#### CONSENT AGENDA OCTOBER 18, 2012

| TAB | DESCRIPTION  | ACTION            |
|-----|--|-------------------|
| 1   | SDE<br>Adoption of Curricular and Related Instructional Materials<br>as Recommended by the Curricular Materials<br>Selection Committee | Motion to approve |
| 2   | IRSA<br>Idaho State University – Discontinuance of PTE<br>Programs   | Motion to approve |

#### **BOARD ACTION**

I move to approve the Consent Agenda as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_

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#### SUBJECT

Adoption of curricular materials and related instructional materials as recommended by the Curricular Materials Selection Committee.

#### APPLICABLE STATUTE, RULE, OR POLICY

Section 33-118, Idaho Code Idaho Administrative Code 08.02.03.128

#### BACKGROUND/DISCUSSION

The Administrative Rules of the State Board of Education, IDAPA 08.02.03.128.01, 128.02 describe the adoption process for curricular materials as an adoption cycle of six (6) years. Curricular materials are defined as "textbook and instructional media including software, audio/visual media and internet resources" (Idaho Code 33-118A). Idaho is a multiple adoption state. The Curricular Materials Selection Committee is charged with the responsibility to screen, evaluate, and recommend curricular materials for adoption by the State Board of Education.

For 2012, the main adoption cycle is curricular materials in the subject area of English Language Arts. Interim adoption clause allows for submissions in the subject area of Science. Annual adoption continues for Limited English Proficiency and Computer Applications.

This year the curricular materials review week was held June 11 to 15, 2012. Thirty-eight content area specialists assisted the six standing committee members in the evaluation of the curricular materials.

This recommendation is in addition to the previously submitted and approved materials. There was a Review Team calculation error, which has now been corrected. As such, the State Department of Education would like to submit the enclosed materials for consideration. The curricular materials adoption committee recommends the adoption of curricular materials as outlined in the 2012 Curricular Materials Recommendations Document.

#### ATTACHMENTS

Attachment 1 - 2012 Curricular Materials Recommendations Document Page 3

#### **BOARD ACTION**

I move to approve the adoption of English Language Arts curricular materials and related instructional materials as recommended by the Curricular Materials Selection Committee as submitted.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_

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# 2012 Curricular Materials Recommendations

# Curricular Materials Adoption Process



THE IDAHO STATE DEPARTMENT OF EDUCATION TOM LUNA STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

### INTRODUCTION

The State Curricular Materials Selection Committee is pleased to submit the following materials for your consideration for adoption in the state of Idaho. The 2012 *Session* called for reviewing curricular materials in the main subject area of English Language Arts and interim materials in Science. Annual materials include Computer Applications and Limited English Proficiency.

Several of these materials have accompanying electronic instructional media. Others are deliverable via CD-ROM or the Internet.

The Curricular Materials Selection Committee considers their work an important contribution to the educational process in Idaho. This Committee reflects the diversity of Idaho's population both geographically and philosophically. Occasionally the approval of a certain material is not a unanimous decision by the Committee.

# CURRICULAR MATERIALS ADOPTION PROCEDURES

The Curricular Materials adoption process has its basis in Idaho Code (33-118, 333-118A). It is further defined in the Administrative Rules of the State Board of Education (SBOE), IDAPA 08.02.03, subsection 128.

**The Adoption Process in Idaho** provides for the continuous review and evaluation of new curricular materials. This process ensures that Idaho schools have quality products available to purchase at a guaranteed low price, and equal availability to all Idaho school districts. These materials are screened in order to eliminate any of inferior quality or undesirable content. This process maintains local control in the choice of instruction materials by providing a multiple list of approved materials. The adoption process also provides, through a contract with each publisher, a contract price that is good for the length of the adoption cycle. This ensures quality for each school district and allows for the best materials at the lowest possible price for Idaho's schools.

Idaho adopts materials in the areas of reading, research based reading, literature, drivers education, science, health, handwriting, mathematics, business education, career education, counseling, social studies, English, applied English, spelling, dictionary, thesaurus, speech, journalism, world, languages, art, drama, music, healthy life styles, professional technical education, business computer applications (adopted annually), and limited English proficiency (adopted annually).

Materials are adopted in Idaho on a six-year rotating schedule. Publishers have an additional one-year following the main adoption year to submit new copyrights for a particular content area, allowing each of the content area submissions a total of two years. The intent of the adoption process is to generally approve all materials meeting the established criteria and to reject those items that are considered unsuitable for use in their designated subject area.

Schools are required to select curricular materials from the state approved-adoption listings. Deviation points are subtracted from the school's accreditation report if this is not followed. Materials that serve as supplements to the core curricular materials do not have to be selected from the adoption listings.

Schools may submit a waiver to the Executive Secretary of the Committee requesting to use materials that do not appear on the Approved Listings. Local school boards must approve this request <u>prior</u> to sending it to the Executive Secretary of the Committee. Requests are generally granted for new copyrights not currently under adoption, or materials not submitted to the Selection Committee for consideration. No requests are granted for any materials denied by the Selection Committee or for old copyrights.

2012 English Language Arts RecommendationsIntroduction v Curricular Materials Adoption

There are advantages to adopting curricular materials at the state level:

- Contract prices are adhered to for six years, which saves money for the schools.
- Publishers are required to lower the price to Idaho if they lower it to any other state after the contract has been signed.
- Most textbook publishers maintain inventory at the state depository, Caxton Printers, which reduces delivery time and shipping costs.
- Contracts help ensure adopted materials will be available for the life of the contract (6 years).
- Materials are screened for quality, organization, vocabulary and graphic presentation. Textbooks publishers must submit <u>Manufacturing Standards and</u> <u>Specifications for Textbooks</u> (MSST) standards compliance form for each title.
- Materials are screened for fair representation on such issues as environment and industry.
- Instructional materials are screened and thoroughly reviewed by subject area experts to ensure that essential elements are covered.
- Any materials reflecting adversely upon individuals or groups due to race, ethnicity, class, gender, or religion are not approved.
- Small school districts are guaranteed of getting the same textbooks and complementary materials as larger school systems.

**Curricular materials** in Idaho are defined as textbooks and instructional media including software, audio/visual media and Internet resources (Idaho Code 33-118A). Idaho is a multiple adoption state and adopts a number of materials in a designated subject area from a variety of publishing companies. This is consistent with the belief that a variety of materials has value and usefulness to the schools.

**The Curricular Materials Selection Committee**, which is appointed by the SBOE, has the responsibility of overseeing the adoption process for the state. The Executive Secretary to this Committee is an employee of the State Department of Education (SDE).

The membership on the 19-member Selection Committee consists of:

- one representative from each of the state's four colleges of education
- one secondary administrator
- one elementary administrator
- two secondary teachers
- two elementary teachers
- one district school board member
- one representative from private/parochial schools
- three parent representatives

2012 English Language Arts RecommendationsIntroduction vi Curricular Materials Adoption

- one member who is not a public school educator nor trustee
- one content area specialist from the SDE
- one representative from the Division of Professional-Technical Education.
- the Executive Secretary

All members are appointed by the SBOE for a five-year term with the exception of the SDE content coordinator and the representative from Professional-Technical Education who serve for one year. Current Committee members are listed in this publication.

The Committee, assisted by English Language Arts, Science, Limited English Proficiency, and Computer Application specialists from throughout the state, met for one week in June to review and correlate all materials to the Common Core State Standards and/or the Idaho Content Standards and specific course requirements. The Committee votes on the materials and those recommended are forwarded to the SBOE for official adoption for Idaho Schools. All meetings of the Committee are open to the public.

Following formal adoption (August 2012), contracts are mailed to the publishing companies (August 2012). After the return of signed contracts, the listing of newly adopted materials is published by December 3, 2012 in the annual Adoption Guide found on the Internet at: .http://www.sde.idaho.gov/site/curricular\_materials/adoption\_guide.htm.

A state curriculum library is maintained at Caxton Printers as required by Idaho Code 118A. Adopted materials are housed in this library and available to the public. In addition, seven (7) Regional Centers maintain libraries of adopted materials that are available to the public as well as college students and local schools. The Regional Centers are located as follows:

N.L. Terteling Library College of Idaho Caldwell, Idaho

Albertson Library Boise State University Boise, Idaho

David O. McKay Library Brigham Young University-Idaho Rexburg, Idaho

Instructional Materials Center Idaho State University Pocatello, Idaho Curriculum Library Lewis-Clark State College Lewiston, Idaho

Riley Library Northwest Nazarene University Nampa, Idaho

Instructional Materials Technology Ctr University of Idaho Moscow, Idaho

2012 English Language Arts RecommendationsIntroduction vii Curricular Materials Adoption

Citizens of Idaho may request the Committee to reconsider any material under adoption. A form titled *Textbook Adoption Process: Request for Reconsideration of Materials* is available from the SDE. The Committee considers all requests and maintains the right to either recommend continued adoption or removal of materials from the adopted list.

2012 English Language Arts RecommendationsIntroduction 8 Curricular Materials Adoption

#### Idaho STATE CURRICULAR MATERIALS SELECTION COMMITTEE COMMITTEE MEMBERS LIST AS OF JUNE 2012

Diann Roberts ELA/Reading Coordinator Idaho State Dept of Education PO Box 83720 Boise, ID 83720-0027

Darlene Matson Dyer Secondary Teacher Wood River High School 950 Fox Acres Road Hailey, ID 83333 Emily Perkes PTA Parent Representative 109 South 900 West Blackfoot, ID 83221

Tara Drexler Elementary Teacher Robert Stuart Middle School 644 Caswell Avenue West Twin Falls, ID 83301-3798

Laree Jansen Parent Representative 3669 North 3200 East Kimberly, ID 83341-5344

Elizabeth Flasnick Executive Secretary Curriculum & Technology Ctr. 650 West State Street Boise, ID 83702

Patty Silvers Public School Trustee Murtaugh Jt School Dist. 418 PO Box 117 Murtaugh, ID 83344

Stacey Jensen Elementary Teacher Edahow Elementary School 2020 Pocatello Creek Road Pocatello, ID 83201

2012 English Language Arts RecommendationsIntroduction ix Curricular Materials Adoption

## 2012 Curricular Materials English Language Arts Recommendations

#### **Curricular Materials Recommendations - Regular Adoptions**

It was moved by <u>Stacey Jensen</u>, seconded by <u>Darlene Dyer</u>, and carried that the curricular materials listed and marked as approved in the Subject Area Review Books for the *Regular Adoption* of ELA materials and their accompanying manuals, guides, keys, and where indicated, instructional software, be recommended by the Idaho State Curricular Materials Selection Committee to the Idaho State Board of Education for adoption and use in the public schools of Idaho in accordance with the policies and regulations of the Idaho State Board of Education.

#### **Curricular Materials Recommendations – Annual Adoptions**

It was moved by <u>Patty Silvers</u>, seconded by <u>Tara Drexler</u>, and carried that the curricular materials listed and marked as approved in the Subject Area Review Books for the *Annual Adoption* of Computer Applications and Limited English Proficiency materials and their accompanying manuals, guides, keys, and where indicated, instructional software, be recommended by the Idaho State Curricular Materials Selection Committee to the Idaho State Board of Education for adoption and use in the public schools of Idaho in accordance with the policies and regulations of the Idaho State Board of Education.

#### **Curricular Materials Recommendations - Interim Adoptions**

It was moved by <u>Laree Jansen</u>, seconded by <u>Emily Perkes</u>, and carried that the curricular materials listed and marked as approved in the Subject Area Review Books for the *Interim Adoption* of Science materials and their accompanying manuals, guides, keys, and where indicated, instructional software, be recommended by the Idaho State Curricular Materials Selection Committee to the Idaho State Board of Education for adoption and use in the public schools of Idaho in accordance with the policies and regulations of the Idaho State Board of Education.

#### Adjournment

Motion for adjournment was made by <u>Stacey Jensen</u>, seconded by an <u>Unanimous Vote</u>, and carried to adjourn the meeting on June 14, 2012.

Respectfully submitted, Elizabeth Flasnick Executive Secretary

2012 English Language Arts RecommendationsIntroduction x Curricular Materials Adoption



| Publisher        | Title of Material   | Author  | Copyright   | Grade<br>Level   | ISBN                           | R=Resource<br>Correlation* |
|------------------|---|---|---|--|--------------------------------|----------------------------|
| Houghton Mifflin | Great Source Write Source Grade K   | Patrick   |   |  |                                | R                          |
| Harcourt School  | ©2012   | Sebranek,   |   | К  |                                |                            |
| Publishers       | 82012   |   | 2012  |  |                                |                            |
| Publishers       |   | Verne Meyer,<br>Dave Kemper   |   | (K-5)  |                                |                            |
|                  |   |   |   |  |                                |                            |
|                  | Notes: Highly recommend as a <u>resource only</u> for v<br>Key Features:<br>1. Gives beginning writers an early introduction to the<br>and age-appropriate Big Book format designed specificall<br>2. Age appropriate. Write-on/wipe-off pages offer numer<br>3. Provides complete and comprehensive coverage of<br>program is designed to help students use cutting-edge tec<br>forms, writing process, and grammar, usage, and mechar | e writing process and forr<br>y for kindergartners.<br>ous opportunities for shared<br>i the Common Core Writin<br>chnology tools and 21st Ce | ns of writing. Focuses<br>d, interactive, and guide<br>ng, Language, Listenir | on the writing process<br>d writing.<br>ng, and Speaking Sta | ndards. This highly engaging   |                            |
|                  | Great Source Write Source State Adoption Student Bundl  |   | nt Book eEdition Online   | 6-Year (classroom)   | 9780547819204                  |                            |
|                  | and 20 copies of Student Book)  | Veer Online Out-suist "   |   |  |                                |                            |
|                  | Great Source Write Source Student Edition eBook 6-<br>Great Source Write Source Student Book Grade K  | real Unline Subscription (C   | Jiassroom) Grade K  |  | 9780547260761<br>9780669542080 |                            |
|                  | Write Source Teacher Bundle 6-Year Grade K (includes T  | eacher's Resource CD. Int   | eractive CD Teacher's   | Edition Big Book   |                                |                            |
|                  | Spot Puppet, Teacher's Edition 6-Year Subscription Onlin  |   |   | Lution, big book,  | 9780547737454                  |                            |
|                  | Great Source Write Source Teacher's Resource CD   | 9780669545401   |   |  |                                |                            |
|                  | Great Source Write Source Interactive CD Grade K  | 9780669546651   |   |  |                                |                            |
|                  | Great Source Write Source Teacher's Edition Grade   | 9780669006643   |   |  |                                |                            |
|                  | Great Source Write Source Big Book Grade K  | 9780669542066   |   |  |                                |                            |
|                  | Great Source Write Source Spot Puppet Grade K   | 9780669501001   |   |  |                                |                            |
|                  | Great Source Write Source Teacher's Edition 6-Year  | 9780547260785   |   |  |                                |                            |
|                  | Great Source Write Source Teacher's Resource CD   |   |   |  | 9780669545401                  |                            |
|                  | Great Source Write Source Student Edition eTextbook PD  |   |   |  | 9780547775913                  |                            |
| Houghton Mifflin | Great Source Write Source Grade 1   | Patrick   |   |  |                                | R                          |
| Harcourt School  | ©2012   | Sebranek,   | 2012  | 1  |                                |                            |
| Publishers       |   | Verne Meyer,  | 2012  | (K-5)  |                                |                            |
|                  |   | Dave Kemper   |   | ( - /  |                                |                            |
|                  | Notes: Recommend as a resource only for writing   |   | writing CCSS only   |  |                                |                            |
|                  | Key Features:   |   | writing CC33 only.  |  |                                |                            |
|                  | 1. The only print and fully personalized digital language<br>Language, Listening, and Speaking Standards. This hi<br>Century skills to master College and Career Readiness sk<br>2. Contains instructional depth and breadth to meet th<br>writing and language literacy, from writing for differer   |   |   |  |                                |                            |
|                  | meaningful research (both in print and online), to und  | ing colleboration tools and   |   |  |                                |                            |
|                  | <ol> <li>Meets Common Core Writing Standard 6 in ways th<br/>immediate online publishing opportunities in a secure env</li> </ol>   | ing, collaboration tools, and   |   |  |                                |                            |
|                  | Great Source Write Source State Adoption Student Bundl  |   |   |  |                                |                            |
|                  | Edition Hardcover, and SkillsBook Student Edition)  | 9780547819150   |   |  |                                |                            |
|                  | Great Source Write Source Online Student Subscript  | 9780547508368   |   |  |                                |                            |
|                  | Great Source Write Source Student Edition Hardcove<br>Great Source Write Source SkillsBook Student Editio   | 9780547484891<br>9780547484310  |   |  |                                |                            |
|                  | Great Source Write Source Teacher Bundle 6-Year Grade   | 3/0034/404310   |   |  |                                |                            |
|                  | SkillsBook, SkillsBook Teacher's Edition with Annos Laye  |   |   |  | 9780547716220                  |                            |
|                  | Great Source Write Source Teacher's Edition Grade   |   | .,  |  | 9780547484327                  |                            |
|                  | Great Source Write Source Assessment Teacher's E  |   |   |  | 9780547484846                  |                            |

|                  | Great Source Write Source SkillsBook Student Edition          | 9780547484310                |                         |                          |                               |   |  |  |  |
|------------------|---|------------------------------|-------------------------|--------------------------|-------------------------------|---|--|--|--|
|                  | Great Source Write Source SkillsBook Teacher's Edi            | 9780547484358                |                         |                          |                               |   |  |  |  |
|                  | Great Source Write Source Daily Language Workout              | 9780547485256                |                         |                          |                               |   |  |  |  |
|                  | Great Source Write Source Online Teacher Subscrip             | 9780547508818                |                         |                          |                               |   |  |  |  |
|                  | Great Source Write Source Student Edition eTextbook eF        | Pub Grade 1                  |                         |                          | 9780547782935                 |   |  |  |  |
| Houghton Mifflin | Great Source Write Source Grade 2                             | Patrick                      |                         |                          |                               | R |  |  |  |
| Harcourt School  | ©2012   | Sebranek,                    | 0040                    | 2                        |                               |   |  |  |  |
| Publishers       |   | Verne Meyer,                 | 2012                    | (K-5)                    |                               |   |  |  |  |
| T ublishers      |   |                              |                         | (1( 0)                   |                               |   |  |  |  |
|                  |   | Dave Kemper                  |                         |                          |                               |   |  |  |  |
|                  | Notes: Recommend as a resource only for writing               | . 79% alignment to the v     | writing CCSS only.      |                          |                               |   |  |  |  |
|                  | Key Features:   |                              |                         |                          |                               |   |  |  |  |
|                  | 1. The only print and fully personalized digital langua       |                              |                         |                          |                               |   |  |  |  |
|                  | Language, Listening, and Speaking Standards. This hi          |                              |                         |                          |                               |   |  |  |  |
|                  | Century skills to master College and Career Readiness sl      |                              |                         |                          |                               |   |  |  |  |
|                  | 2. Contains instructional depth and breadth to meet the       | he rigor set forth by the Co | ommon Core State S      | tandards. Students wil   | I engage in all aspects of    |   |  |  |  |
|                  | writing and language literacy, from writing for different put |                              | of information and lite | erary texts; and from co | nducting meaningful research  |   |  |  |  |
|                  | (both in print and online), to understanding the conventior   |                              |                         |                          |                               |   |  |  |  |
|                  | 3. Meets Common Core Writing Standard 6 in ways th            |                              |                         | ams don't. Social learr  | ing, collaboration tools, and |   |  |  |  |
|                  | immediate online publishing opportunities in a secure env     |                              |                         |                          |                               |   |  |  |  |
|                  | Great Source Write Source State Adoption Student Bund         | le Grade 2 (Includes Online  | Student Subscription    | 6-year, Student          | 9780547819167                 |   |  |  |  |
|                  | Edition Hardcover, and SkillsBook Student Edition)            |                              |                         |                          |                               |   |  |  |  |
|                  | Great Source Write Source Online Student Subscript            |                              |                         |                          | 9780547508405                 |   |  |  |  |
|                  | Great Source Write Source Student Edition Hardcove            |                              |                         |                          | 9780547484969                 |   |  |  |  |
|                  | Great Source Write Source SkillsBook Student Edition          |                              |                         |                          | 9780547484365                 |   |  |  |  |
|                  | Great Source Write Source Teacher Bundle 6-Year Grade         | 9780547715551                |                         |                          |                               |   |  |  |  |
|                  | SkillsBook, SkillsBook Teacher's Edition with Annos Laye      |                              | , and Online Teacher    | Subscription 6-Year)     |                               |   |  |  |  |
|                  | Great Source Write Source Teacher's Edition Grade             | 2                            |                         |                          | 9780547484341                 |   |  |  |  |
|                  | Great Source Write Source Assessment Teacher's E              | dition Grade 2               |                         | 9780547484914            |                               |   |  |  |  |
|                  | Great Source Write Source SkillsBook Student Editic           | on Grade 2                   |                         |                          | 9780547484365                 |   |  |  |  |
|                  | Great Source Write Source SkillsBook Teacher's Edi            | tion Grade 2                 |                         |                          | 9780547484334                 |   |  |  |  |
|                  | Great Source Write Source Daily Language Workout              | s Grade 2                    |                         |                          | 9780547485126                 |   |  |  |  |
|                  | Great Source Write Source Online Teacher Subscrip             | tion 6-Year Grade 2          |                         |                          | 9780547508849                 |   |  |  |  |
|                  | Great Source Write Source Student Edition eTextbook eF        | Pub Grade 2                  |                         |                          | 9780547782942                 |   |  |  |  |

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#### IDAHO STATE UNIVERSITY

#### SUBJECT

Discontinuation of Professional-Technical Education Programs

#### APPLICABLE STATUTES, RULE OR POLICY

Idaho State Board of Education Policies and Procedures, III.G. and IDAPA 55.01.02, Section 101.02

#### BACKGROUND/DISCUSSION

Idaho State University is requesting approval to discontinue various professionaltechnical education programs and options within the College of Technology. The program terminations are due to low student enrollment, market downturn, program inactivity, or program inefficiencies.

The programs to be discontinued include Building Construction Technology; Laser Electro-Optics Technology; the Medical Office Technology option and the Legal Office Technology option of the Business Technology program; and the Electronic Technology (Core), Electromechanical Technology, and Electronic Wireless/Telecommunications Technology.

#### IMPACT

Programs are in the teach-out phase and advisors have contacted students to ensure all students have been afforded the opportunity to graduate before discontinuing programs or transfer to another program. The options being discontinued are no longer accepting students and have not done so for several years. The fiscal impact for these program discontinuations range from \$64,261 to \$287,018 per year.

#### **ATTACHMENTS**

| Attachment 1 – Proposal – Building Construction Technology | Page 3  |
|--|---------|
| Attachment 2 – Proposal – Laser Electro-Optics Technology  | Page 11 |
| Attachment 3 – Proposal – Medical Office Technology Option | Page 19 |
| Attachment 4 – Proposal – Legal Office Technology Option   | Page 27 |
| Attachment 5 – Proposal – Electronic, Electromechanical    | Page 35 |
| and Electronic Wireless Telecommunications                 |         |

#### STAFF COMMENTS AND RECOMMENDATIONS

The Division of Professional-Technical Education has reviewed the programs slated for termination and recommends State Board approval.

#### **BOARD ACTION**

I move to approve the request from Idaho State University to terminate the designated professional-technical education programs as presented in Attachments 1-5.

Moved by \_\_\_\_\_Seconded by \_\_\_\_Carried Yes \_\_\_\_\_No\_\_\_\_

#### ATTACHMENT 1



Idaho Division of Professional-Technical Education 650 West State Street, P.O. Box 83720, Boise, Idaho 83720-0095 Phone (208) 334-3216, Fax (208) 334-2365

http://www.pte.idaho.gov

#### MEMORANDUM

September 17, 2012

TO: Mike Rush Executive Director State Board of Education

FROM

Todd Schwarz Tollyung

SUBJECT: Notice of Intent

In accordance with State Board policy, the enclosed Notice of Intent is forwarded for approval by the State Board for Professional-Technical Education.

The College of Technology at Idaho State University has requested to discontinue the **Building Construction Technology** program due to low enrollments, a downturn in the housing market, and a very sluggish economy that have affected this program to the point that it is no longer cost effective to operate.

The Division has reviewed and approved the request and recommends State Board approval. Please notify the Division office of State Board action when completed.

If you have any questions regarding the enclosed request, please let me know. Thank you.

TS/ds

Enclosure

Institutional Tracking No. ATTACHM

RECEIVED

## Idaho State Board of Education

AUG 2 0 2012

Proposal for Other Academic Program Activity and Professional-Technical Education AHO STATE BOARD OF EDUCATION

| Date of Proposal Submission:          | 5/8/12                           | RECEIVED     |
|---------------------------------------|----------------------------------|--------------|
| Institution Submitting Proposal:      | Idaho State University           | AUG 2 1 2012 |
| Name of College, School, or Division: | College of Technology            |              |
| Name of Department(s) or Area(s):     | Building Construction Technology | ÷            |

#### Program Identification for Proposed New, Modified, or Discontinued Program:

Date

Date

| Title:                           | Building Construction Technology                                |  |  |  |
|----------------------------------|---|--|--|--|
| Degree:                          | Advanced Technical Certificate and Associate of Applied Science |  |  |  |
| Method of Delivery:              | Classroom   |  |  |  |
| CIP code (consult IR /Registrar) | 46.0201   |  |  |  |
| Proposed Starting Date:          | N/A   |  |  |  |
| Indicate if the program is:      | x Regional Responsibility Statewide Responsibility              |  |  |  |

#### Indicate whether this request is either of the following:

New Program (minor/option/emphasis or certificate)

New Off-Campus Instructional Program

New Instructional/Research Unit

Contract Program/Collaborative

Date

College Dean (Institution)

na Graduate Dean (as applicable)

Chief Fiscal Officer (Institution) Date 20/12 7 Chief Academic Officer (Institution) Date X 7/23/12

President

Discontinuance of an Existing Program/Option X

Consolidation of an Existing Program Expansion of an Existing Program

Other

Vice President for Research (as Date applicable) 9.17.12 State Administrator, SDPTE Date (as applicable) Academic Affairs Program Manager Date Chief Academic Officer, OSBE Date SBOE/OSBE Approval Date

March 16, 2012 Paae 1 TAB 2 Page 4

Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance. This proposal form must be completed for the creation of each new program and each program discontinuation. <u>All guestions must be answered.</u>

1. Describe the nature of the request. Will this program/option be related or tied to other programs on campus? Please identify any existing program, option that this program will replace. If this is request to discontinue an existing program, provide the rationale for the discontinuance. Indicate the year and semester in which the last cohort of students was admitted and the final term the college will offer the program. Describe the teach-out plans for continuing students.

The Building Construction Technology program will be discontinued due to low enrollment over the last five years. The home building market is down significantly and job prospects in home building are negligible at best. Low enrollments, a downturn in the housing market, and a very sluggish economy have affected this program to the point that it is no longer cost effective to operate.

List the objectives of the program. The objectives should address specific needs (industry) the program will meet. They should also identify the expected student learning outcomes and achievements. *This question* is not applicable to requests for discontinuance.

N/A

3. Briefly describe how the institution will ensure the quality of the program (i.e., program review). Will the program require specialized accreditation (it is not necessary to address regional accreditation)? If so, please identify the agency and explain why you do or do not plan to seek accreditation. <u>This question is not applicable to requests for discontinuance.</u>

N/A

4. List new courses that will be added to curriculum specific for this program. Indicate number, title, and credit hour value for each course. Please include course descriptions for new and/or changes to courses. Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests. This question is not applicable to requests for discontinuance.

N/A

5. Please provide the program completion requirements and attach to this proposal as Appendix A. *This question is not applicable to requests for discontinuance.* 

N/A

| Credit hours required in major:                                     |  |
|---|--|
| Credit hours required in minor:                                     |  |
| Credit hours in institutional general education or core curriculum: |  |
| Credit hours in required electives:                                 |  |
| Total credit hours required for completion:                         |  |

6. Identify similar programs offered within Idaho or in the region by other colleges/universities. If the proposed request is similar to another state program, provide a rationale for the duplication. Institutions do not need to complete this section for PTE programs. <u>This question is not</u> <u>applicable to requests for discontinuance.</u>

N/A

Degrees/Certificates offered by school/college or program(s) within disciplinary area under review

| Institution and<br>Degree name | Level | Specializations within the<br>discipline<br>(to reflect a national<br>perspective) | Specializations offered within the degree at the institution |
|--------------------------------|-------|--|--|
| BSU                            |       |  |  |
| CSI                            |       |  |  |
| CWI                            |       |  |  |
| EITC                           |       |  |  |
| ISU                            |       |  |  |
| LCSC                           |       |  |  |
| NIC                            |       |  |  |
| U                              |       |  |  |

7. Describe the methodology for determining enrollment projections. If a survey of student interest was conducted, attach a copy of the survey instrument with a summary of results as Appendix B. <u>This question is not applicable to requests for discontinuance.</u>

N/A

8. Enrollment and Graduates. Provide a realistic estimate of enrollment at the time of program implementation and over three year period based on availability of students meeting the criteria referenced above. Include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed program, last three years beginning with the current year and the previous two years. Also, indicate the number of graduates and graduation rates.

**Discontinuations.** Using the chart below include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed discontinuation, last three years beginning with the current year and previous two years. Indicate how many students are currently enrolled in the program for the previous two years to include number of graduates and graduation rates.

| Institution | Relevant Enrollment Data |                    |                    | Number of Graduates |                    |                    | Graduate<br>Rate |
|-------------|--------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|------------------|
|             | Current                  | Year 1<br>Previous | Year 2<br>Previous | Current             | Year 1<br>Previous | Year 2<br>Previous |                  |
| BSU         | n/a                      | n/a                | n/a                | n/a                 | n/a                | n/a                |                  |
| CSI         | 22                       | 40                 | 40                 | 2                   | 3                  | 3                  |                  |
| CWI         | n/a                      | n/a                | n/a                | n/a                 | n/a                | n/a                |                  |
| EITC        | n/a                      | n/a                | n/a                | n/a                 | n/a                | n/a                |                  |
| ISU         | 12                       | 16                 | 16                 | 3                   | 5                  | 5                  |                  |
| LCSC        | n/a                      | n/a                | n/a                | n/a                 | n/a                | n/a                |                  |

#### **ATTACHMENT 1**

| NIC | 18  | 11  | 9   | 13  | 11  | 6   |  |
|-----|-----|-----|-----|-----|-----|-----|--|
| UI  | n/a | n/a | n/a | n/a | n/a | n/a |  |

9. Will this program reduce enrollments in other programs at your institution? If so, please explain.

No.

10. Provide verification of state workforce needs such as job titles requiring this degree. Include State and National Department of Labor research on employment potential. <u>This question is not applicable to requests for discontinuance.</u>

N/A

Using the chart below, indicate the total projected job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old. This question is not applicable to requests for discontinuance.

|        | Year 1 | Year 2 | Year 3 | Total |
|--------|--------|--------|--------|-------|
| Region |        |        |        |       |
| State  |        |        |        |       |
| Nation |        |        |        |       |

- a. Describe the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as **Appendix C.**
- b. Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.
- c. Is the program primarily intended to meet needs other than employment needs, if so, please provide a brief rationale.
- 11. Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? Please describe. <u>This question is not applicable to requests</u> <u>for discontinuance.</u>

N/A

12. Describe how this request is consistent with the State Board of Education's strategic plan and institution's role and mission. *This question is not applicable to requests for discontinuance.* 

N/A

13. Describe how this request fits with the institution's vision and/or strategic plan. <u>This question is</u> March 16, 2012 Page 4

TAB 2 Page 7

not applicable to requests for discontinuance.

N/A

| Goals of Institution Strategic Mission | Proposed Program Plans to Achieve the Goal |
|--|--|
|  |  |
|  |  |
|  |  |

## 14. Is the proposed program in your institution's Five-Year plan? Indicate below. <u>This question is</u> <u>not applicable to requests for discontinuance.</u>

N/A

Yes \_\_\_\_ No \_\_\_\_

If not on your institution's Five-Year plan, provide a justification for adding the program.

14. Explain how students are going to learn about this program and where students are going to be recruited from (i.e., within institution, out-of-state, internationally). For request to discontinue program, how will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

The closure of the daytime course of study must be made due to low enrollment and a poor job market. However, classes can still be offered through Workforce Training if a valid need is identified. If the housing market eventually rebounds, skills for that industry can be taught as non-credit. This program has been in a teach-out phase and advisors have contacted students to ensure that all interested students who had taken at least one semester of the program had the opportunity to graduate before discontinuing the program.

16. Program Resource Requirements. Using the <u>Excel spreadsheet</u> provided by the Office of the State Board of Education, provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

Program Proposal Budget Template (Baccalaureate, Graduate, Doctorate) March 7, 2012 Page 1

One-time is defined as one-time funding in a fiscal year and not part of the base. Ongoing is defined as ongoing operating budget for the program which will become part of the base.

| Onnoing is defined as ongoing operating budget for the program which will become part of the base. | Net Income (Deficit) | Total Expenditures | 5. Other (Specify) | 4. Facilities | 3. Equipment | 2. Operating | 1. Personnel |          | <b>B. EXPENDITURES</b> | Total           | 6. Other (Specify) | 5. Student Fees | 4. Tuition | 3. Federal | 2. Appropriated (New) | 1. Appropriated (Reallocation) |          | A. REVENUE (closing program) |
|--|----------------------|--------------------|--------------------|---------------|--------------|--------------|--------------|----------|------------------------|-----------------|--------------------|-----------------|------------|------------|-----------------------|--------------------------------|----------|------------------------------|
| nacina che   | e (Deficit)          | enditures _        |                    | I             | 1            | 1            | 1            |          |                        | Total Revenue = |                    | 1               | 1          | 1          | 1                     | lion)                          |          | )                            |
| rating hudget f  | \$0.00               | \$64,261.80        | 0                  | 0             | 0            | \$15,673.00  | \$48,588.80  | On-going | FY                     | \$64,261.80     | \$0.00             | \$0.00          | \$0.00     | \$0.00     | \$0.00                | \$64,261.80                    | On-going | FY                           |
| or the program   | \$0.00               | \$0.00             |                    |               |              |              |              | One-time |                        | \$0.00          |                    |                 |            |            |                       |                                | One-time |                              |
| which will becon   | \$0.00               | \$0.00             |                    |               |              |              |              | On-going | FY                     | \$0.00          |                    |                 |            |            |                       |                                | On-going | FY                           |
| e part of the bas  | \$0.00               | \$0.00             |                    |               |              |              |              | One-time |                        | \$0.00          |                    |                 |            |            |                       |                                | One-time |                              |
| ie.  | \$0.00               | \$0.00             |                    |               |              |              |              | On-going | Ŷ                      | \$0.00          |                    |                 |            |            |                       |                                | On-going | FY                           |
| I  | \$0.00               | \$0.00             |                    |               |              |              |              | One-time |                        | \$0.00          |                    |                 |            |            |                       |                                | One-time |                              |
|  |                      | \$64,261.80        | \$0.00             | \$0.00        | \$0.00       | \$15,673.00  | \$48,588.80  | On-going |                        | \$64,261.80     | \$0.00             | \$0.00          | \$0.00     | \$0.00     | \$0.00                | \$64,261.80                    | On-going | Cumula                       |
| -<br>-<br>-  | \$0.00               | \$0.00             | \$0.00             | \$0.00        | \$0.00       | \$0.00       | \$0.00       | One-time | Cumulative Total       | \$0.00          | \$0.00             | \$0.00          | \$0.00     | \$0.00     | \$0.00                | \$0.00                         | One-time | Cumulative Total             |

current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the

Program Resource Requirements. Provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not

program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of

the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

IRSA

# Program Proposal Budget Template (Baccalaureate, Graduate, Doctorate) March 7, 2012 Page 2

#### ATTACHMENT 2



Idaho Division of Professional-Technical Education 650 West State Street, P.O. Box 83720, Boise, Idaho 83720-0095 Phone (208) 334-3216, Fax (208) 334-2365 http://www.pte.idaho.gov

#### MEMORANDUM

September 17, 2012

TO: Mike Rush Executive Director State Board of Education

FROM

Todd Schwarz Dellewor Administrator

SUBJECT: Notice of Intent

In accordance with State Board policy, the enclosed Notice of Intent is forwarded for approval by the State Board for Professional-Technical Education.

The College of Technology at Idaho State University has requested to discontinue the **Laser/Electro-Optics Technology** program. It was not active in FY2012.

The Division has reviewed and approved the request and recommends State Board approval. Please notify the Division office of State Board action when completed.

If you have any questions regarding the enclosed request, please let me know. Thank you.

TS/ds

Enclosure

Institutional Tracking No.

AUG 2 1 2012 Idaho State Board of Education

ED

Proposal for Other Academic Program Activity and Professional-Technical Education

| Date of Proposal Submission:          | 5/8/12   |
|---------------------------------------|--|
| Institution Submitting Proposal:      | Idaho State University   |
| Name of College, School, or Division: | College of Technology  |
| Name of Department(s) or Area(s):     | Technical Department (Laser/Electro-Optics Technology program) |

#### Program Identification for Proposed New, Modified, or Discontinued Program:

| Title:                           | Laser/Electro-Optics Technology       |                            |  |  |  |
|----------------------------------|---------------------------------------|----------------------------|--|--|--|
| Degree:                          | Advanced Technical Certificate and As | sociate of Applied Science |  |  |  |
| Method of Delivery:              | Classroom                             |                            |  |  |  |
| CIP code (consult IR /Registrar) | 15.0304                               |                            |  |  |  |
| Proposed Starting Date:          | N/A                                   |                            |  |  |  |
| Indicate if the program is:      | x Regional Responsibility             | Statewide Responsibility   |  |  |  |

X

Other

#### Indicate whether this request is either of the following:

New Program (minor/option/emphasis or certificate)

New Off-Campus Instructional Program

New Instructional/Research Unit

Contract Program/Collaborative

College Dean (Institution)

Date

na Graduate Dean (as applicable) Date Date Chief/Fiscal Officer (Institution) 20/12 Chief Academic Officer (Institution) Date 221 Date

applicable) 9.17.12 State Administrator, SDPTE Date (as applicable) Academic Affairs Program Manager Date Chief Academic Officer, OSBE Date SBOE/OSBE Approval Date

Discontinuance of an Existing Program/Option

Consolidation of an Existing Program

Expansion of an Existing Program

Vice President for Research (as

March 16, 2012 Page 1 TAB 2 Page 12

Date

President

#### **CONSENT-IRSA**

Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance. This proposal form must be completed for the creation of each new program and each program discontinuation. <u>All guestions must be answered.</u>

1. Describe the nature of the request. Will this program/option be related or tied to other programs on campus? Please identify any existing program, option that this program will replace. If this is request to discontinue an existing program, provide the rationale for the discontinuance. Indicate the year and semester in which the last cohort of students was admitted and the final term the college will offer the program. Describe the teach-out plans for continuing students.

This purpose of this NOI is to request the discontinuance of the Laser/Electro-Optics Technology program at Idaho State University's College of Technology. The Laser/Electro-Optics Technology program has had a history of low enrollment and the program instructor/coordinator was given a terminal contract for the 2010-2011 school year. In spring, 2011 the instructor resigned. The decision was made to close the program as reflected in this NOI. The Technical Certificate in Laser Electro-Optics offered in the Robotics and Communications Systems Engineering Technology program will remain intact because it is an optional certificate for Robotics students and taught by faculty in the Robotics program.

List the objectives of the program. The objectives should address specific needs (industry) the program will meet. They should also identify the expected student learning outcomes and achievements. <u>This question</u> is not applicable to requests for discontinuance.

Not applicable. This NOI is requesting to close the program.

3. Briefly describe how the institution will ensure the quality of the program (i.e., program review). Will the program require specialized accreditation (it is not necessary to address regional accreditation)? If so, please identify the agency and explain why you do or do not plan to seek accreditation. *This question is not* <u>applicable to requests for discontinuance.</u>

Not applicable. This NOI is requesting to close the program.

4. List new courses that will be added to curriculum specific for this program. Indicate number, title, and credit hour value for each course. Please include course descriptions for new and/or changes to courses. Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests. This question is not applicable to requests for discontinuance.

Not applicable. This NOI is requesting to close the program.

5. Please provide the program completion requirements and attach to this proposal as Appendix A. *This question is not applicable to requests for discontinuance.* 

| Credit hours required in major:                                     |  |
|---|--|
| Credit hours required in minor:                                     |  |
| Credit hours in institutional general education or core curriculum: |  |
| Credit hours in required electives:                                 |  |
| Total credit hours required for completion:                         |  |

6. Identify similar programs offered within Idaho or in the region by other colleges/universities. If the proposed request is similar to another state program, provide a rationale for

the duplication. Institutions do not need to complete this section for PTE programs. <u>This question is not</u> <u>applicable to requests for discontinuance.</u>

N/A

Degrees/Certificates offered by school/college or program(s) within disciplinary area under review

| Institution and<br>Degree name | Level | Specializations within the<br>discipline<br>(to reflect a national<br>perspective) | Specializations offered within the degree at the institution |
|--------------------------------|-------|--|--|
| BSU                            |       |  |  |
| CSI                            |       |  |  |
| CWI                            |       |  |  |
| EITC                           |       |  |  |
| ISU                            |       |  |  |
| LCSC                           |       |  |  |
| NIC                            |       |  |  |
| UI                             |       |  |  |

7. Describe the methodology for determining enrollment projections. If a survey of student interest was conducted, attach a copy of the survey instrument with a summary of results as Appendix B. <u>This question is not applicable to requests for discontinuance.</u>

N/A

8. Enrollment and Graduates. Provide a realistic estimate of enrollment at the time of program implementation and over three year period based on availability of students meeting the criteria referenced above. Include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed program, last three years beginning with the current year and the previous two years. Also, indicate the number of graduates and graduation rates.

**Discontinuations.** Using the chart below include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed discontinuation, last three years beginning with the current year and previous two years. Indicate how many students are currently enrolled in the program for the previous two years to include number of graduates and graduation rates.

| Institution | Relevar | nt Enrollmo        | ent Data           | Numt    | per of Grac        | luates             | Graduate<br>Rate |
|-------------|---------|--------------------|--------------------|---------|--------------------|--------------------|------------------|
|             | Current | Year 1<br>Previous | Year 2<br>Previous | Current | Year 1<br>Previous | Year 2<br>Previous |                  |
| BSU         | n/a     | n/a                | n/a                | n/a     | n/a                | n/a                |                  |
| CSI         | n/a     | n/a                | n/a                | n/a     | n/a                | n/a                |                  |
| CWI         | n/a     | n/a                | n/a                | n/a     | n/a                | n/a                |                  |

| EITC | n/a | n/a | n/a | n/a | n/a | n/a |  |
|------|-----|-----|-----|-----|-----|-----|--|
| ISU  | 17  | 17  | 17  | 15  | 9   | 10  |  |
| LCSC | n/a | n/a | n/a | n/a | n/a | n/a |  |
| NIC  | n/a | n/a | n/a | n/a | n/a | n/a |  |
| UI   | n/a | n/a | n/a | n/a | n/a | n/a |  |

9. Will this program reduce enrollments in other programs at your institution? If so, please explain.

No.

10. Provide verification of state workforce needs such as job titles requiring this degree. Include State and National Department of Labor research on employment potential. <u>This question is not applicable to requests for discontinuance.</u>

N/A

Using the chart below, indicate the total projected job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old. This question is not applicable to requests for discontinuance.

|        | Year 1 | Year 2 | Year 3 | Total |
|--------|--------|--------|--------|-------|
| Region |        |        |        |       |
| State  |        |        |        |       |
| Nation |        |        |        |       |

- a. Describe the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as **Appendix C.**
- b. Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.
- c. Is the program primarily intended to meet needs other than employment needs, if so, please provide a brief rationale.
- 11. Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? Please describe. <u>*This question is not applicable to requests for discontinuance.*</u>

N/A

#### ATTACHMENT 2

12. Describe how this request is consistent with the State Board of Education's strategic plan and institution's role and mission. *This question is not applicable to requests for discontinuance.* 

N/A

13. Describe how this request fits with the institution's vision and/or strategic plan. <u>This question is</u> <u>not applicable to requests for discontinuance.</u>

N/A

| Goals of Institution Strategic Mission | Proposed Program Plans to Achieve the Goal |
|--|--|
|  |  |
|  |  |
|  |  |

14. Is the proposed program in your institution's Five-Year plan? Indicate below. <u>This question is</u> <u>not applicable to requests for discontinuance.</u>

N/A

Yes No x

If not on your institution's Five-Year plan, provide a justification for adding the program.

**15. Explain how students are going to learn about this program and where students are going to be recruited from (i.e., within institution, out-of-state, internationally).** For request to discontinue program, how will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

This program was in a teach-out phase and all students in the program were provided the opportunity to either transfer to another Energy Systems or Robotics and Communications program or to graduate.

16. Program Resource Requirements. Using the <u>Excel spreadsheet</u> provided by the Office of the State Board of Education, provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

**CONSENT-IRSA** 

current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of Program Resource Requirements. Provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

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| A. KEVENUE   | FY2011                                |                   | FY2012   |                   | FY       |                    | Cumulati   | <b>Cumulative Total</b>          |
|--|---------------------------------------|-------------------|--|-------------------|----------|--------------------|--|----------------------------------|
|  | On-going                              | One-time          | On-going   | One-time          | On-going | One-time           | On-going   | One-time                         |
| 1. Appropriated (Reallocation)   |                                       |                   | -\$79,562.59   |                   |          |                    | -\$79,562.59   | \$0.00                           |
| 2. Appropriated (New)  |                                       |                   |  |                   |          |                    | \$0.00   | \$0.00                           |
| 3. Federal   |                                       |                   |  |                   |          |                    | \$0.00   | \$0.00                           |
| 4. Tuition   |                                       |                   |  |                   |          |                    | \$0.00   | \$0.00                           |
| 5. Student Fees  |                                       |                   |  |                   |          |                    | \$0.00   | \$0.00                           |
| 6. Other (Specify)   |                                       |                   |  |                   |          |                    | \$0.00   | \$0.00                           |
| Total Revenue  | \$0.00                                | \$0.00            | -\$79,562.59   | \$0.00            | \$0.00   | \$0.00             | -\$79,562.59   | \$0.00                           |
| B. EXPENDITURES  | FY2011                                |                   | FY2012   |                   | FY       |                    | Cumulative Total   | ve Total                         |
|  | On-going                              | One-time          | On-going   | One-time          | On-going | One-time           | On-going   | One-time                         |
| 1. Personnel   | \$73,544.13                           |                   | -\$73,544.13   |                   |          |                    | \$0.00   | \$0.00                           |
| 2. Operating   | \$6,018.46                            |                   | -\$6,018.46  |                   |          |                    | \$0.00   | \$0.00                           |
| 3. Equipment   | 0                                     |                   |  |                   |          |                    | \$0.00   | \$0.00                           |
| 4. Facilities  | 0                                     |                   |  |                   |          |                    | \$0.00   | \$0.00                           |
| 5. Other (Specify)   |                                       |                   |  |                   |          |                    | \$0.00   | \$0.00                           |
| Total Expenditures   | \$79,562.59                           | \$0.00            | -\$79,562.59   | \$0.00            | \$0.00   | \$0.00             | \$0.00   | \$0.00                           |
| Net Income (Deficit) .   | -\$79,562.59                          | \$0.00            | \$0.00   | \$0.00            | \$0.00   | \$0.00             |  | \$0.00                           |
| Ongoing is defined as ongoing operating budget for the program which will becc<br>One-time is defined as one-time funding in a fiscal year and not part of the base. | erating budget i<br>Inding in a fisca | for the program \ | program which will become part of the base.<br>and not part of the base. | e part of the bas | ġ        | Progra<br>(Baccala | Program Proposal Budget Template<br>(Baccalaureate, Graduate, Doctorate) | dget Template<br>ate, Doctorate) |

#### **ATTACHMENT 2**

March 7, 2012 Page 1

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#### ATTACHMENT 3



Idaho Division of Professional-Technical Education 650 West State Street, P.O. Box 83720, Boise, Idaho 83720-0095 Phone (208) 334-3216, Fax (208) 334-2365 http://www.pte.idaho.gov

#### MEMORANDUM

September 13, 2012

TO: Mike Rush Executive Director State Board of Education

FROM

Todd Schwarz Administrator

SUBJECT: Notice of Intent

In accordance with State Board policy, the enclosed Notice of Intent is forwarded for approval by the State Board for Professional-Technical Education.

The College of Technology at Idaho State University has requested to discontinue the **Medical Office Technology** option of the **Business Technology** program. The credential earned in this option is no longer necessary because students are successful in finding employment after earning certificates and/or degrees in other options offered in the medical area.

The Division has reviewed and approved the request and recommends State Board approval. Please notify the Division office of State Board action when completed.

If you have any questions regarding the enclosed request, please let me know. Thank you.

TS/ds

Enclosures

Institutional Tracking No. ATTACHMENT 3

RECEIVED

## Idaho State Board of Education

AUG 2 1 2012

Proposal for Other Academic Program Activity and Professional-Technical Education

| Date of Proposal Submission:          | 5/8/12   |
|---------------------------------------|--|
| Institution Submitting Proposal:      | Idaho State University   |
| Name of College, School, or Division: | College of Technology  |
| Name of Department(s) or Area(s):     | Business & Service Department, Business Technology (formerly Business Information) |

#### Program Identification for Proposed New, Modified, or Discontinued Program:

| Title:                           | Medical Office Technology      |                         |   |                          |  |
|----------------------------------|--------------------------------|-------------------------|---|--------------------------|--|
| Degree:                          | Advanced Technical Certificate |                         |   |                          |  |
| Method of Delivery:              | Classroom                      |                         |   |                          |  |
| CIP code (consult IR /Registrar) | 52.0401                        |                         |   |                          |  |
| Proposed Starting Date:          | N/A                            |                         |   |                          |  |
| Indicate if the program is:      | х                              | Regional Responsibility | - | Statewide Responsibility |  |

#### Indicate whether this request is either of the following:

| New Program (minor/option/emphasis or c | ertificate)            | X Discontinuance of an Existing Program/Option        |                |  |  |
|---|------------------------|---|----------------|--|--|
| New Off-Campus Instructional Program    |                        | Consolidation of an Existing Program                  |                |  |  |
| New Instructional/Research Unit         |                        | Expansion of an Existing Program                      | 1              |  |  |
| Contract Program/Collaborative          |                        | Other   |                |  |  |
| College Dean (Institution)              | <u>May / 2</u><br>Date | νία<br>Vice President for Research (as<br>applicable) | Date           |  |  |
| nla                                     |                        | Tolliners   | 9.13.12        |  |  |
| Graduate Dean (as applicable)           | Date                   | State Administrator, SDPTE<br>(as applicable)         | Date           |  |  |
| Jormer li, Ilitilur                     | 7/21/12                |   |                |  |  |
| Chief Fiscal Officer (Institution)      | Date                   | Academic Affairs Program Manager                      | Date           |  |  |
| Barban adamsh 7                         | 120/12                 |   |                |  |  |
| Chief Academic Officer (Institution)    | Date                   | Chief Academic Officer, OSBE                          | Date           |  |  |
| Cutting Parties                         | 7/23/12                |   |                |  |  |
| President                               | Date                   | SBOE/OSBE Approval                                    | Date           |  |  |
|   |                        |   | March 16, 2012 |  |  |

Page 1 TAB 2 Page 20
Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance. This proposal form must be completed for the creation of each new program and each program discontinuation. <u>All guestions must be answered.</u>

1. Describe the nature of the request. Will this program/option be related or tied to other programs on campus? Please identify any existing program, option that this program will replace. If this is request to discontinue an existing program, provide the rationale for the discontinuance. Indicate the year and semester in which the last cohort of students was admitted and the final term the college will offer the program. Describe the teach-out plans for continuing students.

This is a request to discontinue the option of Advanced Technical Certificate: Medical Office Technology. A medical option had been a choice for many years within the Business Technology program. Now students have other options within the medical area, including Health Information Technology classes and Medical Assisting classes. Students with a general certificate or degree in Accounting Technology or Administrative Technology are also successful in finding employment in medical offices and hospitals. This credential is no longer necessary

List the objectives of the program. The objectives should address specific needs (industry) the program will meet. They should also identify the expected student learning outcomes and achievements. <u>This question</u> is not applicable to requests for discontinuance.

This option will be discontinued and is no longer accepting students.

3. Briefly describe how the institution will ensure the quality of the program (i.e., program review). Will the program require specialized accreditation (it is not necessary to address regional accreditation)? If so, please identify the agency and explain why you do or do not plan to seek accreditation. <u>This question is not applicable to requests for discontinuance.</u>

N/A. This request is for a discontinuance of the advanced technical certificate.

- 4. List new courses that will be added to curriculum specific for this program. Indicate number, title, and credit hour value for each course. Please include course descriptions for new and/or changes to courses. Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests. This question is not applicable to requests for discontinuance.
- 5. Please provide the program completion requirements and attach to this proposal as Appendix A. <u>This question is not applicable to requests for discontinuance.</u>

| Credit hours required in major:                                     |  |
|---|--|
| Credit hours required in minor:                                     |  |
| Credit hours in institutional general education or core curriculum: |  |
| Credit hours in required electives:                                 |  |
| Total credit hours required for completion:                         |  |

6. Identify similar programs offered within Idaho or in the region by other

**colleges/universities.** If the proposed request is similar to another state program, provide a rationale for the duplication. Institutions do not need to complete this section for PTE programs. <u>This question is not applicable to requests for discontinuance.</u>

| Degrees/Certificates           | offered by | school/college or program(s) w   | ithin disciplinary area under reviev                         |
|--------------------------------|------------|--|--|
| Institution and<br>Degree name | Level      | Specializations within the<br>discipline<br>(to reflect a national<br>perspective) | Specializations offered within the degree at the institution |
| BSU                            |            |  |  |
| CSI                            |            |  |  |
| CWI                            |            |  |  |
| EITC                           |            |  |  |
| ISU                            |            |  |  |
| LCSC                           |            |  |  |
| NIC                            |            |  |  |
| UI                             |            |  |  |

- 7. Describe the methodology for determining enrollment projections. If a survey of student interest was conducted, attach a copy of the survey instrument with a summary of results as Appendix B. *This question is not applicable to requests for discontinuance.*
- 8. Enrollment and Graduates. Provide a realistic estimate of enrollment at the time of program implementation and over three year period based on availability of students meeting the criteria referenced above. Include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed program, last three years beginning with the current year and the previous two years. Also, indicate the number of graduates and graduation rates.

**Discontinuations.** Using the chart below include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed discontinuation, last three years beginning with the current year and previous two years. Indicate how many students are currently enrolled in the program for the previous two years to include number of graduates and graduation rates.

March 16, 2012 Page 3 TAB 2 Page 22

| ΑΤΤ | ACHM | IENT | 3 |
|-----|------|------|---|
|-----|------|------|---|

|      | Relevar | Relevant Enrollment Data |                    | Number of Graduates |                    |                    | Graduate<br>Rate |
|------|---------|--------------------------|--------------------|---------------------|--------------------|--------------------|------------------|
|      | Current | Year 1<br>Previous       | Year 2<br>Previous | Current             | Year 1<br>Previous | Year 2<br>Previous |                  |
| BSU  | N/A     | N/A                      | N/A                | N/A                 | N/A                | N/A                |                  |
| CSI  | N/A     | N/A                      | N/A                | N/A                 | N/A                | N/A                |                  |
| CWI  | 19      | N/A                      | N/A                | 0                   | N/A                | N/A                |                  |
| EITC | N/A     | N/A                      | N/A                | N/A                 | N/A                | N/A                |                  |
| ISU  | 0       | 0                        | 0                  | 0                   | 0                  | 0                  |                  |
| LCSC | 37      | 37                       | 33                 | 11                  | 8                  | 13                 |                  |
| NIC  | 434     | 309                      | 225                | 68                  | 28                 | 18                 |                  |
| UI   | N/A     | N/A                      | N/A                | N/A                 | N/A                | N/A                |                  |

9. Will this program reduce enrollments in other programs at your institution? If so, please explain.

N/A. This request is for the discontinuance of an advanced technical certificate.

10. Provide verification of state workforce needs such as job titles requiring this degree. Include State and National Department of Labor research on employment potential. <u>This question is not applicable to requests for discontinuance.</u>

Using the chart below, indicate the total projected job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old. <u>This question is not applicable to requests for discontinuance</u>.

|        | Year 1 | Year 2 | Year 3 | Total |
|--------|--------|--------|--------|-------|
| Region |        |        |        |       |
| State  |        |        |        |       |
| Nation |        |        |        |       |

- a. Describe the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as **Appendix C.**
- b. Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.
- c. Is the program primarily intended to meet needs other than employment needs, if so, please provide a brief rationale.

- 11. Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? Please describe. <u>This question is not applicable to requests</u> for discontinuance.
- 12. Describe how this request is consistent with the State Board of Education's strategic plan and institution's role and mission. *This question is not applicable to requests for discontinuance.*
- 13. Describe how this request fits with the institution's vision and/or strategic plan. <u>This question is</u> <u>not applicable to requests for discontinuance.</u>

| Goals of Institution Strategic Mission | Proposed Program Plans to Achieve the Goal |
|--|--|
|  |  |
|  |  |
|  |  |

- 14. Is the proposed program in your institution's Five-Year plan? Indicate below. <u>This question is</u> <u>not applicable to requests for discontinuance.</u>
  - Yes No \_\_\_\_

If not on your institution's Five-Year plan, provide a justification for adding the program.

**15. Explain how students are going to learn about this program and where students are going to be recruited from (i.e., within institution, out-of-state, internationally).** For request to discontinue program, how will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

This option will be discontinued and is no longer accepting students and has not accepted students for several years.

- 16. Program Resource Requirements. Using the <u>Excel spreadsheet</u> provided by the Office of the State Board of Education, provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).
  - N/A The budget was transferred to other existing programs several years ago.

Program Proposal Budget Template (Baccalaureate, Graduate, Doctorate) March 7, 2012 Page 1

One-time is defined as one-time funding in a fiscal year and not part of the base.

| 2. Appropriated (New)  | On-going One-time On-going One-time Or |
|--|--|
| One-ti   | One-time                               |
| \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00      \$0.00    \$0.00    \$0.00 | On-going One-time<br>\$0.00 \$0.00     |

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ATTACHMENT 3

A. REVENUE

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F

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current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments). program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of Program Resource Requirements. Provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not

**CONSENT - IRSA** 

**Cumulative Total** 

When faculty retired a few years ago, they were not replaced, and we have not accepted students into this option since that time. Note: No cost savings will be realized and no additional resources will be required with the discontinuance of these credentials.





#### Idaho Division of Professional-Technical Education 650 West State Street, P.O. Box 83720, Boise, Idaho 83720-0095 Phone (208) 334-3216, Fax (208) 334-2365 http://www.pte.idaho.gov

#### MEMORANDUM

September 13, 2012

TO: Mike Rush Executive Director State Board of Education

FROM

SUBJECT:

Notice of Intent

Todd Schwarz<sup>\*</sup> Administrator

In accordance with State Board policy, the enclosed Notice of Intent is forwarded for approval by the State Board for Professional-Technical Education.

The College of Technology at Idaho State University has requested to discontinue the **Legal Office Technology** option of the **Business Technology** program. The courses required for this option have not been offered for approximately five years and there have been no graduates in the option since then.

The Division has reviewed and approved the request and recommends State Board approval. Please notify the Division office of State Board action when completed.

If you have any questions regarding the enclosed request, please let me know. Thank you.

TS/ds

Enclosures

Institutional Tracking No. ATTACH

AUG 2 1 2012

## Idaho State Board of Education

Proposal for Other Academic Program Activity and Professional-Technical Education

| Date of Proposal Submission:          | 5/8/12  |
|---------------------------------------|---|
| Institution Submitting Proposal:      | Idaho State University                              |
| Name of College, School, or Division: | College of Technology                               |
| Name of Department(s) or Area(s):     | Business Technology (formerly Business Information) |

#### Program Identification for Proposed New, Modified, or Discontinued Program:

| Title:                           | Legal Office Technology                                |  |  |  |
|----------------------------------|--|--|--|--|
| Degree:                          | Technical Certificate and Associate of Applied Science |  |  |  |
| Method of Delivery:              | classroom  |  |  |  |
| CIP code (consult IR /Registrar) | 52-0401  |  |  |  |
| Proposed Starting Date:          | N/A  |  |  |  |
| Indicate if the program is:      | x Regional Responsibility Statewide Responsibility     |  |  |  |

x

na

Other

#### Indicate whether this request is either of the following:

New Program (minor/option/emphasis or certificate)

New Off-Campus Instructional Program

New Instructional/Research Unit

Contract Program/Collaborative

College Dean (Institution)

nla

Date

Skaduate Dean (as applicable) Date 7/21/12 Chief Fiscal Officer (Institution) Date 20/12 Date hief Academic Officer (Institution) 7/23/17 President Date

Vice President for Research (as applicable) 9.13.12 State Administrator, SDPTE Date (as applicable) Academic Affairs Program Manager Date Chief Academic Officer, OSBE Date SBOE/OSBE Approval Date

Discontinuance of an Existing Program/Option

Consolidation of an Existing Program

Expansion of an Existing Program

March 16, 2012 Page 1 TAB 2 Page 28

Date

**CONSENT - IRSA** 

Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance. This proposal form must be completed for the creation of each new program and each program discontinuation. <u>All guestions must be answered.</u>

1. Describe the nature of the request. Will this program/option be related or tied to other programs on campus? Please identify any existing program, option that this program will replace. If this is request to discontinue an existing program, provide the rationale for the discontinuance. Indicate the year and semester in which the last cohort of students was admitted and the final term the college will offer the program. Describe the teach-out plans for continuing students.

This is a request to discontinue the options of Technical Certificate: Legal Office Technology; and Associate of Applied Science: Legal Office Technology from the Business Technology, formerly Business Technology Program. Since the addition of the Paralegal Studies program about ten years ago, many students with an interest in the legal area have pursued that course of study. Also, many students with a general degree the Business Technology have the skills required for an entry-level legal administrative assistant position. The Business Technology program stopped offering the specialized courses needed for these credentials about five years ago and have had no graduates in these options since then.

2. List the objectives of the program. The objectives should address specific needs (industry) the program will meet. They should also identify the expected student learning outcomes and achievements. *This question is not applicable to requests for discontinuance.* 

N/A This option will be discontinued and is no longer accepting students.

- 3. Briefly describe how the institution will ensure the quality of the program (i.e., program review). Will the program require specialized accreditation (it is not necessary to address regional accreditation)? If so, please identify the agency and explain why you do or do not plan to seek accreditation. *This question is not applicable to requests for discontinuance.* 
  - N/A. This request is for a discontinuance of an option.
- 4. List new courses that will be added to curriculum specific for this program. Indicate number, title, and credit hour value for each course. Please include course descriptions for new and/or changes to courses. Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests. This question is not applicable to requests for discontinuance.
  - N/A. This request is for a discontinuance of an option.

# 5. Please provide the program completion requirements and attach to this proposal as Appendix A. *This question is not applicable to requests for discontinuance.*

| Credit hours required in major:                                     |  |
|---|--|
| Credit hours required in minor:                                     |  |
| Credit hours in institutional general education or core curriculum: |  |
| Credit hours in required electives:                                 |  |
| Total credit hours required for completion:                         |  |

#### 6. Identify similar programs offered within Idaho or in the region by other

**colleges/universities.** If the proposed request is similar to another state program, provide a rationale for the duplication. Institutions do not need to complete this section for PTE programs. This question is not applicable to requests for discontinuance.

| Institution and<br>Degree name | Level | Specializations within the<br>discipline<br>(to reflect a national<br>perspective) | Specializations offered within the degree at the institution |
|--------------------------------|-------|--|--|
| BSU                            |       |  |  |
| CSI                            |       |  |  |
| CWI                            |       |  | · · · · · · · · · · · · · · · · · · ·                        |
| EITC                           |       |  |  |
| ISU                            |       |  |  |
| LCSC                           |       |  |  |
| NIC                            |       |  |  |
| UI                             |       |  |  |

7. Describe the methodology for determining enrollment projections. If a survey of student interest was conducted, attach a copy of the survey instrument with a summary of results as Appendix B. *This question is* <u>not applicable to requests for discontinuance</u>.

8. Enrollment and Graduates. Provide a realistic estimate of enrollment at the time of program implementation and over three year period based on availability of students meeting the criteria referenced above. Include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed program, last three years beginning with the current year and the previous two years. Also, indicate the number of graduates and graduation rates.

**Discontinuations.** Using the chart below include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed discontinuation, last three years beginning with the current year and previous two years. Indicate how many students are currently enrolled in the program for the previous two years to include number of graduates and graduation rates.

| Institution | Relevant Enrollment Data |                    |                    | Number of Graduates |                    |                    | Graduate<br>Rate |
|-------------|--------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|------------------|
|             | Current                  | Year 1<br>Previous | Year 2<br>Previous | Current             | Year 1<br>Previous | Year 2<br>Previous |                  |
| BSU         | N/A                      | N/A                | N/A                | N/A                 | N/A                | N/A                | N/A              |
| CSI         | N/A                      | N/A                | N/A                | N/A                 | N/A                | N/A                | N/A              |
| CWI         | 35                       | N/A                | N/A                | 5                   | N/A                | N/A                |                  |
| EITC        | N/A                      | N/A                | N/A                | N/A                 | N/A                | N/A                | N/A              |
| ISU         | 0                        | 0                  | 0                  | 0                   | 0                  | 0                  | 0                |
| LCSC        | 8                        | 7                  | 6                  | 0                   | 0                  | 2                  |                  |
| NIC         | 434                      | 309                | 225                | 68                  | 28                 | 18                 |                  |
| UI          | N/A                      | N/A                | N/A                | N/A                 | N/A                | N/A                | N/A              |

9. Will this program reduce enrollments in other programs at your institution? If so, please explain.

N/A This option will be discontinued and is no longer accepting students.

**10.** Provide verification of state workforce needs such as job titles requiring this degree. Include State and National Department of Labor research on employment potential. <u>This question is not applicable to requests for discontinuance.</u>

Using the chart below, indicate the total projected job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old. This question is not applicable to requests for discontinuance.

|        | Year 1 | Year 2 | Year 3 | Total |
|--------|--------|--------|--------|-------|
| Region |        |        |        |       |
| State  |        |        |        |       |
| Nation |        |        |        |       |

- a. Describe the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as **Appendix C.**
- b. Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.
- c. Is the program primarily intended to meet needs other than employment needs, if so, please provide a brief rationale.
- 11. Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? Please describe. *This question is not applicable to requests* for discontinuance.
- 12. Describe how this request is consistent with the State Board of Education's strategic plan and institution's role and mission. *This question is not applicable to requests for discontinuance.*
- 13. Describe how this request fits with the institution's vision and/or strategic plan. <u>This question is</u> <u>not applicable to requests for discontinuance.</u>

| Goals of Institution Strategic Mission | <b>Proposed Program Plans to Achieve the Goal</b> |
|--|---|
|  |   |
|  |   |
|  |   |

14. Is the proposed program in your institution's Five-Year plan? Indicate below. <u>This question is</u> <u>not applicable to requests for discontinuance.</u>

Yes No

If not on your institution's Five-Year plan, provide a justification for adding the program.

**15. Explain how students are going to learn about this program and where students are going to be recruited from (i.e., within institution, out-of-state, internationally).** For request to discontinue program, how will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

This option will be discontinued and is no longer accepting students and has not accepted students for several years.

- 16. Program Resource Requirements. Using the <u>Excel spreadsheet</u> provided by the Office of the State Board of Education, provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).
  - N/A The budget was transferred to other existing programs several years ago.

March 7, 2012 Page 1

Note: No cost savings will be realized and no additional resources will be required with the discontinuance of these Credentalsposal Budget Template When faculty retired a few years ago, they were not replaced, and we have not accepted students into this option shace that the discontinuance of these required at the discontinuance of these required with the discontinuance of these required at the discontinuance of the discont

Ongoing is defined as ongoing operating budget for the program which will become part of the base. One-time is defined as one-time funding in a fiscal year and not part of the base.

| Net Income (Deficit) | Total Expenditures | 5. Other (Specify) | 4. Facilities | 3. Equipment | 2. Operating | 1. Personnel |          | <b>B. EXPENDITURES</b> | Total R       | 6. Other (Specify) | 5. Student Fees | 4. Tuition                                 | 3. Federal | 2. Appropriated (New) | 1. Appropriated (Reallocation) |          | A. REVENUE       |
|----------------------|--------------------|--------------------|---------------|--------------|--------------|--------------|----------|------------------------|---------------|--------------------|-----------------|--|------------|-----------------------|--------------------------------|----------|------------------|
| Deficit)             | ditures            |                    |               | 1            |              | I            | 0        |                        | Total Revenue |                    | I               |  | 1          | I                     | on)                            | •        |                  |
| \$0.00               | \$0.00             |                    |               |              |              |              | On-going | Ρ                      | \$0.00        |                    |                 |  |            |                       |                                | On-going | Ϋ́               |
| \$0.00               | \$0.00             |                    |               |              |              |              | One-time |                        | \$0.00        |                    |                 |  |            |                       |                                | One-time |                  |
| \$0.00               | \$0.00             |                    |               |              |              |              | On-going | FY                     | \$0.00        |                    |                 |  |            |                       |                                | On-going | FY               |
| \$0.00               | \$0.00             |                    |               |              |              |              | One-time |                        | \$0.00        |                    |                 |  |            |                       |                                | One-time |                  |
| \$0.00               | \$0.00             |                    |               |              |              |              | On-going | FY                     | \$0.00        |                    |                 | 5 - C. |            |                       |                                | On-going | FY               |
| \$0.00               | \$0.00             |                    |               |              |              |              | One-time |                        | \$0.00        |                    |                 |  |            |                       |                                | One-time |                  |
|                      | \$0.00             | \$0.00             | \$0.00        | \$0.00       | \$0.00       | \$0.00       | On-going | Cumula                 | \$0.00        | \$0.00             | \$0.00          | \$0.00                                     | \$0.00     | \$0.00                | \$0.00                         | On-going | Cumula           |
| \$0.00               | \$0.00             | \$0.00             | \$0.00        | \$0.00       | \$0.00       | \$0.00       | One-time | Cumulative Total       | \$0.00        | \$0.00             | \$0.00          | \$0.00                                     | \$0.00     | \$0.00                | \$0.00                         | One-time | Cumulative Total |

#### ATTACHMENT 5



Idaho Division of Professional-Technical Education 650 West State Street, P.O. Box 83720, Boise, Idaho 83720-0095 Phone (208) 334-3216, Fax (208) 334-2365 http://www.pte.idaho.gov

#### MEMORANDUM

September 17, 2012

TO: Mike Rush Executive Director State Board of Education

FROM

Todd Schwarz Administrator

SUBJECT: Notice of Intent

In accordance with State Board policy, the enclosed Notice of Intent is forwarded for approval by the State Board for Professional-Technical Education.

The College of Technology at Idaho State University has requested to discontinue the following three programs due to a continuing effort to reorganize after the Electronics Department was changed to the Energy Systems Technology and Education Center:

#### Electronic Technology (Core) Electromechanical Technology Electronic Wireless/Telecommunications Technology

The Division has reviewed and approved the request and recommends State Board approval. Please notify the Division office of State Board action when completed.

If you have any questions regarding the enclosed request, please let me know. Thank you.

TS/ds

Enclosure

Institutional Tracking No. ATTACHMENT 5

AUG 2 1 2012

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## Idaho State Board of Education

Proposal for Other Academic Program Activity and Professional-Technical Education

| Date of Proposal Submission:          | 5/8/12  |
|---------------------------------------|---|
| Institution Submitting Proposal:      | Idaho State University  |
| Name of College, School, or Division: | College of Technology   |
| Name of Department(s) or Area(s):     | Energy Systems Technology and Education Center (formerly<br>Electronics Department) |

#### Program Identification for Proposed New, Modified, or Discontinued Program:

| Title:                           |                           | Electronics Core, Electro-Mechanical Technology, Electronic<br>Wireless/Telecom Technology programs |  |                          |  |
|----------------------------------|---------------------------|---|--|--------------------------|--|
| Degree:                          | Ad                        | Advanced Technical Certificate and Associate of Applied Science                                     |  |                          |  |
| Method of Delivery:              | Classroom                 |   |  |                          |  |
| CIP code (consult IR /Registrar) | 15.0303, 15.0403, 47.0103 |   |  |                          |  |
| Proposed Starting Date:          | N/A                       |   |  |                          |  |
| Indicate if the program is:      | х                         | Regional Responsibility   |  | Statewide Responsibility |  |

#### Indicate whether this request is either of the following:

| New Program (minor/option/emphasis   | or certificate) | X Discontinuance of an Existing Pro         | ogram/Option   |  |  |
|--------------------------------------|-----------------|---|----------------|--|--|
| New Off-Campus Instructional Program | n               | Consolidation of an Existing Program        |                |  |  |
| New Instructional/Research Unit      |                 | Expansion of an Existing Progran            | ı              |  |  |
| Contract Program/Collaborative       |                 | Other                                       |                |  |  |
| K Seat Rasman 1                      | 4 May 12        | nla   |                |  |  |
| College Dean (Institution)           | Date            | Vice President for Research (as applicable) | Date           |  |  |
| nla                                  |                 | Tollowarz                                   | 9.17.12        |  |  |
| Graduate Dean (as applicable)        | Date            | State Administrator, SDPTE                  | Date           |  |  |
| Jonell. Stetchy7,                    | 121/12          | (as applica <del>ble)</del>                 | а.<br>         |  |  |
| Chief Fiscal Officer (Institution)   | Date            | Academic Affairs Program Manager            | Date           |  |  |
| Barbarn adamut                       | 7/20/12         |   |                |  |  |
| Chief Academic Officer (Institution) | Date            | Chief Academic Officer, OSBE                | Date           |  |  |
| Cutting Parts                        | × 7/23/0        | ·   |                |  |  |
| President                            | Date            | SBOE/OSBE Approval                          | Date           |  |  |
|                                      |                 |   | March 16, 2012 |  |  |

March 16, 2012 Page 1 TAB 2 Page 36

#### **CONSENT - IRSA**

Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance. This proposal form must be completed for the creation of each new program and each program discontinuation. <u>All questions must be answered.</u>

1. Describe the nature of the request. Will this program/option be related or tied to other programs on campus? Please identify any existing program, option that this program will replace. If this is request to discontinue an existing program, provide the rationale for the discontinuance. Indicate the year and semester in which the last cohort of students was admitted and the final term the college will offer the program. Describe the teach-out plans for continuing students.

This NOI requests:

- the discontinuance of the Electronics-Core
- the discontinuance of the Electro-Mechanical Technology program
- the discontinuance of the Electronic Wireless/Telecom Technology program

We request to discontinue the Electronics Core Curriculum, the Electro-Mechanical Technology and the Electronic Wireless/Telecom Technology programs.

The Electro-Mechanical Technology and the Electronic Wireless/Telecom Technology programs have not enrolled students for more than six years. The Electronics Core Courses and some courses in the discontinued programs will be moved to the Energy Systems Technology and Education Center (ESTEC) and will be renamed with appropriate program prefixes and course numbers. Students will be accepted directly to Energy Systems programs rather than a first year Electonics-Core. This is a continuance of an effort to reorganize after the Electronics Department was changed to the Energy Systems Technology and Education Center (See NOI 2011-01).

 List the objectives of the program. The objectives should address specific needs (industry) the program will meet. They should also identify the expected student learning outcomes and achievements. <u>This question</u> is not applicable to requests for discontinuance.

N/A

3. Briefly describe how the institution will ensure the quality of the program (i.e., program review). Will the program require specialized accreditation (it is not necessary to address regional accreditation)? If so, please identify the agency and explain why you do or do not plan to seek accreditation. <u>This question is not applicable to requests for discontinuance.</u>

N/A

4. List new courses that will be added to curriculum specific for this program. Indicate number, title, and credit hour value for each course. Please include course descriptions for new and/or changes to courses. Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests. <u>This question is not applicable to requests for discontinuance.</u>

N/A

5. Please provide the program completion requirements and attach to this proposal as Appendix A. *This question is not applicable to requests for discontinuance.* 

N/A

| Credit hours required in major:                                     |  |
|---|--|
| Credit hours required in minor:                                     |  |
| Credit hours in institutional general education or core curriculum: |  |
| Credit hours in required electives:                                 |  |
| Total credit hours required for completion:                         |  |

6. Identify similar programs offered within Idaho or in the region by other colleges/universities. If the proposed request is similar to another state program, provide a rationale for the duplication. Institutions do not need to complete this section for PTE programs. This question is not applicable to requests for discontinuance.

| Degrees/Certificates offered b | v school/college or pr | rogram(s) within disc | iplinary area under review |
|--------------------------------|------------------------|-----------------------|----------------------------|
| Degrees certineates onered b   | y domoonogo or pr      | ogramio, manni aloo   | ipiniary area anaor retrem |

| Institution and<br>Degree name | Level | Specializations within the<br>discipline<br>(to reflect a national<br>perspective) | Specializations offered within the degree at the institution |
|--------------------------------|-------|--|--|
| BSU                            |       |  |  |
| CSI                            |       |  |  |
| CWI                            |       |  |  |
| EITC                           |       |  |  |
| ISU                            |       |  |  |
| LCSC                           |       |  |  |
| NIC                            |       |  |  |
| UI                             |       |  |  |

7. Describe the methodology for determining enrollment projections. If a survey of student interest was conducted, attach a copy of the survey instrument with a summary of results as Appendix B. *This question is not applicable to requests for discontinuance*.

N/A

8. Enrollment and Graduates. Provide a realistic estimate of enrollment at the time of program implementation and over three year period based on availability of students meeting the criteria referenced above. Include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed program, last three years beginning with the current year and the previous two years. Also, indicate the number of graduates and graduation rates.

**Discontinuations.** Using the chart below include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed discontinuation, last three years beginning with the current year and previous two years. Indicate how many students are currently enrolled in the program for the previous two years to include number of graduates and graduation rates.

| Institution | Relevar | nt Enrollmo        | ent Data           | Numt    | Graduate<br>Rate   |                    |  |
|-------------|---------|--------------------|--------------------|---------|--------------------|--------------------|--|
|             | Current | Year 1<br>Previous | Year 2<br>Previous | Current | Year 1<br>Previous | Year 2<br>Previous |  |
| BSU         | N/A     | N/A                | N/A                | N/A     | N/A                | N/A                |  |
| CSI         | N/A     | N/A                | N/A                | N/A     | N/A                | N/A                |  |
| CWI         | N/A     | N/A                | N/A                | N/A     | N/A                | N/A                |  |
| EITC        | N/A     | N/A                | N/A                | N/A     | N/A                | N/A                |  |
| ISU         | 0       | 0                  | 0                  | 0       | 0                  | 0                  |  |
| LCSC        | N/A     | N/A                | N/A                | N/A     | N/A                | N/A                |  |
| NIC         | N/A     | N/A                | N/A                | N/A     | N/A                | N/A                |  |
| UI          | N/A     | N/A                | N/A                | N/A     | N/A                | N/A                |  |

No other colleges/universities in Idaho offer degrees in electro-mechanical or electronic wireless/telecom discipline.

9. Will this program reduce enrollments in other programs at your institution? If so, please explain.

N/A. This request is for the discontinuance of programs.

10. Provide verification of state workforce needs such as job titles requiring this degree. Include State and National Department of Labor research on employment potential. <u>This question is not applicable to requests for discontinuance.</u>

N/A

Using the chart below, indicate the total projected job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old. <u>This question is not applicable to requests for discontinuance.</u>

|        | Year 1 | Year 2 | Year 3 | Total                                 |
|--------|--------|--------|--------|---------------------------------------|
| Region |        |        |        | · · · · · · · · · · · · · · · · · · · |
| State  |        |        |        |                                       |
| Nation |        |        |        |                                       |

- a. Describe the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as **Appendix C.**
- b. Describe how the proposed change will act to stimulate the state economy by advancing the field,

providing research results, etc.

- c. Is the program primarily intended to meet needs other than employment needs, if so, please provide a brief rationale.
- 11. Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? Please describe. <u>This question is not applicable to requests</u> for discontinuance.

N/A

12. Describe how this request is consistent with the State Board of Education's strategic plan and institution's role and mission. *This question is not applicable to requests for discontinuance.* 

N/A

13. Describe how this request fits with the institution's vision and/or strategic plan. <u>This question is</u> <u>not applicable to requests for discontinuance.</u>

N/A

| Goals of Institution Strategic Mission | <b>Proposed Program Plans to Achieve the Goal</b> |
|--|---|
|  |   |
|  |   |
|  |   |

14. Is the proposed program in your institution's Five-Year plan? Indicate below. <u>This question is</u> <u>not applicable to requests for discontinuance.</u>

Yes No \_\_\_\_\_

If not on your institution's Five-Year plan, provide a justification for adding the program.

N/A

**15.** Explain how students are going to learn about this program and where students are going to be recruited from (i.e., within institution, out-of-state, internationally). For request to discontinue program, how will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

These option will be discontinued and have not accepted students for several years. The Electronics-Core will be discontinued and students will be accepted directly into Energy Systems programs. This will be done as an admissions practice and will not impact recruitment since students are recruited to programs rather than courses. Students will register in 1<sup>st</sup> year program classes rather than 1<sup>st</sup> year Electronics-Core. Advisors will assist students with registration to help them enroll in the right courses.

16. Program Resource Requirements. Using the <u>Excel spreadsheet</u> provided by the Office of the State Board of Education, provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not current costs. Include both the reallocation of existing resources

### **ATTACHMENT 5**

and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of Program Resource Requirements. Provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not he proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

A. REVENUE

|  | FY                                       | 2012                                  | F                                    | 2013              | FY       |                    | Cumulative Total  | ive Total   |
|--|--|---------------------------------------|--------------------------------------|-------------------|----------|--------------------|---|---|
|  | On-going                                 | One-time                              | On-going                             | One-time          | On-going | <b>One-time</b>    | On-going  | One-time  |
| 1. Appropriated (Reallocation)   | -\$287,018.08                            |                                       | \$287,018.08                         |                   |          |                    | \$0.00  | \$0.00  |
| 2. Appropriated (New)  |  |                                       |                                      |                   |          |                    | \$0.00  | \$0.00  |
| 3. Federal   |  |                                       |                                      |                   |          |                    | \$0.00  | \$0.00  |
| 4. Tuition   |  |                                       |                                      |                   |          |                    | \$0.00  | \$0.00  |
| 5. Student Fees  |  |                                       |                                      |                   |          |                    | \$0.00  | \$0.00  |
| 6. Other (Specify)   |  |                                       |                                      |                   |          |                    | \$0.00  | \$0.00  |
| Total Revenue  | -\$287,018.08                            | \$0.00                                | \$287,018.08                         | \$0.00            | \$0.00   | \$0.00             | \$0.00  | \$0.00  |
| B. EXPENDITURES  | FY                                       |                                       | FY                                   |                   | FY       |                    | Cumulat   | Cumulative Total  |
|  | On-going                                 | One-time                              | On-going                             | One-time          | On-going | One-time           | On-going  | One-time  |
| 1. Personnel   | -\$276,524.35                            |                                       | \$276,524.35                         |                   |          |                    | \$0.00  | \$0.00  |
| 2. Operating   | -\$10,493.73                             |                                       | \$10,493.73                          |                   |          |                    | \$0.00  | \$0.00  |
| 3. Equipment   |  |                                       |                                      |                   |          |                    | \$0.00  | \$0.00  |
| 4. Facilities  |  |                                       |                                      |                   |          |                    | \$0.00  | \$0.00  |
| 5. Other (Specify)   |  |                                       |                                      |                   |          |                    | \$0.00  | \$0.00  |
| Total Expenditures   | -\$10,493.73                             | \$0.00                                | \$10,493.73                          | \$0.00            | \$0.00   | \$0.00             | \$0.00  | \$0.00  |
| Net Income (Deficit) _\$276,524.35   | -\$276,524.35                            | \$0.00                                | \$276,524.35                         | \$0.00            | \$0.00   | \$0.00             |   | \$0.00  |
| Ongoing is defined as ongoing operating budget for the program which will become part of the base.<br>One-time is defined as one-time funding in a fiscal year and not part of the base. | lerating budget fi<br>unding in a fiscal | or the program v<br>I year and not pa | which will becom<br>Irt of the base. | e part of the bas | ō        | Progra<br>(Baccala | Program Proposal Budget Template<br>(Baccalaureate, Graduate, Doctorate)<br>March 7, 2012<br>Page 1 | dget Template<br>ate, Doctorate)<br>March 7, 2012<br>Page 1 |

### **ATTACHMENT 5**

**CONSENT - IRSA** 

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