

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION (ICCPHSE)
NOTICE OF INTENT TO OFFER A NEW PROGRAM OR LOCATION
Reporting Procedures
APPROVED JANUARY 24, 2008

1. ICCPHSE member institutions proposing new programs or program locations will submit a completed "Notice of Intent" form on the ICCPHSE member listserv prior to implementing a new program or program location. The form is available at the following site:

<http://www2.state.ia.us/regents/ICCPHSE/IntenttoOfferForm.pdf>

2. ICCPHSE members and member institutions receiving the listserv notice will have twenty (20) calendar days to submit comments about the proposed program or location. Comments on a proposed program/location can be of two types: (1) inquiries; and (2) concerns. Inquiries are questions raised for purposes of clarification, whereas concerns are serious reservations or opposition to a proposed program/location. Inquiries and concerns must be communicated over the listserv.
3. If no comments are submitted to the listserv within the 20 calendar day period, then the proposal will be ratified at the next Iowa Coordinating Council meeting.
4. The institution proposing the new program/location must respond on the listserv to all of the comments within thirty (30) calendar days after the comments are posted to the listserv.
5. Following receipt of the proposing institution's response to concerns, the institution which submitted the concerns may withdraw them.
6. If concerns remain after the 30 calendar day period, the proposing institution must complete the supplemental form and submit it to the listserv. The supplemental form is available at the following site:

<http://www2.state.ia.us/regents/ICCPHSE/SupplementalForm.pdf>

7. Member institutions must submit comments to the listserv within fifteen (15) calendar days after the supplemental form is submitted to the listserv.
8. If the concerns are not withdrawn, the proposing institution will submit a complete ICCPHSE proposal to the Council fifteen (15) calendar days prior to the next ICCPHSE meeting. The institution(s) raising concerns about the proposed program will submit concerns in writing to the Council fifteen (15) calendar days prior to the Council meeting, at which time the program proposal will be considered.
9. If concerns are raised within the thirty calendar day notification period, the program/location will be formally considered by the ICCPHSE and an opportunity will be provided for any institution(s) to raise concerns regarding the proposed program/location.
10. If an institution is still concerned about the proposed program/location after the ICCPHSE meeting where the proposed program/location has been discussed, formal written concerns should be provided to the ICCPHSE permanent secretary within thirty calendar days. These written concerns and any responses to the concerns will be forwarded to the appropriate governing board and/or coordinating board of the institution proposing the program/location. The written comments will also be placed on the ICCPHSE listserv and will be shared with the media in the affected areas.
11. If after thirty (30) calendar days no concerns are raised (or have been withdrawn), the proposed program or location will be listed on the ICCPHSE agenda for ratification at the next ICCPHSE meeting. Since no concerns have been raised, the proposing institution may begin to implement the program.

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NOTICE OF INTENT TO OFFER A NEW PROGRAM OR LOCATION**

SUBMIT THIS COMPLETED FORM AS AN E-MAIL ATTACHMENT TO: iccphe-notice@iastate.edu

1. Name of institution	
2. Address	
3. Name of contact person	
4. Address	
5. Phone and fax numbers	
6. E-mail address	
7. Date	
8. Proposed program name	
9. Proposed program location	
10. Certificate/degree level	
11. CIP number ¹	
12. Projected date for implementation of new program or location.	
13. Projected first-year enrollment of new program or location	
14. Projected fifth-year enrollment of new program or location	
15. Projected number of graduates by year 5 of new program or location	
16. Describe the state and/or national workforce need and/or demand for graduates of the proposed program currently and in the foreseeable future. Identify source(s) used to estimate need and demand.	
17. List public and private institutions in the state which have similar offerings.	
18. List same or similar programs in new location.	
19. If this program exists elsewhere in the state, describe unique features of this program and/or additional need for this program or new location.	
20. Delivery system	a. On-campus _____ b. Off-campus _____ (face-to-face) c. Off-campus _____ (on-line)
21. Additional comments	

¹ National Center for Educational Statistics (NCES) Classification of Instructional Programs (CIP)
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