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D. PROPOSAL PROCESS & DEADLINES

1. Overview of Submission Process

The proposal process has been created as a two-step submission process, with a **minimum ninety-day period** between the first submitted document (the “Statement of Need”) and the final document (the “Program Proposal”). This period allows parties across the region and state to learn of programs under consideration and explore collaborative opportunities. The waiting period is intended particularly to enable Oregon’s higher education institutions and community partners to consider ways to improve access to all students – particularly with a lens on improving attention to equity. Finally, it offers colleges time to discuss and resolve any concerns across institutions. Such collaboration serves employers more effectively, reduces costs to students, and leads to more innovative academic programming. HECC staff are available and willing to convene or facilitate discussions if requested.

Submission Item	Deadlines	Subsequent Action
<p>1. Statement of Need</p> <p>Provide response that fully addresses Criteria & Standards required for Statement of Need in Appendix A. Provide well-grounded analysis of supply/demand gap for desired occupational education, based on multiple data sources, per Appendix B.</p>	<p>Plan to submit at least six weeks prior to the next regularly scheduled, full HECC Commission meeting.</p> <p>Submit via email, per instructions.</p>	<p>1. Once reviewed and accepted by HECC staff, item will be placed on agenda for next available full Commission meeting.</p> <p>2. A 90-day waiting period begins on date of the meeting.</p>
<p>No proposal documents are accepted during the waiting period. A revised and updated Statement of Need may be resubmitted after the 90-day waiting period with the Program Proposal documents. Include information about how plans have benefited as a result of collaboration or other actions expected to contribute to meaningful, positive change for Oregonians.</p>		
<p>2. Program Proposal</p> <p>Must include completed materials relating to Appendix C, D, and E. If needed, include revised Statement of Need with updated Appendix A & Appendix B.</p>	<p>Proposal may be submitted on the 91st working day. Latest date to submit is last working day of the 12th month after the date of the Commission’s initial Board meeting.</p>	<p>Plan for 4-6 weeks for staff review. Proposal will be added to next available Commission full-Board meeting agenda. Staff will make Summary Recommendation, with Board voting.</p>
<p>If the college misses the deadline for submission, the file will be closed, and the proposal noted as ‘withdrawn’ upon email notification from HECC to the college. The college will need to re-start the process from the beginning. One emergency extension may be allowed. The college’s Chief Academic Officer or relevant dean must send an email describing the extraordinary circumstances and requesting the extension. The email must be received within two working days after the missed deadline.</p>		