Revised Program Approval Process for Bachelor Degrees at Oregon Community Colleges

BACHELOR OF APPLIED SCIENCE (BAS)

BACHELOR OF SCIENCE: NURSING (BSN)

HECC OFFICE OF COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT

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Welcome

HECC's Role

- To manage the review and approval process for proposed community college Bachelor of Applied Science (BAS) and Bachelor of Science: Nursing (BSN) programs in Oregon.

Experience to Date

- Multiple colleges have now used the review and approval process.
- We're at the point where HECC and institutions have learned from these past approvals.

Webinar Opportunity

- Today's overview reflects lessons learned and process improvement – one designed with colleges and students front and center.
- The changes in the process are designed to improve communication and coordination as the degrees are being designed and moving through the process.
- Creating pathways to affordable bachelor's options statewide, aligned with workforce and community needs.

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Objectives

- Provide the intent, purpose, background, and general requirements for community college Bachelor of Applied Science (BAS) and Bachelor of Science: Nursing (BSN) programs in Oregon

- Share the rationale for changes to the program approval process for BAS and BSN programs

- Outline the four-phase program approval process and provide sample approval timelines

- Give you an opportunity to ask HECC/CCWD staff questions about the BAS and BSN program approval process

Intent

Legislation passed in 2019 and 2023 authorizes HECC:CCWD to manage program review

- Applies to Bachelor of Applied Science (BAS) and Bachelor of Science: Nursing (BSN) degrees
- Workforce-oriented bachelor-level programs aligned with Oregon employer needs
- Programs build on AAS or AS pathways with lower- and upper-division coursework
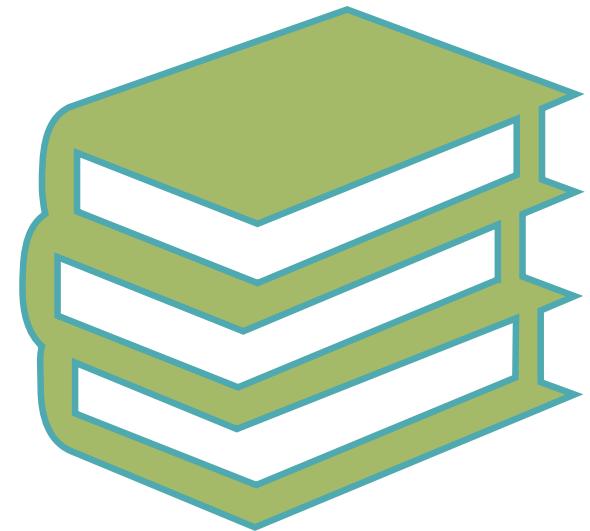
Purpose of BAS and BSN Programs
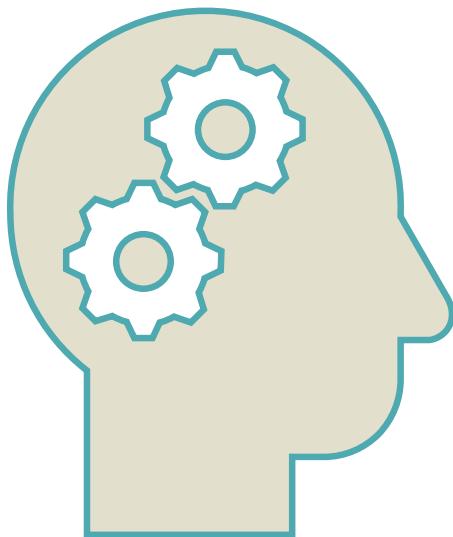
Prepare Oregonians for high-value careers

- Provide advanced technical and applied knowledge
- Strengthen analytical, communication, and interdisciplinary skills
- Support career advancement and workforce development

Oregon Revised Statutes (ORS) Oregon Administrative Rules (OAR)

ORS 341.005–341.009 and 341.013

- Establish legal authority for community colleges to offer BAS and BSN degrees
- Define applied baccalaureate fields and post-licensure nursing degrees

OARs in Chapter 589

- Applied baccalaureate degree
- Associate of Applied Science Degree
- Associate of Science
- Bachelor of Applied Science
- Bachelor of Science: Nursing degree
- Collegiate-level work
- Upper Division
- Community College Course and Program Approval

Program Approval Requirements

180 total credits required for degree completion

- Minimum of 60 upper-division credits
- Must meet local board and HECC approval standards
- Clear occupational or career designation in degree title
- Four-phase review and approval process

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Revised Four-Phase Approval Process

The process for approving a Bachelor of Applied Science and Bachelor of Science: Nursing at an Oregon community college consists of four-phases: Declaration of Intent (DOI), Statement of Need (SON), Notice of Application (NOA), and Program Application submission.

Phase one may only be submitted between October 1st and April 30th.

Phase One: Declaration of Intent

The process begins when the college submits a Declaration of Intent to the HECC Office of Community Colleges and Workforce Development (HECC:CCWD) providing a high-level overview of the proposed program. This initiates a 60-day Engagement and Consultation period.

- Declarations may be submitted only between October 1st and April 30th.
- Consortiums submit one DOI with all schools entered on the form.

Phase Two: Statement of Need

The Statement of Need provides supporting evidence demonstrating need and demand within the college district and must include documentation of partner collaboration.

- The Statement of Need must be submitted a minimum of 60 days after submission of the Declaration of Intent and by the first Friday two months before the next Commission meeting.
- Each consortium member must submit their individual packet.

Revised Four-Phase Approval Process

Phase Three: Notice of Application

The Notice of Application is submitted through the Program and Course Approval System and confirms the college's intent to move forward with a full program proposal and includes updated documentation of partner collaboration.

- The Notice of Application must be submitted by the first Friday two months before the next Commission meeting.
- Each consortium member must submit their individual packet.

Phase Four: Program Application

In the final phase, the complete program application is submitted through the Program and Course Approval System for comprehensive review, evaluation, and a final decision by the Commission.

- The Program Application must be submitted by the first Friday two months before the next Commission meeting.
- Each consortium member must submit their individual packet.

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Phase One: Declaration of Intent (DOI)

High-level overview of the proposed degree program

- Initiates a 60-day Engagement and Consultation period
- Submission window: October 1 – April 30
- Submitted to hecc.ab@hecc.oregon.gov
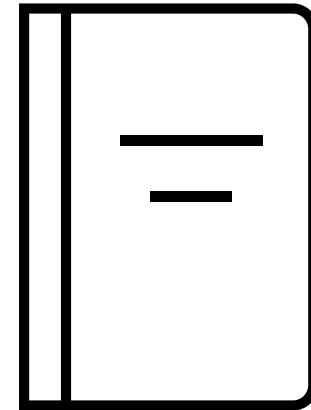
Phase One: Declaration of Intent

Process Steps

College: After college(s) has made the decision to pursue a Bachelor of Applied Science or a Bachelor of Science: Nursing the first step is to fill out the Declaration of Intent. The following information will be needed to fill out the form.

- Award Type (BAS, BAS-Consortium, BSN, BSN-Consortium)
- Proposed Name of New Degree, Career Area, CIP Code
- Why is the college pursuing this degree (limit 500 characters)
- Proposed Statement of Need Submission Date. Must be at least 60 calendar days after the submission of the Declaration of Intent.
- College Curriculum Office Point of Contact and College Leadership Sponsor – CAO, VPI, or College President
- College Faculty Point of Contact
- Contact information for all colleges involved if a consortium

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Phase One: Declaration of Intent

Process Steps (cont.)

College: Submit the complete form to hecc.ab@hecc.oregon.gov

HECC:CCWD: Acknowledges receipt and education specialist is assigned

HECC:CCWD: Sends a welcome letter to the college and HECC Office of Academic Policy and Authorization (HECC:APA) containing next steps

HECC:APA: Shares out to private and public institutions

HECC:CCWD: Publishes the document in the Status of Proposal section on the Program Approval Process for Bachelor Degrees at Community Colleges webpage

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Phase One: Declaration of Intent

Process Steps (cont.)

College: Responsibilities During the 60-Day Engagement and Consultation Period

- Initiates Engagement: Begins the formal 60-day consultation process.
- Outreach: Contacts public and private post-secondary institutions to solicit input.
- Collaboration: Works with partner institutions to develop solutions that best serve students and meet workforce needs.
- Needs Assessment: Conducts research and compiles evidence demonstrating the necessity of the proposed degree within the college district. This supports clear communication of the rationale to other post-secondary institutions.

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Phase Two: Statement of Need (SON)
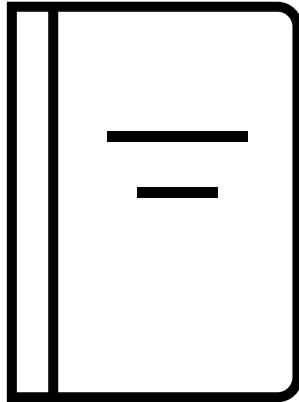
Demonstrates workforce demand and district need

- Includes documentation of partner collaboration
- Submitted at least 60 days after DOI
- Must meet SON Rubric criteria with evidentiary support. Webpage

Phase Two: Statement of Need (SON)

Process Steps

College: Create a Statement of Need document containing the following:

- List of college contacts
- General Overview (why does the college wish to provide this degree?)
- All criteria in the Statement of Need Rubric must be fully documented with evidentiary support.

College: Submits the Statement of Need document to hecc.ab@hecc.oregon.gov

HECC:CCWD: Acknowledges receipt of the document upon delivery.

HECC:CCWD: Creates a review timeline that includes time for the college to ensure all criteria are met.

HECC:CCWD & APA: Review Statement of Need document against the criteria found in the Statement of Need Rubric.

Phase Two: Statement of Need (SON)

Process Steps (cont.)

HECC:CCWD & APA & College: Reviews and communicates with college until college ensures all criteria are met.

HECC:CCWD & APA: Notifies the team Program Coordinator that the Notice of Application has been cleared to advance to the appropriate Commission meeting for formal notification.

HECC:CCWD & APA: Uploads cleared Statement of Need to the webpage and sends out notification to the college and APA partners.

HECC:CCWD & APA: Sends out e-mail to college(s) with the expected date of Commission notification.

HECC:CCWD: Creates and sends the Notification docket page to the Commission Executive Assistant for inclusion in the next Commission meeting.

HECC:CCWD: After notification to the Commission is complete, CCWD will alert the college(s) that they may move forward to Phase Three.

Phase Three: Notice of Application (NOA)

Confirms readiness to submit a full program proposal

- Demonstrates baccalaureate-level rigor and student support
- Includes financial projections and external review
- Submitted by first Friday two months before Commission meeting
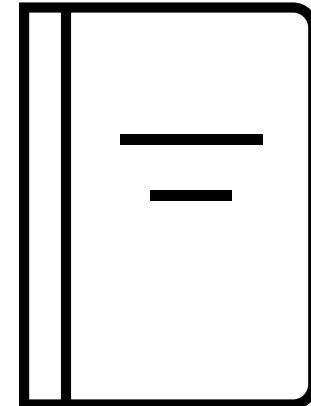
Phase Three: Notice of Application (NOA)

Process Steps

College: Create a Notice of Application in Webforms containing the following:
- List of college contacts
- General Overview
- All criteria found in the Notice of Application Rubric must be fully documented with evidentiary support.

College: Submits the Notice of Application in Webforms and sends to hecc.ab@hecc.oregon.gov

HECC:CCWD: Acknowledges receipt of the document upon delivery.

HECC:CCWD & APA: Review Notice of Application document against the criteria found in the Notice of Application rubric.

HECC:CCWD & APA & College: Reviews and communicates with college until college ensures all criteria are met.

Phase Three: Notice of Application (NOA)

Process Steps (cont)

HECC:CCWD & APA: Notifies the team Program Coordinator that the Notice of Application has been cleared to advance to the next Commission meeting for formal notification.

HECC:CCWD & APA: Uploads cleared Notice of Application to the webpage and sends out notification to the college and APA partners.

HECC:CCWD & APA: Sends out e-mail to college(s) with the expected date of Commission notification.

HECC:CCWD: Creates and sends the Notification docket page to the Commission Executive Assistant for inclusion in the next Commission meeting.

HECC:CCWD: After notification to the Commission is complete, CCWD will alert the college(s) that they may move forward to Phase Four.

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Phase Four: Program Application
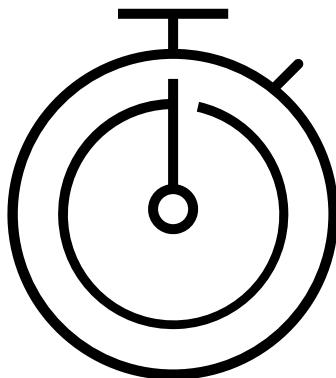
Submitted through the Program and Course Approval System (Webforms)

- Includes curriculum, outcomes, courses, and HECC standards
- Comprehensive review by HECC:CCWD and HECC:APA
- Final consent decision by the Commission

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Timeline Considerations

DOI submission limited to October 1 – April 30

- Minimum 60-day engagement and consultation period after DOI before submission of SON.

- Why is this limited between October 1 – April 30

    - This supports full participation between all postsecondary institutions in Oregon

Submission and Commission deadlines

- SON, NOA, and Program Application tied to Commission meeting schedules

- SON, NOA, and Program Application must be submitted by the first Friday two months before the Commission meeting.

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UPDATED TIMELINES
Spring 2026

April 1, 2026
College submits the Declaration of Intent and engages with partner institutions for a minimum of 60 days.

May 31, 2026
The earliest date the college may submit the Statement of Need

June 5 – July 21, 2026
HECC:CCWD reviews and communicates with college until college ensures all criteria are met.

August 13, 2026
Statement of Need goes to the Commission meeting for notification.

September 4, 2026
College submits Notice of Application.

September 8 – October 22, 2026
HECC:CCWD reviews and communicates with college until college ensures all criteria are met.

November 5, 2026
Notice of Application goes to the Commission meeting for notification.

December 4, 2026
College submits Program Application.

December 4, 2026 – January 22, 2027
HECC:CCWD reviews and communicates with college until college ensures all criteria are met.

February TBD, 2027
Program Application goes to the Commission meeting for consent.

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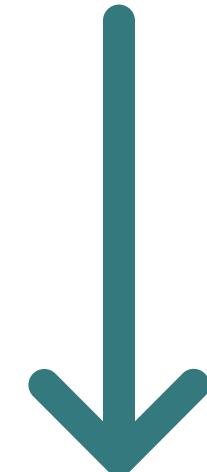
UPDATED TIMELINES
Fall 2026

October 1, 2026
College submits the Declaration of Intent and engages with partner institutions for a minimum of 60 days.

December 1, 2026
The earliest date the college may submit the Statement of Need

December 3– January 22, 2027
HECC:CCWD reviews and communicates with college until college ensures all criteria are met.

February TBD, 2027
Statement of Need goes to the Commission meeting for notification.

March 5, 2027
College submits Notice of Application.

March 5 – April 22, 2027
HECC:CCWD reviews and communicates with college until college ensures all criteria are met.

May TBD, 2027
Notice of Application goes to the Commission meeting for notification.

June 4, 2027
College submits Program Application.

June 4 – July 22, 2027
HECC:CCWD reviews and communicates with college until college ensures all criteria are met.

August TBD, 2027
Program Application goes to the Commission meeting for consent.

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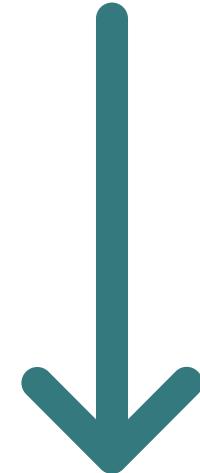
Key Supports
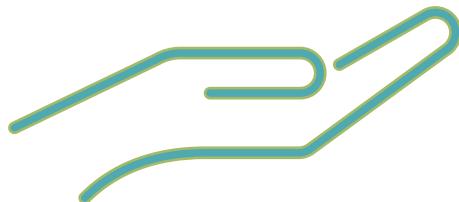
Program Approval Process for Bachelor Degrees at Community Colleges webpage

- Declaration of Intent (DOI)
- Statement of Need Rubric (SON)
- Notice of Application Rubric (NOA)
- Supply-Demand Gap tools and financial worksheets
- External Reviewer Team resources

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Glossary – Key Terms

- Evidentiary Support – data, research, feedback, and citations supporting claims

- HECC – Higher Education Coordinating Commission

- HECC:CCWD – Office of Community Colleges and Workforce Development

- HECC:APA – Office of Academic Policy and Authorization

Questions and Contact Information

HECC Office of Community Colleges and Workforce Development

- Email: hecc.ab@hecc.oregon.gov