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PERMANENT ADMINISTRATIVE ORDER

OSAC 6-2018

CHAPTER 575
HIGHER EDUCATION COORDINATING COMMISSION
OFFICE OF STUDENT ACCESS AND COMPLETION

FILED

07/18/2018 12:04 PM
ARCHIVES DIVISION
SECRETARY OF STATE
& LEGISLATIVE COUNSEL

FILING CAPTION: Alters definitions, reduces background check requirements, and makes minor and conforming changes to ASPIRE.

EFFECTIVE DATE: 07/18/2018

AGENCY APPROVED DATE: 06/14/2018

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RULES:

575-076-0005, 575-076-0010, 575-076-0015, 575-076-0025, 575-076-0030

AMEND: 575-076-0005

RULE TITLE: Purpose and Scope

NOTICE FILED DATE: 04/03/2018

RULE SUMMARY: Defines the purpose and scope of the Access to Student assistance Programs In Reach of Everyone (ASPIRE) program.

RULE TEXT:

This rule implements the Access to Student assistance Programs In Reach of Everyone (ASPIRE) Program. The program encourages all Oregon students to see education and training beyond high school as an option. The program provides information about financial aid and education and training options to students, ASPIRE site staff, community volunteers and families for this purpose.

STATUTORY/OTHER AUTHORITY: ORS 348, ORS 348.500

STATUTES/OTHER IMPLEMENTED: ORS 348.500

AMEND: 575-076-0010

RULE TITLE: Definitions

NOTICE FILED DATE: 04/03/2018

RULE SUMMARY: Provides Definitions of key terms

RULE TEXT:

- (1) Applicant site. A site serving Oregon students that has completed all necessary steps for consideration to become an ASPIRE site.
- (2) ASPIRE Agreement. A document that outlines the responsibilities of both the ASPIRE Program and the ASPIRE site that is signed by designated representatives of The Oregon Higher Education Coordinating Commission (HECC) and the site.
- (3) ASPIRE Coordinator. A site designated staff person who oversees the ASPIRE Program.
- (4) ASPIRE site. A site serving students in Oregon that has been accepted into the ASPIRE program and is currently operating in the program.
- (5) ASPIRE student. An Oregon student participating in site-based ASPIRE activities.
- (6) Commission. The Higher Education Coordinating Commission (HECC).
- (7) Partnership Grants. General Funds or Other Funds that are awarded to an ASPIRE site for the purpose of funding an ASPIRE Coordinator. The site will be required to provide a matching grant amount to fully fund the ASPIRE Coordinator.
- (8) Partnership Grant Agreement. A document that outlines the responsibilities of both the ASPIRE Program and the ASPIRE site that is signed by designated representatives of The Oregon Higher Education Coordinating Commission (HECC) and the site pertaining to the administration of a Partnership Grant.
- (9) Underserved students. Underserved students means underserved students as defined by the Equity Lens as adopted by the Higher Education Coordinating Commission.
- (9) Volunteer mentor. A volunteer who works with individual ASPIRE students at an ASPIRE site.
- (10) Waiting list. A list maintained by OSAC of applicant sites that have met the standards for acceptance into the ASPIRE program but which cannot yet be accommodated in the program owing to availability of funds, staffing or other factors limiting participation.

STATUTORY/OTHER AUTHORITY: ORS 348, ORS 348.500

STATUTES/OTHER IMPLEMENTED: ORS 348.500

AMEND: 575-076-0015

RULE TITLE: Application/Selection Procedures

NOTICE FILED DATE: 04/03/2018

RULE SUMMARY: Details the process for ASPIRE site application and selection.

RULE TEXT:

The Commission shall establish an application procedure for potential ASPIRE sites. This procedure shall provide:

- (1) Notification of the opportunity to become an ASPIRE site to all potentially eligible sites by placing such notification on the Commission's website.
- (2) Information on ASPIRE training and technical assistance, Partnership Grants, or other grant assistance available.
- (3) Information on the responsibilities of the participating ASPIRE sites.
- (4) An equitable system through which applicant sites are evaluated for potential participation in the ASPIRE program based upon the quality of the applicant site in terms of meeting the purposes of the law. This process will include but is not limited to an evaluation of:
 - (a) Current programs and practices that encourage students' pursuit of post-secondary opportunities;
 - (b) Necessary administrative support demonstrated by the designation and support of an ASPIRE Coordinator, space and technical resources;
 - (c) Demonstrated experience with volunteer management;
 - (d) Site need demonstrated by such indicators as: drop out rates, percentage of students qualifying for free and reduced lunch, and attendance rates; and
 - (e) Percentage of graduating seniors seeking education and/or training after high school including percentages of traditionally underserved students.
- (5) Timely notification of successful applicant schools in order to allow applicant sites adequate preparation time for ASPIRE operation.

STATUTORY/OTHER AUTHORITY: ORS 348, ORS 348.500

STATUTES/OTHER IMPLEMENTED: ORS 348.500

AMEND: 575-076-0025

RULE TITLE: Conditions of Participation

NOTICE FILED DATE: 04/03/2018

RULE SUMMARY: Details conditions that must be met by HECC, ASPIRE sites, and participants.

RULE TEXT:

- (1) The Commission shall establish conditions required for sites to participate in the ASPIRE program and monitor these conditions.
- (2) A student's legal guardian, if the student is under 18 years of age, must sign a student permission form in order to meet one-on-one with ASPIRE volunteer mentors.
- (3) Volunteer mentors are to be recruited and screened, including a background check by the participating site, if the volunteer mentor will be working one-on-one with students under the age of 18. An ASPIRE site may also conduct a background check on a prospective volunteer mentor if required by the ASPIRE site independent of this rule
- (4) HECC ASPIRE staff and the each ASPIRE Coordinator will set targets for the site's ASPIRE program outputs and outcomes as described in the ASPIRE agreement.
- (5) HECC may make other conditions it deems necessary and those will be included in the ASPIRE Agreement.

STATUTORY/OTHER AUTHORITY: ORS 348, ORS 348.500

STATUTES/OTHER IMPLEMENTED: ORS 348.500

AMEND: 575-076-0030

RULE TITLE: Financial Administration

NOTICE FILED DATE: 04/03/2018

RULE SUMMARY: Details requirements for the management of ASPIRE funds.

RULE TEXT:

ASPIRE funds shall be managed according to legislative instruction, requirements of grantors and State of Oregon standards as set forth in the Partnership Grant Agreement.

STATUTORY/OTHER AUTHORITY: ORS 348, ORS 348.500

STATUTES/OTHER IMPLEMENTED: ORS 348.500