

IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION (ICCPHSE)
NOTICE OF INTENT TO OFFER A NEW PROGRAM OR LOCATION
Reporting Procedures
OCTOBER 13, 2010

1. ICCPHSE member institutions who propose new programs (whether on-campus or off-campus) or program locations must 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 link:
<http://www.regents.iowa.gov/ICCPHSE/IntenttoOfferForm.doc>
2. Blackout dates are observed from December 15 through January 15 and from August 1 through the first Friday AFTER Labor Day.
3. Upon receiving the listserv notice, ICCPHSE institutions will have 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 to the proposing institution with a copy to the listserv.
4. If no comments are submitted to the listserv within the 20 calendar day period (with the exception of the blackout dates listed above), the proposal will be ratified at the next Iowa Coordinating Council meeting for implementation.
5. If comments are identified, the institution proposing the new program/location must respond on the listserv to all of the comments within 30 calendar days after the comments are posted to the listserv. Blackout dates do not apply.
6. Following receipt of the proposing institution's response to concerns, the institution which submitted the concerns may withdraw them. Such action must be communicated on the listserv.
7. If concerns are not withdrawn, the institution's remaining concerns about the proposed programs or locations will submit its remaining concerns in writing to the ICCPHSE Permanent Secretary:

Diana Gonzalez, Permanent Secretary
Iowa Coordinating Council for Post-High School Education
11260 Aurora Avenue
Urbandale IA 50322-7905

This written notice must be received at least 15 calendar days prior to a Council meeting, at which time the proposal and concerns will be considered. The proposing institution and institutions raising concerns are encouraged to attend that Council meeting.

8. Depending on the Council's action at the meeting, the following may occur:
 - The proposed program/location may be ratified by the Council.
 - The proposing institution and the institution that raised concerns may determine that additional communication would be beneficial.
 - The Council may decide that a resolution is not possible. In such a case, the unresolved concerns will be forwarded to the appropriate governing 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.
9. Good faith efforts to resolve concerns may include telephone conversations, face-to-face meetings or other approaches to engage in communication.