

**INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005**

TAB	DESCRIPTION	ACTION
1	FIRST READING – AMENDMENT TO BOARD POLICY, SECTION III.G. – PROGRAM AND DISCONTINUANCE	Motion to approve
2	FIRST READING – AMENDMENT TO BOARD POLICY, SECTION III.Z. – DELIVERY OF POSTSECONDARY EDUCATION	Motion to approve
3	FIRST READING – AMENDMENT TO BOARD POLICY, SECTION III.W. – HIGHER EDUCATION RESEARCH COUNCIL	Motion to approve
4	APPROVAL OF TEMPORARY AND PROPOSED RULE – COMPUTER BASED ALTERNATIVE ROUTES	Motion to approve

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INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

SUBJECT

First Reading – Amendments to Board Policy III.G. – Program Approval Procedures.

BACKGROUND

CAAP has been reviewing Board Policy Section III.G, Program Approval Procedures, to determine what changes need to be made to ensure that all new and existing programs are appropriately reviewed by CAAP and approved by the Board or Executive Director.

DISCUSSION

The program approval policy changes recommended by CAAP accomplished the following: some of the language was simplified, the Board's role for approving programs that require a full proposal was clarified, and the information requirements for routine changes were more clearly defined.

IMPACT

The program approval policy changes are minor and do not significantly change how programs will be reviewed and approved. The recommended changes are mainly for purposes of clarification.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends that the Board approve the policy changes as noted to ensure program approval procedures are more appropriately implemented.

BOARD ACTION

A motion to approve the first reading of the amendment to Board Policy Section III.G., Program Approval Procedures.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005**

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: III. POSTSECONDARY AFFAIRS

Subsection G. Program Approval and Discontinuance

October 2002

G. Instructional Program Approval and Discontinuance

- a. New instructional programs, instructional units, majors, minors, options, and emphases require approval prior to implementation;
 - (1) Board Approval - Board approval prior to implementation is required for any new:
 - (a) academic or professional-technical program, new major, minor, option, emphasis, or instructional unit with a financial impact* of \$250,000 or more per year
 - (b) ~~academic~~ graduate program leading to a master's, specialist or doctoral degree,
 - (c) ~~major,~~
 - (d) ~~academic program, instructional unit, minor, option, or emphasis with a financial impact* of \$250,000 or more per year~~
 - (2) Executive Director Approval - Executive Director approval prior to implementation is required for any new ~~academic program, instructional unit, minor, option, or emphasis with a financial impact of less than \$250,000 per year~~ or professional-technical program, major, minor, option, emphasis, or instructional unit with a financial impact of less than \$250,000 per year.
- b. Existing instructional programs, majors, minors, options, emphases and instructional units.
 - (1) Changes, additions, expansions, and consolidations to existing instructional programs, majors, minors, options, emphases, or instructional units with a financial impact of \$250,000 or more per year require Board approval prior to implementation.
 - (2) Changes, additions, expansions, and consolidations to existing instructional programs, majors, minors, options, emphases or instructional units with a financial impact of less than \$250,000 require executive director approval prior to implementation. The executive director may refer any of the requests to the Board or a subcommittee of the Board for review and action. All

INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

modifications approved by the executive director shall be reported quarterly to the Board. Non-substantive name or title changes need not be submitted for approval.

c. Routine Changes

Non-substantive ~~name or title~~ changes for credits, descriptions of individual courses, or other routine catalog changes do not require notification or approval. Institutions must provide prior notification of a name or title change for programs, degrees, departments, divisions, colleges, or centers via a letter to the Office of the State Board of Education.

5. Approval Procedures

a. Board Approval Procedures

- (1) Subsequent to institutional review and consistent with institutional policies, all requests requiring Board approval will be submitted by the institution as a notice of intent in a manner prescribed by the Chief Academic Officer of the Board.
- (2) The Chief Academic Officer shall forward the request to the CAAP for its review and recommendation. Professional-technical requests will be forwarded to the Idaho Division of Professional-Technical Education for review and recommendation prior to CAAP review and action. If the CAAP recommends approval, the proposal shall be forwarded to the Board for action. Requests that require new state appropriations will be included in the annual budget request of the institution and the State Board of Education.
- (3) CAAP may, at its discretion, request a full proposal for any request requiring a notice of intent. A request for a new graduate program requires a full proposal. Full proposals should be forwarded to CAAP members at least two (2) weeks prior to the next CAAP meeting for initial review prior to being forwarded to the Board for approval.
- (4) As a part of the full proposal process, all doctoral program request(s) will require an external peer review. The external peer-review panel will consist of at least two (2) members and will be selected by the Board's Chief Academic Officer and the requesting institution's Chief Academic Officer. The review will consist of a paper and on-site review followed by the issuance of a report and recommendations by the peer-review panel. Considerable weight on the approval process will be placed upon the peer reviewer's report and recommendations.

INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

b. Office of the State Board of Education Approval Procedures

(1) All requests requiring approval by the Executive Director will be submitted by the institution as a notice of intent in a manner prescribed by the Chief Academic Officer of the Board. ~~At his discretion,~~ At the discretion of the Chief Academic Officer, ~~the request shall~~ may be forwarded ~~the request~~ to the CAAP for review and recommendation. Professional-technical requests will be forwarded to the Division of Professional-Technical Education for review and recommendation prior to CAAP review and action.

(2) If the CAAP recommends approval of the request(s), the notice of intent will be submitted to the Executive Director for consideration and action. The Executive Director shall act on any request within thirty (30) days of receipt of the Chief Academic Officer's or CAAP's recommendation.

(3) If the Executive Director denies the request he or she shall provide specific reasons in writing. The institution has thirty (30) days in which to address the issue(s) for denial of the request. The Executive Director has ten (10) working days after the receipt of the institution's response to re-consider the denial. If the Executive Director decides to deny the request after re-consideration, the institution may send its request and the documents related to the denial to the president of the Board for final reconsideration.

(4) Distance Learning Delivery and Residence Centers

All academic programs delivered to sites outside of the service area defined by the institution's role and mission statement shall be submitted to the Executive Director using a notice of intent.

INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

TITLE 33
EDUCATION
CHAPTER 1
STATE BOARD OF EDUCATION

33-105. RULES -- EXECUTIVE DEPARTMENT. (1) The state board shall have power to make rules for its own government and the government of its executive departments and offices; and, upon recommendations of its executive officers, to appoint to said departments and offices such specialists, clerks and other employees as the execution of duties may require, to fix their salaries and assign their duties.

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INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

SUBJECT

First Reading – Amendments to Board Policy III.Z

APPLICABLE STATUTE, RULE, OR POLICY

N/A

BACKGROUND

Board Policy Section III.Z describes provisions for each institution assigned a statewide mission by the Board to assess and ensure the delivery of all statewide mission programs and courses necessary to meet the educational and workforce needs associated with the statewide mission throughout the state. Collaborative and cooperative agreements, or memorandums of understanding, are developed between and among the institutions to identify what programs will be provided in a given region to meet identified needs.

DISCUSSION

Under the discontinuance provision in Board Policy Section III.Z, 4. e, institutions are required to provide one year's written notice to withdraw a program from a given region. However, the Board's policy does not clearly articulate the Board's intent that institutions be required to notify the Board or any applicable oversight or advisory council of a program withdrawal. The amendment to Policy III.Z would clarify that notice is required to be given to the Board and any oversight or advisory council in the region.

IMPACT

Changes to Policy III.Z will provide advanced notification to the Board of any intended changes before a program is discontinued. The Board will receive the same written notice as submitted by the designated or partnering institution. The institution's notice will be submitted to the Board as an information item on the consent agenda.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends that the Board approve the policy amendment as noted to ensure the board is properly notified of any program changes in a region.

BOARD ACTION

A motion to approve the first reading of the amendment to Board Policy Section III.Z, Delivery of Postsecondary Education to include a provision for notifying the Board and any oversight or advisory council in the region at the same time the designated or partnering institution provides notification to withdraw a program.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: III. POSTSECONDARY AFFAIRS
Subsection Z. Delivery of Postsecondary Education

August 2003

Z. Delivery of Postsecondary Education - Planning and Coordination of Academic Programs and Courses

e. Discontinuance of Offerings

Unless otherwise agreed between a statewide mission owning institution and the designated institution pursuant to an MOU, if, for any reason, a designated institution offering programs or courses in its service region that supports a statewide mission program of another institution, wishes to discontinue the offering(s), the designated institution will use its best efforts to provide the statewide mission owning institution at least one (1) year's written notice of withdrawal. The designated institution will also submit the same written notice to the State Board of Education and to oversight and advisory councils. In such case, the statewide mission owning institution will carefully evaluate the workforce need associated with such program or course and determine whether it is appropriate pursuant to its regional mission to provide such program or course. In no event will the statewide mission owning institution be required to provide such offering(s).

Unless otherwise agreed between the partnering institution (whether statewide mission owning, or otherwise) and the designated institution pursuant to an MOU, if, for any reason, a partnering institution offering programs or courses in a service region wishes to discontinue the offering(s), the partnering institution will use its best efforts to provide the designated institution at least one (1) year's written notice of withdrawal. The partnering institution will also submit the same written notice to the State Board of Education and to oversight and advisory councils. In such case, the designated institution will carefully evaluate the workforce need associated with such program or course and determine whether it is appropriate pursuant to its regional mission to provide such program or course. In no event will the designated institution be required to provide such offering(s).

**INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005**

REFERENCE: APPLICABLE STATUTE, RULE, OR POLICY

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INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

SUBJECT

First Reading - Amendment to Board Policy III.W. HERC Policy

APPLICABLE STATUTE, RULE, OR POLICY

N/A

BACKGROUND

The Higher Education Research Council (HERC) is responsible for implementing and administering council policies and grant programs created by it, which are designed to stimulate competitive research at Idaho's institutions. HERC has worked diligently to attract projects that serve to strengthen the research capabilities and contribute to the economic development of the state of Idaho. HERC's annual budget has averaged approximately \$2 million over the past ten years.

DISCUSSION

In 1998, the Board restructured the membership of HERC, replacing campus representatives with the Presidents of the four-year institutions and charged the Council with modifying the Board's policy on academic research, now entitled the Higher Education Research Policy.

Recently, the Board office, in concert with HERC, brought forward several appointments to the Board for approval and discovered that Board Policy Section III.W. *Higher Education Research Council* does not reference membership and appointments and is not consistent with HERC Bylaws and Policies Section II.4 *State Research Council*.

To align the policies, the Board office proposes to revise the Board's Policy, Section III.W. Higher Education Research Council, by adding language already included in Section II.4. *State Research Council* of the HERC Bylaws and Policies, which references HERC membership and the authority of the Board to approve and appoint potential members to the Council, with some minor modifications as noted.

IMPACT

The proposed change will align the current practice of appointing members with the policy.

STAFF COMMENTS AND RECOMMENDATIONS

Board staff supports the proposed changes and the first reading of Board Policy III.W. Higher Education Research as outlined.

BOARD ACTION

A motion to approve the First Reading of Board Policy III.W. HERC policy.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: III. POSTSECONDARY AFFAIRS
SUBSECTION: W. Higher Education

April 2002

W. Higher Education Research Council Policy

4. State Research Council

In order to advise the Idaho State Board of Education on the implementation of the above strategies, an Idaho Higher Education Research Council, which reports to the Board through the Instruction, Research and Student Affairs Committee, shall be appointed by the Board. The assigned responsibilities of the Higher Education Research Council will include the following:

- (1) determine and distribute to all interested parties the guidelines for submission of proposals under the competitive programs.
- (2) organize the review procedures for proposals submitted under the guidelines mandated and recommend to the Board which of these proposals should be funded.
- (3) recommend ways in which cooperative inter-institutional graduate and research programs can be encouraged, developed, and sustained.
- (4) monitor the productivity of each funded project to warrant continued funding and to provide accountability.

The membership of this Council shall consist of ~~representatives~~ *Presidents* from each of the state's universities and the four-year college (University of Idaho; Idaho State University; Boise State University; Lewis-Clark State College), *four non-institutional representatives selected from the general public who are* ~~representatives of the public~~ committed to research, and the Statewide Science and Technology Advisor as appointed by the Governor. ~~The Council membership shall be as follows: University of Idaho — one (1); Idaho State University — one (1); Boise State University — one (1); Lewis-Clark State College — one (1); non-institutional — four (4); Statewide Science and Technology Advisor — one (1).~~ The State Board of Education shall appoint the four college and university representatives and the four non-institutional representatives. The Governor's Statewide Science and Technology Advisor shall serve as an ex officio member with voting privileges. The chairman of the committee will be elected by the Council annually. Term length for the non-institutional members is three years.

INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

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INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

SUBJECT

Computer Based Alternative Route to Teacher Certification

REFERENCE

March 11-12, 2004	The Board adopted the temporary and proposed rule.
November 12, 2004	The Board adopted the pending and amended temporary rule.
January 24, 2005	The Board affirmed their intent to allow teachers certified in one content area to obtain certification in another content area using the computer based alternative route.

APPLICABLE STATUTE, RULE, OR POLICY

Section 33-105, Idaho Code, Rules – Executive Department

BACKGROUND

The Board adopted the Computer Based Alternative Route to Teacher Certification rule as a temporary and proposed rule at the March meeting and approved the rule as a pending and amended temporary rule at their November meeting. In December, the Board reaffirmed its intent to allow currently certified teachers to add additional certificates or endorsements through the computer based alternative route.

DISCUSSION

Prior to the Board action in January, the Professional Standards Commission at their December 6-7 meeting passed a recommendation to request the State Board of Education to consider a modification of IDAPA 08.02.02.045 to include initial certification (in the current temporary amendments), subsequent certificates and additional endorsements (Section 06 of the proposed changes). See attached.

IMPACT

This change clarifies that teachers certified in one content area may obtain certification in other content areas by using the computer-based alternative route. Without the amendment, currently certified teachers are being denied the ability to be certified in other areas through the computer based alternative route.

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends amending the rule to clarify that currently certified teachers may add additional certificates or endorsements through the computer based alternative route.

INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

BOARD ACTION

A motion to adopt a proposed and temporary rule to clarify that currently certified teachers may add additional certificates or endorsements through the computer alternative based route.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

IDAHO ADMINISTRATIVE CODE
State Board of Education

IDAPA 08.02.02
Rules Governing Uniformity

045. Computer Based Alternative Route To Teacher Certification.

An individual may acquire interim certification as found in Section 015 of these rules through a computer based alternative route certification program. (3-12-04)T

01. Approval Of The Program. The State Board of Education must approve any computer based alternative route to teacher certification. The program must include, at a minimum, the following components: (3-12-04)T

- a. Preassessment of teaching and content knowledge; (3-12-04)T
- b. An academic advisor with knowledge of the prescribed instruction area; and (3-12-04)T
- c. Exams of pedagogy and content knowledge. (3-12-04)T

02. Eligibility. Individuals who possess a bachelor's degree or higher from an institution of higher education may utilize this alternative route to an interim Idaho Teacher Certification. (3-12-04)T

03. Requirements For Completion. To complete this alternative route, the individual must: (3-12-04)T

- a. Complete a Board approved program; (3-12-04)T
- b. Pass the Board approved pedagogy and content knowledge exams; and (3-12-04)T
- c. Complete the Idaho Department of Education Criminal History Check. (3-12-04)T

04. Interim Certificate. Upon completion of the computer based certification process described herein, the individual will be awarded an interim certificate from the State Department of Education's Bureau of Certification and Professional Standards. The term of the interim certification shall be three (3) years. During the term of the interim certificate, teaching by the individual must be done in conjunction with a two (2) year teacher mentoring program approved by the Board. The individual must start the mentoring program during the term of the interim certificate and it may be completed after standard certification is granted. All laws and rules governing the fully certificated teachers with respect to conduct, discipline and professional standards shall apply to individuals teaching under an interim certificate.

(11-12-04)T

INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005

05. Interim Certificate Not Renewable. Interim certification hereunder is only available on a one-time basis per individual. It will be the responsibility of the individual to obtain full Idaho Teacher Certification during the three (3) year interim certificate.

(3-12-04)T

06. Types of Certificates and Endorsements. The computer based alternative route may be used for initial certification, subsequent certificates, and additional endorsements.

**INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS
MARCH 10, 2005**

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