brazil</p>	<p>PT 8-10</p>	<p>More than 25 years teaching experience (live and distance education) Holds international certificates in English proficiency from University of Cambridge and University of Oxford; Advanced English from the University of Cambridge; and French proficiency from the Brazilian French Alliance Native Brazilian Portuguese speaker. Fluent in English, Spanish, and French</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>	
<p>Fritz Von Seggern</p>	<p>HI 201 Western Civilization</p>	<p>Bachelors of Education in History and Secondary Social Studies, University of Hawaii, HI M.Ed. in Instructional Leadership, National University, San Diego, CA</p>	<p>PT 8-10</p>	<p>Participant in Advanced Placement Summer Institutes for AP English Language; AP World History; AP US History Recipient of "Award of Excellence" from UCSD Outstanding Teacher Recognition Program (1998-1999; 2000-2001) Recipient of Outstand Teacher Award from Eleanor Roosevelt College (1999-2000)</p>	<p>Online faculty in-service trainings provided by Shiloh University: 1) How to facilitate the on-line classroom 2) How to facilitate the discussion forum 3) Stds on Quality for Online Teaching</p>	



## Policy Manual

**Title: Drug and Alcohol Abuse Prevention**

**Policy #: HR008**

**Approval:**

**Date: 06/14/1012**

### **Purpose:**

Shiloh University believes that the illegal use of drugs and alcohol presents a serious health and safety hazard to the college community and interferes with educational and occupational success. The University fully complies with the Drug Free School and Communities Act of 1989 to prohibit the illegal possession, consumption and distribution of drugs and illegal use of alcohol on college property, during classes and at activities officially sponsored by the University.

### **Procedure:**

Students, faculty and staff may not participate in the illegal use of alcoholic beverages on College property, during classes, or in connection with activities officially sponsored by the college except by permission of the college President.

Shiloh University supports all federal, state and local ordinances pertaining to alcohol and drugs and will fully cooperate with law enforcement authorities to protect the students, staff and faculty of the college from the illegal possession, purchase, sale, and manufacture of controlled substances and the illegal use of alcohol. The college will refer offenders to the proper civil authorities. Regardless of whether the legal action is pursued by the college or outside agencies, disciplinary action will be taken by the University for violations of the law, or University policy. All students, faculty and staff should be familiar with and abide by the Drug Free Campus Policy. In addition, All college faculty, staff and student employees must be in compliance with the Shiloh University Drug Free Workplace Policy.

### **Education and Prevention:**

As part of the effort to create a drug-free campus, Shiloh University believes that the University community should be educated about the physical and emotional health hazards the misuse of drugs and alcohol presents. The University makes information on substance abuse available throughout the year to students, faculty and staff.

**Health Consequences:****Alcohol:**

Alcohol is the most commonly used intoxicating substance in America. Generally, adults drink alcoholic beverages without major problems. However, alcohol abuse is a major problem for 10 to 15 percent of the drinkers and may significantly reduce life expectancy. Ethyl alcohol is the active drug found in alcoholic beverages. Alcohol has a depressant effect on the body. In addition, an intoxicating dose, alcohol can decrease heart rate, lower blood pressure and respiration rate, and result in decreased reflex responses and slower reaction times.

**Drug Use:**

The following is a short list of possible physical effects of alcohol and other drug use; slowed reaction time, slowed reflex responses, loose muscle tone, loss of fine motor coordination, staggering gait, short-term memory loss, insomnia, paranoia, hallucinations, delusions, mood swings, significant depression, decreased ability to perform complex cognitive tasks, preoccupation with minute matters, and repetition of meaningless tasks. For a description of the health risks associated with controlled substances, consult *Drugs of Abuse* (2003 edition), Department of Justice publication. For a summary of the health risks associated with alcohol.

**Legal Sanctions**

In general, most state laws prohibit:

- Consuming, possessing or purchasing an alcoholic beverage if you are under 21 (Minor in Possession).
- Consuming or possessing alcoholic beverage in a public place.
- Possessing an open or unsealed container in a motor vehicle (when the container is within the immediate reach of the driver)
- Possession of an open or unsealed alcoholic beverage by a passenger in the passenger area of a motor vehicle (Exceptions apply to taxis, limousines and motor homes).
- Public intoxication.
- Giving or selling an alcoholic beverage to someone under age 21.
- Giving or selling an alcoholic beverage to anyone who is intoxicated.
- Lending your driver's license to someone or knowingly permitting someone else to use it

**College Sanctions**

- Any student suspected of being in violation of these regulations may be subject to disciplinary proceedings conducted by representatives of the Office of the Dean of Students. Students who are found guilty may be subject to administrative actions: oral warning, written warning, admonition, reprimand, and/or use of counseling procedures.
- Disciplinary penalties: expulsion, suspension, probated suspension, disciplinary probation, and other educationally sound sanctions.



## Policy Manual

**Title: Reporting Sexual Abuse or Assault**

**Policy #: HR009**

**Approval:**

**Date: 06/14/12**

### **Purpose:**

Shiloh University is a multicultural community sharing the Christian affirmation of the absolute God-given worth and dignity of each individual. The affirmation is expressed in the policy of the University to forbid any form of sexual abuse or assault.

The University activities of this nature diminish the dignity and impede the academic freedom of members of the University community. The University is committed to providing and maintaining a positive learning and working environment, any form of sexual abuse or assault, for all students, staff, faculty, and other members of the University community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion as well as having the event reported to the local authorities.

### **Sexual Abuse and or Assault:**

It is Shiloh University's policy to provide students and employees with an environment for learning and working that is free of any form of sexual misconduct. All students and employees are entitled to be treated with dignity and respect.

University administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the University to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the University community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual abuse or assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the University community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

### **Procedure:**

#### **Definitions:**

**Work**, for the purposes of this policy, means employment-related activities carried out by University employees and University-sponsored activities carried out by volunteers.

**Member of the University community** means student or employee or an alumnus or volunteer involved in any University-sponsored activity.

**Sexual Assault or Abuse** is defined as unwelcome and unsolicited conduct of a physical sexual

nature by a member of the University community of the opposite sex or same sex. It may include the following:

- Date Rape
- Acquaintance rape
- Forcible sexual offenses
- Non-forcible sexual offences
- Offensive or abusive physical sexual contact

### **Sexual Abuse and Assault Awareness**

During New Student Orientation, the Student Services Coordinator will provide all individuals with information regarding the prevention and reporting of Sexual Abuse and Assault.

### **What to do if You Are Assaulted**

- Get to a place where you are safe from further attack.
- Call the police immediately. The police will help even if you choose not to prosecute.
- Call a friend or family member for support.
- Don't bathe or douche as this will be washing away valuable evidence.
- Get medical attention immediately. The primary reason is to check for physical injury. However, the medical examination also provides physical evidence for legal proceedings.
- Save the clothing you were wearing at the time of the assault.

### **University Responsibility:**

Any member of the University community including students, faculty, or staff; who believes that he or she has experienced sexual assault or abuse or who witnesses what he or she believes to be sexual assault or abuse should contact the Vice President of Administration, or the President of the University.

- At the request of the victim, the University will assist in notifying the appropriate law enforcement agency.
- The University is obligated to notify the local police department anytime it becomes aware of an incident involving sexual abuse or assault.
- The University will work with local agencies to provide support services and counseling for the victim of the assault or abuse.
- The University will investigate all assault complaints and resolve them in accordance with University policy.
- After review of the information resulting from the investigation, the Vice President of the University along with the Administration and the Vice President of Academics to decide upon the appropriate action to be taken from an academic standpoint..
- Specific details regarding any action to be taken against the individual who was the objective of the assault or abuse complaint will remain confidential.

Failure on the part of the any member of the University faculty or staff to report a complaint to the Vice President of Administration will result in disciplinary action up to and including termination.

**Employee Disciplinary procedures:**

- No disciplinary actions will be rendered until a thorough investigation of the alleged offense has been completed.
- Violations of laws and University policies and regulations regarding rape or sexual offenses will be subject to prosecution through both legal and civil authorities, and the appropriate employee disciplinary procedures. The range of university penalties shall include, but are not limited to one or more of the following: counseling, reprimand, suspension, or termination.
- Employees accused of rape or a sexual offense are entitled to avail themselves of the appropriate grievance process for their category of employment. Information on grievance processes is available from the Human Resources Office. The university procedures guarantee that:
  - both the accuser and the accused shall be informed of the disposition of the sexual assault complaint,
  - the accuser and the accused will be treated with dignity, courtesy, and professionalism, and that while the offense must be reported according to federal reporting mandates and Maryland law, the victim's right to choose the course of action to be or not to be taken will be upheld.



## Policy Manual

**Title: Student Military Deployment Policy**

**Policy #: HR010**

**Approval:**

**Date: 07/08/14**

### **Purpose:**

Shiloh University recognizes the many hardships military personnel and their families face in their everyday lives, but especially during these times of uncertainty. We understand that military students who are deployed away from their homes, families, and their permanent duty stations may experience difficulties completing their educational goals and online class requirements.

Shiloh University encourages military students to continue their education and assures them that the University will remain flexible and responsive to their needs. In support of our deployed students, we have adopted the following deployment policy:

### **Procedure:**

Should a military service member (or spouse of service member who has a dependent child) be deployed, the following options are available to them:

1. Since all of the classes are taken on-line, students may work with their instructor to finish course work early or continue with their course(s) while deployed (students may pursue a course extension as necessary in accordance with the University's Course Extension Policy).
2. If you are not able to complete the course work, and you meet the following guidelines, you may be able to receive an Incomplete (I) for the course which would not affect your GPA.
  - i. Students must be in good standing in their class and be receiving a passing grade at the time of deployment.
  - ii. Student must have met attendance requirements.
  - iii. Students must inform the Registrar as soon as possible after receiving notification of deployment or movement due to military necessity.
  - iv. Whenever possible students must provide supporting documentation, such as military orders, to support their withdrawal from class

For any course for which an incomplete grade is assigned, it is understood that the student intends to complete the course at a later time and therefore tuition and fees will still be collected.

3. Student may withdraw their trimester registration and receive a full refund of tuition and applicable fees for course(s) from which the student withdraws.

Note that when a student is taking multiple courses in a trimester, any combination of the above options may be assessed to each course.

**Military Leave of Absence:**

Shiloh University supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or other armed forces reserve unit who is called or ordered to active duty elsewhere may be granted a Military Leave of Absence (MLOA) from the University for the period of **not more than five years**, cumulatively.

Students on an MLOA (or who were deployed but did not get a chance to fill out the MLOA form) need not apply for readmission or pay readmission fees. The MLOA students are readmitted to Shiloh University at the same academic status as before deployment.

**Requesting a Military Leave of Absence (MLOA):**

4. All Military Leave Students must complete the MLOA application and forward it to the Registrar's Office with a copy of their Military Orders.
5. Withdraw from all classes in accordance with University policy. A full reduction in tuition and fees will be made; tuition and fees will not be charged for all of the classes withdrawn from.
6. If payment for courses has already been made, refunds will first be applied to any outstanding obligations and to any applicable scholarship, grant or loan the University has directly received on behalf of the student.

**Returning to the University:**

7. If a MLOA was not submitted prior to the start of the deployment, it will be necessary to send a copy of your military orders to the Admissions Department along with a letter explaining your circumstances.
8. If the MLOA was submitted prior to deployment then it will only be necessary for the individual to fill out the Military Re-admissions form and forward it to the Admission's Department.
9. If an individual has attended another college or university or taken the CLEP exam, it will be necessary for them to submit official transcripts to update your record.



## Policy Manual

**Title: Reporting Child Abuse and Neglect**

**Policy #: HR**

**Approval:**

**Date: 12/04/12**

### **Purpose:**

All citizens have a civic responsibility to protect those who cannot protect themselves. Members of the general public may report suspected abuse and neglect if they choose. However, both Federal and State laws require that individuals in certain public or private official positions who have reasonable cause to believe that any child with whom they come into contact has suffered abuse or neglect, or that any person with whom the official comes into contact has abused a child shall report or cause a report to be made to a child protective agency as soon as practically possible. This should include a telephone call followed up by a written report within thirty-six hours of obtaining knowledge of the abuse or neglect.

### **Definitions:**

#### **Private or public officials include (Mandatory Reporters):**

Physician, including any intern or resident, Dentist, School employee, Licensed practical nurse or registered nurse, Employee of the Department of Human Services, Authority, State Commission on Children and Families, Child Care Division of the Employment Department, a county health department, a community mental health and developmental disabilities program, a county juvenile department, a licensed child-caring agency or an alcohol and drug treatment program, Peace officer, Psychologist, Member of the clergy, Licensed clinical social worker, Optometrist, Chiropractor, Certified provider of foster care, or an employee thereof, Attorney, Naturopathic physician, Licensed professional counselor, Licensed marriage and family therapist, Firefighter or emergency medical technician, A court appointed special advocate, A childcare provider registered or certified, Member of the Legislative Assembly.

*\*Psychiatrist, psychologist, clergyman, or attorney are not required to report information communicated to him by a person if the communication is privileged. Reporting should be considered a request for an assessment of a suspected incident of abuse or neglect. A report is not an already established fact, but rather the request for assessment into the safety and condition of a child.*

**What is child abuse and neglect?**

Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Child neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being.

**Procedure:****Training:**

- Individuals designated as Mandatory Reporters who are required to make a report of child abuse shall complete two hours of training related to the identification and reporting of child abuse within six months of initial employment involving the examination, attending, counseling, or treatment of children.
- Two hours of additional child abuse identification and reporting training shall be completed every five (5) years.
- Training records shall be maintained in the Human Resources office.

**Reporting abuse or neglect:**

- All individuals who in the scope of their responsibilities, examine, attend, counsel or treat a child must report physical or sexual child abuse as indicated below when they see, know about, or reasonably suspect the physical or sexual abuse of a child. Proof that the abuse has occurred is not required in order to be obligated to report.
- Suspected abuse shall be reported to Shiloh University Administration within 24 hours. The suspected abuse shall also be reported to local law enforcement within the same 24 hour period.
- If there is reason to believe that immediate protection for the child is advisable, an oral report shall be made immediately to the appropriate law enforcement agency.
- When reporting issues that occur within the state of Iowa, in compliance with Iowa Code 232.70, each report made by a mandatory reporter shall also be made as follows:
  - An oral report shall be made within 24 hours by telephone to the Department of Human Services through the Child Abuse Hotline at 1-800-362-2178.
  - A written report shall be made to the Department of Human Services within 48 hours of submitting the oral report.

**What is to be Reported:**

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- The name and contact information of the person making the report.
- The names and home address of the child and the child's parents or other persons believed to be responsible for the child's care.
- The child's present whereabouts if not the same as the parent's or other person's home address.
- The child's age and gender.
- The nature and extent of the child's injuries, including any evidence of previous injuries.
- Previous injury, maltreatment or neglect of the child or siblings.
- The name, age and condition of other children in the same home.
- Any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child; and
- The name and address of the person making the report.
- The name of the person suspected to have caused the injury, maltreatment or neglect.
- Any action taken to treat or help the child.

Each employee will be required to read and sign an acknowledgment concerning the Child Abuse reporting Requirements, attached as Exhibit B, hereto.

It is important to realize that Child Abuse reporting laws vary by state, so make sure that you are aware of the laws that exist within the state in which you reside.

**Failure to Report:**

The failure on the part of an individual who is a mandatory reporter to make a report as required by law may subject the individual to civil, criminal, and other actions against them including employment and licensure consequences.

**IowaCollegeAid.gov**  
Your Financial Aid Connection



January 18, 2013

Christopher Reeves  
President  
Shiloh University  
Transmitted via e-mail to [chris.reeves@shiloh.edu](mailto:chris.reeves@shiloh.edu)

Dear Chris:

Revised Iowa Code Section 261B.3 (effective July 1, 2012) requires 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, with the exception of proctored examinations. Presence also means an address, location, telephone number, or internet protocol address in Iowa from which a school conducts any aspect of its operations.

Previously, Shiloh University lawfully operated a postsecondary educational institution of religious study in Kalona, Iowa, under a Commission-approved exemption for "schools and educational programs conducted by religious organizations solely for the religious instruction of leadership practitioners of that religious organization" (Iowa Code Section 261B.11, subsection 1, paragraph *h*). As a condition of its registration exemption, the Commission required Shiloh University to restrict its admissions to persons who are congregants of the Living Word Fellowship, the religious organization with which the University is affiliated, and restrict its programs to religious courses of study. Shiloh University applied for registration in Iowa so that it may continue to operate lawfully at a location in Iowa – without the confines of the prior exemption – by opening its admissions to any qualified student regardless of religious affiliation and by offering programs that are not confined to religious studies.

**On January 18, 2013, the Iowa College Student Aid Commission approved the University's registration request for a two-year period ending on January 18, 2015.**

Please remit the registration fee payment of \$2000 by check payable to the State of Iowa, in care of the Iowa College Student Aid Commission, Postsecondary

Registration Administrator, J. Carolyn Small, at the address that appears in the footer of this letter.

Registration in Iowa does not infer that the Commission or the State of Iowa endorses the school or approves the quality of the school's educational programs. The Commission's registration authorizes the school to operate within the State of Iowa for the purpose of offering postsecondary educational programs at an Iowa location.

Please note that Iowa law requires a registered school to renew its registration every two years, or to seek earlier approval for a registration amendment in the event of a substantive change in the school's accreditation or location, or in a case when the school wishes to add a new program that requires the approval of another agency of the State of Iowa.

If you have any questions, please contact me at (515) 725-3413 or by e-mail at [carolyn.small@iowa.gov](mailto:carolyn.small@iowa.gov).

Sincerely,

A handwritten signature in cursive script that reads "J. Carolyn Small".

J. Carolyn Small  
Postsecondary Registration Administrator

Cc: Karen Misjak, Executive Director, Iowa College Student Aid Commission

**Answer to Application Question 31**

The University provides students with quality instruction in courses as well as the opportunity for one-on-one instructor support. In addition, students may seek assistance from their advisor as well as the Student Services Coordinator. Should a student require writing assistance, they can submit work to the University writing center and receive feedback.

The University e-Library has a variety of electronic resources and information. Students may also contact the Library Manager directly for individual assistance. Resources available to students from the library include:

- Citation and research information and tutorials
- Access to the LIRN database: The Library and Information Resources Network virtual library provides students with access to millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, eLibrary, and more.
- Access to the TREN database: [www.tren.com](http://www.tren.com): This site has over 10,000 theological thesis/dissertation titles
- Links to many valuable sites used to locate books, libraries, and free online resources that are of scholastic valuable, including:
  - Electronic books
  - Journals
  - Encyclopedias
  - Biblical studies tools
  - Biblical language tools
  - Aggregate sites for theological, religious, and educational studies
  - Church history and theology sites
  - Periodicals
  - Bibliographies
  - Educational multi-media resources

**Answer to Application Question 32**

The following individuals are currently responsible for curriculum development and evaluation:

**Coordination:**

Christopher Reeves, President of Shiloh University. Mr. Reeves coordinates curriculum development plan and personnel, and provides guidance for meeting accreditation standards.

**Instructional Design and Online Classroom:**

Daniel Salvador, Ph.D., provides guidance regarding the online classroom design (interactivity and interaction), distance education methodology, and media application. Daniel has provided research behind the course development handbook, and also assists course developers as needed.

Jenelle Sparks, Ed.D., (no longer employed by Shiloh University) provided guidance for course development handbook.

Jim Wirthlin, BA, provides technical support for setting up courses in the online classroom and media applications.

**Biblical Studies Program Curriculum Team: (BA of Biblical and Pastoral Studies, MA of Biblical and Pastoral Studies, and Master of Divinity)**

Gary Hargrave, founder of Shiloh University and senior pastor of the Living Word Fellowship Churches (see [garyhargrave.com](http://garyhargrave.com)). Mr. Hargrave is involved in development of program aims and goals.

Wesley Pinkham, M.Ed., M.Div., M.Th., Ed.D., D.Min., provides guidance for program content, development, and administration

John Buckingham, M.Div., provides guidance for program and course content.

Marsha Smith, Ph.D., provides assistance in evaluating program outcomes.

Gayle Wirthlin, MA, provides support and guidance to course developers as well as formatting and editing of course materials.

**Liberal Studies Program Curriculum Team: (Associate of Arts / General Education)**

Wesley Pinkham, M.Ed., M.Div., M.Th., Ed.D., D.Min., provides guidance for program content, development, and administration

Marsha Smith, Ph.D., provides guidance on program outcomes and courses.

Anthony Dawahare, Ph.D., provides guidance on program outcomes and courses.

John Buckingham, MDiv., DO, provides guidance on program outcomes and courses.

Gayle Wirthlin, MA, provides support and guidance to course developers as well as formatting and editing of course materials.