

**CONSENT AGENDA
FEBRUARY 21, 2013**

TAB	DESCRIPTION	ACTION
1	BAHR – SECTION II - University of Idaho – Easement to Idaho Power Company at the Kimberly Research and Extension Center	Motion to approve
2	IRSA - Approval to Discontinue Professional-Technical Education Programs	Motion to approve
3	IRSA - EPSCoR Appointment	Motion to approve
4	IRSA - Accountability Oversight Committee Appointment	Motion to approve

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**CONSENT AGENDA
FEBRUARY 21, 2013**

UNIVERSITY OF IDAHO

SUBJECT

Easement to Idaho Power Company at the University of Idaho's Kimberly Research & Extension Center

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.I.5.b(2).

BACKGROUND/DISCUSSION

The University of Idaho (UI) is remodeling existing buildings at the Kimberly Research & Extension Center. The new facilities are located on portions of the Center not currently served with adequate electric service. The remodeled building improves the ability to use and maintain equipment at the existing bean research facility at Kimberly. The improvements will provide additional space for maintenance and shop work associated with the program's operations. To extend electric service, the local utility, Idaho Power, must place new service delivery equipment on UI property. Idaho Power requires an easement for placement of the service requested by University staff at the Center.

IMPACT

In addition to granting this easement, the University will pay Idaho Power and its contractor approximately \$13,000 for the costs of actual installation of the related infrastructure needed to provide electric service to the new facilities. Funding for the installation costs will be provided from the College of Agricultural and Life Sciences' project budget for the improvements at the Center.

ATTACHMENTS

Attachment 1 – Proposed Easement

Page 3

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approval.

BOARD ACTION

I move to approve the request by the University of Idaho for authority to grant an easement to Idaho Power in substantial conformance to the form submitted to the Board in Attachment 1 and to authorize the University's Vice President for Finance and Administration to execute the easement and any related transactional documents.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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For County Recorder's Use Only

PLEASE RETURN TO:

1221 W. Idaho St. (83702)
P.O. Box 70
Boise, ID 83707

Easement—OrganizationRegents of the University of Idaho

“Grantor(s)”, of Twin Falls County, State of Idaho, do hereby grant and convey to IDAHO POWER COMPANY, a Corporation, with its principal office located at 1221 W. Idaho Street, Boise, Idaho, 83702 (P.O. Box 70, Boise, ID 83707), its licensees, successors, and assigns, (collectively, “Grantee”), for One Dollar and other valuable considerations, the receipt and sufficiency of which is hereby acknowledged, a permanent and perpetual easement and right of way, at all times sufficient in width for the installation, erection, continued operation, maintenance, repair, alteration, inspection, and/or replacement of the following:

Underground Facilities: Underground electrical power line or lines and related facilities and equipment, generally including, but not limited to, buried power lines and wires, above-ground pad-mounted transformers, junction boxes, cables, conduits, communication lines, including fiber optics, other equipment, and all related appurtenances, any of which may extend above ground, in certain locations to be determined by Grantee at Grantee’s sole and absolute discretion (all of the above collectively being referred to as the “Facilities”) together with the right to permit the attachment and/or use or placement of the wires, fixtures, cables and conduits of other companies or parties (all of the same being included within the definition of “Facilities”), on, over, through, under, and across the following premises belonging to Grantor(s) in Twin Falls County, State of Idaho, in the location described below.

Grantee is hereby also granted the perpetual right of ingress and egress over Grantor’s other property necessary for the full and complete use, occupation, and enjoyment of the easement hereby granted, and together with all rights and privileges incident thereto, including, but not limited to, (i) the right, at Grantee’s expense, to excavate and refill ditches and trenches for the location of the Facilities, (ii) the right, at Grantee’s expense, to cut, trim, and remove trees, brush, bushes, sod, flowers, shrubbery, overhanging branches and other obstructions and improvements which may injure or interfere with Grantee’s use, occupation, or enjoyment of this easement, and (iii) the right, at Grantee’s expense, to install, construct, operate, inspect, alter, maintain, replace, improve and repair any and all aspects of Grantee’s Facilities over, through, under and across the lands subject to this easement.

The location of the easement and right of way granted herein is described as follows:

A strip of land, 10.00 feet wide, 5.00 feet on each side of the following described centerline located within a portion of the W ½ of the SW ¼ of Section 15, Township 10 South, Range 18 East, Boise Meridian, Twin Falls County Idaho, affecting Grantor’s parcel Warranty Deed Instrument No. 433287 and is more particularly described as follows:

BASIS OF BEARING; Found Brass Cap (CP&F Instrument No. 0000-670708) at the corner common to Sections 16, 15, 21 and 22; thence North 00°06’12” East a distance of 2641.34 feet to a found ¾ inch rebar (CP&F Instrument No. 0000-770096) marking the West ¼ of Section 15. (Basis of Bearing reference; Record of Survey Instrument No. 756070).

COMMENCING at a found Brass Cap the southwest corner of Section 15, thence North 00°06’12” East a distance of 444.93 feet; thence South 89°53’48” East a distance of 385.12 feet to an existing pad mount transformer and the POINT OF BEGINNING;

Thence South 89°23’54” East, a distance of 21.91 feet;

Thence North 02°07’18” East, a distance of 97.88 feet;

Thence North 89°38’13” East, a distance of 185.05 feet;

Thence North 89°35’33” East, a distance of 101.90 feet to the POINT OF TERMINUS.

The sidelines of strip of land are to lengthen or shorten as required to create a continuous strip of land.

Containing 4067.71 square feet, more or less.

Grantor shall not alter the grade or elevation of the land within the right-of-way existing on the date hereof through excavations, grading, installation of berms, or other activities without the prior written approval of Grantee. Grantor shall not place nor build any structure(s) within the easement area except fences and except as otherwise approved by Grantee in writing.

This Easement shall run with the land and be binding upon the parties' successors and assigns.

Checked by: Ronald M. Hodge, P.L.S.
 Work Order #: 27375924

(Signature page immediately follows)

Executed and delivered this _____ day of _____, _____.

Signature(s) of Grantor(s) *(Include title where applicable):*

Corporate Verification

STATE OF _____ }
 COUNTY OF _____ } ss.

I, _____ *(Notary's Name)*, a notary public, do hereby certify that on this _____
 day of _____, 20____, personally appeared before me _____

(Individual's Name Including Title) and _____ *(Individual's*

Name Including Title), who, being by me first duly sworn, declared that he/she/they are respectively the duly authorized person(s) of

_____ *Regents of the University of Idaho* _____ *(Organization Name)*, that he/she/they

signed the foregoing document, and acknowledged to me that he/she/they executed the same as the free act and deed on behalf of
 said organization.

(NOTARY SEAL)

 Notary Public
 My Commission Expires on _____

UNDERGROUND CABLE NOTES								
POINT NUMBER	STATION	CABLE SIZE	CABLE LENGTH	TRENCH LENGTH	CONDUIT SIZE	CONDUIT LENGTH	COMPACTION LENGTH	BORE LENGTH
1	UI6 TO UI4	1/0-A	439	425	1-2"	425		
2	UG SRV TO SHOP	4/0TX	137	125	1-3"	125		

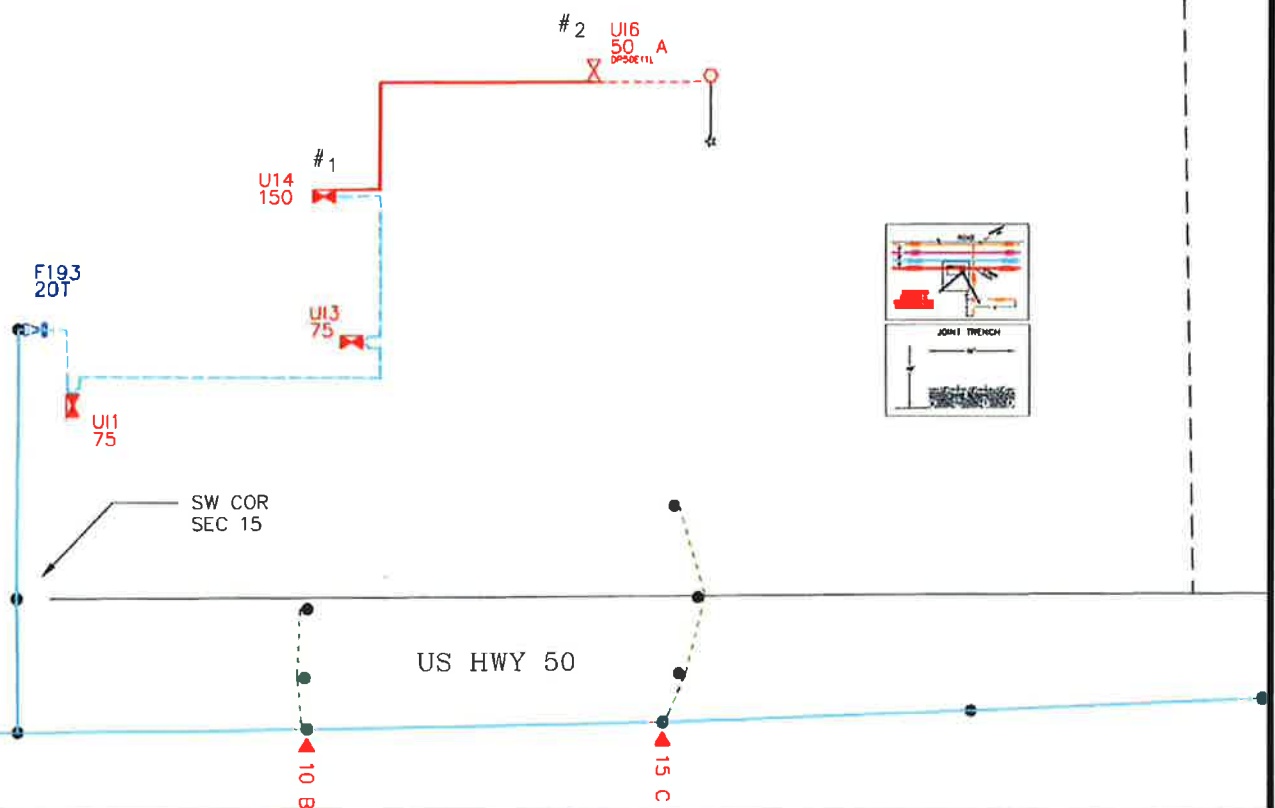
EASEMENT REQUIRED

Date Obtained: _____

To be Obtained: November 2, 2012

From _____

3600 E



Customer: _____

Date: _____

Job Title:

UNIVERSITY OF IDAHO-

Additional Description:

3806 N 3600 E/KIMBERLY

Additional Description:

NEW OUTBLDG

Feeder Map file Name: **KBLY1102**Surveyed or GPS: **NONE**Joint Use Attachments: **NO**

Fdr By: _____

Designer: **PLR3819**

Date: _____

Design No: **0000095049**

Qua	Twn	Rng	Sec	Mer
4	10S	18E	15	BM

Pre-Built Date:

ArcFM By: _____

Work Order No: **27375924**

State ID	County
	TWIN FALLS

 Built as Designed:
 Construction Date:
 Operating Voltage: **12.5 kV**

Date: _____

IDAHO POWER CO. WORK ORDER MAP SCALE: 1" = 200'

Sheet 1 of 1

CONSENT
FEBRUARY 21, 2013

IDAHO STATE UNIVERSITY

SUBJECT

Approval to Discontinue Professional-Technical Education Programs

REFERENCE

October 2012 Board approved discontinuance of five (5) PTE Programs at ISU.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.G.
IDAPA 55.01.0 – Sections 101.01, 101.02, and 101.04

BACKGROUND/DISCUSSION

In accordance with IDAPA 55.01.02, Sections 101.01, 101.02, and 101.04, Idaho State University (ISU) proposes to discontinue professional-technical education programs based on inadequate job opportunities, inadequate student enrollment, and inadequate completion rates.

Programs to be discontinued include the following:

- Computer Software Development/Internet Programmer, AAS
- Culinary Arts, Technical Certificate and AAS
- Graphic Arts-Desktop Publishing/Print Media Adv., Technical Certificate
- Graphic Arts, AAS
- Graphic Design in Print Media, AAS
- Medical Transcription, Postsecondary Technical Certificate
- Website Design and Multimedia, Technical Certificate and AAS
- Industrial Controls, Advanced Technical Certificate
- Instrumentation & Automation Engineering Technology, Advanced Technical Certificate

IMPACT

Programs are in the teach-out phase and advisors have contacted students to ensure all have the opportunity to graduate before discontinuing programs or transfer to another relevant program. The options being discontinued are no longer accepting students. The funds allocated to these programs will be reallocated to enhance existing programs. The fiscal impact for these programs range from \$124,328 to \$213,894 each fiscal year.

ATTACHMENTS

Attachment 1 – Correspondence from PTE	Page 3
Attachment 2 – Computer Software Dev/Internet Programmer	Page 7
Attachment 3 – Culinary Arts	Page 15
Attachment 4 – Graphic Arts/Printing Technology	Page 21

CONSENT
FEBRUARY 21, 2013

Attachment 5 – Medical Transcription	Page 29
Attachment 6 – Website Design and Multimedia	Page 35
Attachment 7 – Instrumentation & AutoTech/Industrial Controls	Page 41

STAFF COMMENTS AND RECOMMENDATIONS

Current Board Policy Section III.G.8.a., requires that the Board approve the discontinuance of professional-technical education programs. The State Division of Professional-Technical Education has reviewed these proposed program discontinuations and recommends Board approval.

The Council on Academic Affairs and Programs and Board staff recommend approval of discontinuing the designated professional-technical education programs as presented.

BOARD ACTION

I move to approve the request by Idaho State University to discontinue professional-technical education programs as presented in attachments 2 through 7.

Moved by _____ Seconded by _____ Carried Yes _____ No _____




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

DATE: December 18, 2012

TO: Dr. Mike Rush
Executive Director
Idaho State Board of Education

FROM: Dr. Todd Schwarz 
Administrator

SUBJECT: Proposal for Professional-Technical Education

In accordance with State Board policy, the enclosed program proposals are forwarded for approval by the State Board for Professional-Technical Education.

Idaho State University has requested the discontinuance of the following programs:

- Computer Software Development/Internet Programmer Associate of Applied Science
- Culinary Arts Technical Certificate
- Culinary Arts Associate of Applied Science
- Graphic Arts-Desktop Publishing/Print Media Advanced Technical Certificate
- Graphic Arts Associate of Applied Science
- Graphic Design in Print Media Associate of Applied Science
- Medical Transcription Postsecondary Technical Certificate
- ✓ Web Site Design and Multimedia Technical Certificate
- ✓ Website design and Multimedia Associate of Applied Science

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 questions regarding the enclosed proposal, please feel free to contact me. Thank you for your attention to this matter.

TS/ds


Enclosures: 5

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MEMORANDUM

DATE: January 2, 2013

TO: Dr. Mike Rush
Executive Director
Idaho State Board of Education

FROM: Dr. Todd Schwarz 
Administrator

SUBJECT: Proposal for Professional-Technical Education

In accordance with State Board policy, the enclosed program proposal is forwarded for approval by the State Board for Professional-Technical Education.

Idaho State University has requested the discontinuance of the following programs:

- Industrial Controls Advanced Technical Certificate
- Instrumentation and Automation Engineering Technology Advanced Technical Certificate

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 questions regarding the enclosed proposal, please feel free to contact me. Thank you for your attention to this matter.

TS/ds

Enclosures: 1

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Idaho State Board of Education

Proposal for Other Academic Program Activity and Professional-Technical Education



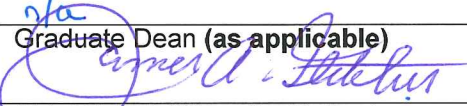



Date of Proposal Submission:	August 8, 2012
Institution Submitting Proposal:	Idaho State University
Name of College, School, or Division:	College of Technology
Name of Department(s) or Area(s):	Technical Department

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

Title:	Computer Software Development Technology
Degree:	Associate of Applied Science: Computer Software Development/Internet Programmer
Method of Delivery:	Classroom/Lab
CIP code (consult IR /Registrar)	110201/110202
Proposed Starting Date:	End of Summer 2013 (last semester for teach-out)
Indicate if the program is:	<input checked="" type="checkbox"/> Regional Responsibility <input type="checkbox"/> Statewide Responsibility

Indicate whether this request is either of the following:

- | | |
|---|--|
| <input type="checkbox"/> New Program (minor/option/emphasis or certificate) | <input checked="" type="checkbox"/> Discontinuance of an Existing Program/Option |
| <input type="checkbox"/> New Off-Campus Instructional Program | <input type="checkbox"/> Consolidation of an Existing Program |
| <input type="checkbox"/> New Instructional/Research Unit | <input type="checkbox"/> Expansion of an Existing Program |
| <input type="checkbox"/> Contract Program/Collaborative | <input type="checkbox"/> Other |

 College Dean (Institution)	10/24/12 Date	 Vice President for Research (as applicable)	Date
 Graduate Dean (as applicable)	11/3/12 Date	 State Administrator, SDPTE (as applicable)	12-20-12 Date
 Chief Fiscal Officer (Institution)	11/21/12 Date	Academic Affairs Program Manager	Date
 Chief Academic Officer (Institution)	12/5/12 Date	Chief Academic Officer, OSBE	Date
President	Date	SBOE/OSBE Approval	Date

March 16, 2012

Page 1

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 discontinuance. All questions must be answered.

- 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.*

Through months of strategic planning and reviewing several years of enrollment, retention, graduation, and job placement data, the College of Technology requests to discontinue the Computer Software Development Technology (CSDT) program due to several reasons. According to the Bureau of Labor Statistics, the entry-level education for computer programmers is a bachelor's degree. Nationally, the job outlook for programmers is expected to grow about as fast as average. Since computer programming can be done from anywhere in the world, companies often hire programmers in countries where wages are lower. This ongoing trend will limit growth for computer programmers in the United States. In Idaho, there will be little to no change in computer programming occupations through 2018 with an anticipated growth rate of 1.5 percent. This means competition for programming jobs in Idaho will be keen.

Most jobs in this field are currently requiring at least a bachelor's degree, with some requiring a graduate degree. With the increasingly complex programming tasks and a growing number of college-trained applicants in this field, a bachelor's degree is now the common way to prepare. Students graduating from this program with an associate's degree are at a disadvantage to compete for jobs in this field, and placement numbers reflect this. Poor graduation rates coupled with the lack of software development/engineering jobs in the region have also led to low rates of job placement in a related field for CSDT graduates. The College of Technology is concerned about producing graduates who have accumulated student loan debt and cannot obtain gainful employment.

The last cohort of students was admitted in Fall 2011 with an anticipated graduation date of May 2013 for students pursuing the AAS degree. The program has cancelled classes for new students for the Fall 2012 semester. All affected students were notified of the class cancellations, and advisors and faculty have re-directed potential students to other options. Advisors and faculty are working closely with continuing students in order to assure adequate progression toward graduation within the teach-out timeline.

- 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

- 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

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. This question is not applicable to requests for discontinuance.

N/A

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

Institution and Degree name	Level	Specializations within the discipline (to reflect a national 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	Relevant Enrollment Data			Number of Graduates			Graduate Rate
	Current	Year 1 Previous	Year 2 Previous	Current	Year 1 Previous	Year 2 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	N/A	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	N/A
ISU	37/24*	38/35*	40/28*	8	6	7	7
LCSC	N/A	NA	NA	N/A	N/A	N/A	N/A
NIC	N/A	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	N/A

Note: Data is taken from Idaho Division of Professional-Technical education Postsecondary Annual Program Enrollment Report. Graduate Rate is a three-year average of degrees/certificates awarded.

*Enrollment data includes the number of declared majors and the number of students in computer software development courses (declared majors/declared majors in programming classes).

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

The discontinuance of this program will not reduce enrollment in other programs with the exception of the Bachelor of Applied Science (BAS) program, an interdisciplinary bachelor's degree for PTE graduates. In the last decade, 40 Computer Software Development Technology (CSDT) students (an average of 4 students per year) have graduated with a BAS degree. Although CSDT graduates make up approximately 20 percent of total graduates in the BAS program, there are other options for students who wish to seek a bachelor's degree associated with computer programming. The ISU College of Business offers a Bachelor of Business Administration in Computer Information Systems.

- 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. *This question is not applicable to requests for discontinuance.*

N/A

Using the chart below, indicate the total projected job openings (including growth and replacement

March 16, 2012

Page 4

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				

- 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**.
- Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.
- 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.*

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. *This question is 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. *This question is not applicable to requests for discontinuance.*

N/A

Yes ____ No ____

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

March 16, 2012

Page 5

- 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?*

Efforts have been made to contact continuing students by phone, and all students were sent a letter by certified mail to inform them of the intention to close the program. In the letter, each student was provided a list of his or her remaining courses necessary for graduation and have been given ample time to complete the certificate/degree requirements. Students have been asked to indicate their intention to complete the degree or certificate associated with this program. All prospective students that had applied for a future semester were contacted and re-directed to other options related to their educational goals.

- 16. Program Resource Requirements.** Using the Excel spreadsheet 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).**

The proposed discontinuance will affect one eleven-month faculty position, one nine-month faculty position, an adjunct instructor position, and a budget of approximately \$7,825.00 in operating expenses annually. Salary savings and budgets associated with the operating expenses of this program will be re-assigned to other programs within the College of Technology through a strategic planning process. The College of Technology intends to use the funds to support existing programs that continue to produce graduates with high-demand skills necessary to strengthen Idaho's workforce.

Idaho State University - Computer Software Development Technology

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 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).

A. REVENUE

	FY		2013		FY		2014		FY		2015		Cumulative Total	
	On-going		One-time		On-going		One-time		On-going		One-time		On-going	One-time
1. Appropriated (Reallocation)	\$161,654.61				- \$161,654.61				\$0.00				\$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	\$161,654.61		\$0.00		- \$161,654.61		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00

B. EXPENDITURES

	FY		2013		FY		2014		FY		2015		Cumulative Total	
	On-going		One-time		On-going		One-time		On-going		One-time		On-going	One-time
1. Personnel	\$153,829.87				- \$153,829.87				\$0.00				\$0.00	\$0.00
2. Operating	\$7,824.74				- \$7,824.74				\$0.00				\$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	\$161,654.61		\$0.00		- \$161,654.61		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
Net Income (Deficit)	\$0.00		\$0.00		\$0.00		\$0.00		\$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.

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

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Idaho State Board of Education

Proposal for Other Academic Program Activity and Professional-Technical Education

Date of Proposal Submission:	August 7, 2012
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

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

Title:	Culinary Arts Program
Degree:	Technical Certificate: Culinary Arts Associate of Applied Science Degree: Culinary Arts
Method of Delivery:	Classroom/Lab
CIP code (consult IR /Registrar)	12.0503
Proposed Starting Date:	End of Fall 2013 (last semester for teach-out)
Indicate if the program is:	<input checked="" type="checkbox"/> Regional Responsibility <input type="checkbox"/> Statewide Responsibility

Indicate whether this request is either of the following:

- | | |
|---|--|
| <input type="checkbox"/> New Program (minor/option/emphasis or certificate) | <input checked="" type="checkbox"/> Discontinuance of an Existing Program/Option |
| <input type="checkbox"/> New Off-Campus Instructional Program | <input type="checkbox"/> Consolidation of an Existing Program |
| <input type="checkbox"/> New Instructional/Research Unit | <input type="checkbox"/> Expansion of an Existing Program |
| <input type="checkbox"/> Contract Program/Collaborative | <input type="checkbox"/> Other _____ |

 10-24-12
College Dean (Institution) Date

n/a
Vice President for Research (as applicable) Date

n/a
Graduate Dean (as applicable) Date

 12.20.12
State Administrator, SDPTE (as applicable) Date

 12/3/12
Chief Fiscal Officer (Institution) Date

Academic Affairs Program Manager Date

 11/27/12
Chief Academic Officer (Institution) Date

Chief Academic Officer, OSBE Date

 12/5/12
President Date

SBOE/OSBE Approval Date

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. All questions must be answered.

- 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.*

Through months of strategic planning and reviewing several years of enrollment, retention, graduation, and job placement data, the College of Technology requests to discontinue the Culinary Arts program due to several reasons. According to the Bureau of Labor Statistics (BLS), no formal education is required to become a cook. Short-term on-the-job training and work-related experience are the most common types of training in the industry. The BLS projects institutional cooks will grow more slowly than the average since schools and hospitals increasingly contract out their food services. Many contract companies employ short order and fast food cooks rather than chefs. Employment for restaurant cooks is also projected to grow more slowly than average because employment is sensitive to the state of the economy. People are less likely to spend money on dining out during a slow economy. In addition, many restaurants, in an effort to lower costs, use lower-level cooks to perform the work normally done by chefs and head cooks (*Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-20 Employment Projections*).

Furthermore, advisory committee members (who are also restaurant owners and managers) at the most recent meeting indicated they have no shortage of applicants for any job openings, and they can provide all the training needed with on-the-job training.

Poor retention and graduation rates coupled with the lack of well-paying culinary jobs in the region have led to low job placement and less than living wage capabilities for graduates of the program. Not only are graduates of the program having difficulty finding jobs in a related field, those that do are starting at an average of \$8 per hour. The College of Technology is concerned about producing graduates who have accumulated student loan debt and cannot obtain gainful employment.

The last cohort of students was admitted in January 2012 (Spring semester) with an anticipated graduation date of December 2013 for students pursuing the AAS degree. The program has cancelled classes for new students for the Fall 2012 semester. All affected students were notified of the class cancellations, and advisors and faculty have re-directed potential students to other options. Advisors and faculty are working closely with continuing students in order to assure adequate progression toward graduation within the teach-out timeline.

- 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

- 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***

March 16, 2012

Page 2

not applicable to requests for discontinuance.

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

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.*

N/A

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.

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 Rate
	Current	Year 1 Previous	Year 2 Previous	Current	Year 1 Previous	Year 2 Previous	
BSU	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSI	94	91	83	23	21	21	22
CWI	97	118	136	7	9	5	7
EITC	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ISU	63/38*	64/33*	79/33*	11	5	7	8
LCSC	N/A	N/A	N/A	N/A	N/A	N/A	N/A
NIC	40	40	40	13	15	16	15
UI	N/A	N/A	N/A	N/A	N/A	N/A	N/A

March 16, 2012

Page 3

Note: Data is taken from Idaho Division of Professional-Technical education Postsecondary Annual Program Enrollment Report. Graduate Rate is a three-year average of degrees/certificates awarded.

**Enrollment data includes the number of declared majors and the number of students in culinary arts courses (declared majors/declared majors in culinary classes).

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

Discontinuance of this program will not reduce enrollment in other programs with the exception of the Bachelor of Applied Science (BAS) program, an interdisciplinary bachelor's degree for PTE graduates. In the last ten years, only three Culinary Arts students have graduated with a BAS degree. Because of the insignificant number of Culinary Arts graduates participating in the BAS program, this program closure will have little impact on the overall enrollment of the BAS program.

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. *This question is not applicable to requests for discontinuance.*

N/A

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.*

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. *This question is not applicable to requests for discontinuance.*

N/A

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

N/A

15. How will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

March 16, 2012

Page 4

Efforts have been made to contact continuing students by phone, and all students were sent a letter by certified mail to inform them of the intention to close the program. In the letter, each student was provided a list of his or her remaining courses necessary for graduation and have been given ample time to complete the certificate/degree requirements. Students have been asked to indicate their intention to complete the degree or certificate associated with this program. All prospective students that had applied for a future semester were contacted and re-directed to other options related to their educational goals.

16. Program Resource Requirements. Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

The proposed discontinuance will affect two 11-month faculty positions, two classified positions, and a budget of approximately \$11,000.00 in operating expenses annually. Salary savings and budgets associated with the operating expenses of this program will be re-assigned to other programs within the College of Technology through a strategic planning process. The College of Technology intends to use the funds to support existing programs that continue to produce graduates with high-demand skills necessary to strengthen Idaho's workforce.

Idaho State University - Culinary Arts

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 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).

A. REVENUE

	FY	2013	FY	2014	FY	2015	Cumulative Total
	On-going	One-time	On-going	One-time	On-going	One-time	On-going One-time
1. Appropriated (Reallocation)	\$213,894.89		-\$213,894.89		\$0.00		\$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	<u>\$213,894.89</u>	<u>\$0.00</u>	<u>-\$213,894.89</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u> <u>\$0.00</u>

B. EXPENDITURES

	FY	2013	FY	2014	FY	2015	Cumulative Total
	On-going	One-time	On-going	One-time	On-going	One-time	On-going One-time
1. Personnel	\$202,639.64		-\$202,639.64		\$0.00		\$0.00 \$0.00
2. Operating	\$11,255.25		-\$11,255.25		\$0.00		\$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	<u>\$213,894.89</u>	<u>\$0.00</u>	<u>-\$213,894.89</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u> <u>\$0.00</u>
Net Income (Deficit)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

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.

Idaho State Board of Education

Proposal for Other Academic Program Activity and Professional-Technical Education

Date of Proposal Submission:	July 23, 2012
Institution Submitting Proposal:	Idaho State University
Name of College, School, or Division:	College of Technology
Name of Department(s) or Area(s):	Trade and Industrial Department

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

Title:	Graphic Arts/Printing Technology
Degree:	Advanced Technical Certificate: Graphic Arts-Desktop Publishing/Print Media Associate of Applied Science: Graphic Arts Associate of Applied Science: Graphic Design in Print Media
Method of Delivery:	Classroom
CIP code (consult IR /Registrar)	100303/100305
Proposed Starting Date:	End of Fall 2013 (last semester for teach-out)
Indicate if the program is:	<input checked="" type="checkbox"/> Regional Responsibility <input type="checkbox"/> Statewide Responsibility

Indicate whether this request is either of the following:

- | | |
|---|--|
| <input type="checkbox"/> New Program (minor/option/emphasis or certificate) | <input checked="" type="checkbox"/> Discontinuance of an Existing Program/Option |
| <input type="checkbox"/> New Off-Campus Instructional Program | <input type="checkbox"/> Consolidation of an Existing Program |
| <input type="checkbox"/> New Instructional/Research Unit | <input type="checkbox"/> Expansion of an Existing Program |
| <input type="checkbox"/> Contract Program/Collaborative | <input type="checkbox"/> Other |

L. Scott Rasmy 10-24-12
College Dean (Institution) Date

n/a
Graduate Dean (as applicable) Date

James A. Little 12/3/12
Chief Fiscal Officer (Institution) Date

Barbara Adamich 11/27/12
Chief Academic Officer (Institution) Date

Andie Voth 12/5/12
President Date

n/a
Vice President for Research (as applicable) Date

John Quinz 12.20.12
State Administrator, SDPTE (as applicable) Date

Academic Affairs Program Manager Date

Chief Academic Officer, OSBE Date

SBOE/OSBE Approval Date

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. All questions must be answered.

- 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.*

Through months of strategic planning and reviewing several years of enrollment, retention, graduation, and job placement data, the College of Technology requests to discontinue the Graphic Arts/Printing Technology program due to several reasons. According to the Bureau of Labor Statistics, Desktop Publishing occupations are projected to decline rapidly (a 15 percent decline nationally) through 2020. Desktop publishing is a key component of the Graphic Arts/Printing Technology program. Another area of instruction in the program is graphic design. Although graphic design occupations are expected to grow about as fast as the average, graduates will require a bachelor's degree to remain competitive in the job market.

Furthermore, the program currently lacks critical components such as web design and animation, advanced software training, and other types of applications for electronic devices. The program advisory committee has indicated that current employers are looking for graduates that have an expertise not only in graphic communications, but also in web design and computer design software. Currently, the program does not provide graduates with the necessary skills to be competitive in the workforce. Adjusting the curriculum is premature until additional research is conducted and industry need is evaluated.

Poor retention and graduation rates coupled with the lack of printing/graphic design jobs in the region have led to low job placement and less than living wage capabilities for graduates of the program. Not only are graduates of the program having difficulty finding jobs in a related field, those who do are starting at an average of \$8 per hour. The College of Technology is concerned about producing graduates who have accumulated student loan debt and cannot obtain gainful employment.

The last cohort of students was admitted in January 2012 (Spring semester) with an anticipated graduation date of December 2013 for students pursuing the AAS degree. The program has cancelled classes for new students for the Fall 2012 semester. All affected students were notified of the class cancellations, and advisors and faculty have re-directed potential students to other options. Advisors and faculty are working closely with continuing students in order to assure adequate progression toward graduation within the teach-out timeline.

- 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

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

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. This question is not applicable to requests for discontinuance.

N/A

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

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

March 16, 2012

Page 3

- 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	Relevant Enrollment Data			Number of Graduates			Graduate Rate
	Current	Year 1 Previous	Year 2 Previous	Current	Year 1 Previous	Year 2 Previous	
BSU	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSI	80	107	117	16	10	12	13
CWI	N/A	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	N/A
ISU	30/22*	31/19*	42/22*	4	6	7	6
LCSC	58	60	61	16	7	7	10
NIC	N/A	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	N/A

Note: Data is taken from Idaho Division of Professional-Technical education Postsecondary Annual Program Enrollment Report. Graduate Rate is a three-year average of degrees/certificates awarded.

**Enrollment data includes the number of declared majors and the number of students in graphic arts courses (declared majors/declared majors in graphic arts classes).

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

Discontinuance of this program will not reduce enrollment in other programs with the exception of the Bachelor of Applied Science (BAS) program, an interdisciplinary bachelor's degree for PTE graduates. In the last decade, only five Graphic Arts/Printing Technology students have graduated with a BAS degree. Since there are not a significant number of Graphic Arts/Printing Technology graduates participating in the BAS program, this program closure will have little impact on the overall enrollment of the BAS program.

March 16, 2012

Page 4

- 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. *This question is not applicable to requests for discontinuance.*

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				

- 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**.
- Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.
- 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.*

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.** *This question is not applicable to requests for discontinuance.*

N/A

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

March 16, 2012

Page 5

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

N/A

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?*

Efforts have been made to contact continuing students by phone, and all students were sent a letter by certified mail to inform them of the intention to close the program. In the letter, each student was provided a list of his or her remaining courses necessary for graduation and have been given ample time to complete the certificate/degree requirements. Students have been asked to indicate their intention to complete the degree or certificate associated with this program. All prospective students that had applied for a future semester were contacted and re-directed to other options related to their educational goals.

- 16. Program Resource Requirements.** Using the Excel spreadsheet 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).**

The proposed discontinuance will affect two nine-month faculty positions and a budget of approximately \$9,000.00 in operating expenses annually. Salary savings and budgets associated with the operating expenses of this program will be re-assigned to other programs within the College of Technology through a strategic planning process. The College of Technology intends to use the funds to support existing programs that continue to produce graduates with high-demand skills necessary to strengthen Idaho's workforce.

Idaho State University - Graphic Arts Printing Technology

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 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).

A. REVENUE

	FY	2013	FY	2014	FY	2015	Cumulative Total
	On-going	One-time	On-going	One-time	On-going	One-time	On-going One-time
1. Appropriated (Reallocation)	\$124,328.81		-\$124,328.81				\$0.00 \$0.00
2. Appropriated (New)					\$0.00		\$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	\$124,328.81	\$0.00	-\$124,328.81	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00

B. EXPENDITURES

	FY	2013	FY	2014	FY	2015	Cumulative Total
	On-going	One-time	On-going	One-time	On-going	One-time	On-going One-time
1. Personnel	\$111,528.61		-\$111,528.61		\$0.00		\$0.00 \$0.00
2. Operating	\$12,800.20		-\$12,800.20		\$0.00		\$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	\$124,328.81	\$0.00	-\$124,328.81	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
Net Income (Deficit)	\$0.00	\$0.00	\$0.00	\$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.

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

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Idaho State Board of Education

Proposal for Other Academic Program Activity and Professional-Technical Education

Date of Proposal Submission:	7/11/12
Institution Submitting Proposal:	ISU
Name of College, School, or Division:	College of Technology
Name of Department(s) or Area(s):	Health Occupations

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

Title:	Medical Transcription
Degree:	Post-Secondary Technical Certificate
Method of Delivery:	Web-Based
CIP code (consult IR /Registrar)	51.0707(PTE) / 51.0708(IR)
Proposed Starting Date:	N/A
Indicate if the program is:	<input checked="" type="checkbox"/> Regional Responsibility <input type="checkbox"/> Statewide Responsibility

Indicate whether this request is either of the following:

- ☐ New Program (minor/option/emphasis or certificate)
 ☒ 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
- ☐ Contract Program/Collaborative
 ☐ Other

L. Scott Rasmy 9/19/2012
 College Dean (Institution) Date

n/a
 Graduate Dean (as applicable) Date

James A. Ditchman 11/12/12
 Chief Fiscal Officer (Institution) Date

Barbara Orlome 11/9/12
 Chief Academic Officer (Institution) Date

Ante Vuk 11/18/12
 President Date

n/a
 Vice President for Research (as applicable) Date

Todd Swartz 12-20-12
 State Administrator, SDPTE (as applicable) Date

Academic Affairs Program Manager Date

Chief Academic Officer, OSBE Date

SBOE/OSBE Approval Date

March 16, 2012

Page 1

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. All questions must be answered.

- 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.*

We request approval to permanently discontinue the post-secondary technical certificate in Medical Transcription that has been administered within the Health Information Technology program. The skills that used to be acquired in this program have largely been superseded by voice recognition software that automatically transcribes the material. The program has been completely inactive for three years as a result of lack of student interest. There are no students remaining to teach out. There are no ISU programs or degrees that rely on the continuation of this certificate.

- 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

- 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

- 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

March 16, 2012

Page 2

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

N/A

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

Institution and Degree name	Level	Specializations within the discipline (to reflect a national 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	Relevant Enrollment Data			Number of Graduates			Graduate Rate
	Current	Year 1 Previous	Year 2 Previous	Current	Year 1 Previous	Year 2 Previous	
BSU	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSI	23	26	6	5	1	N/A	3
CWI	N/A	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	N/A
ISU	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LCSC	6	7	4	2	5	2	N/A
NIC	unknown	unknown	unknown	unknown	unknown	unknown	unknown
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**

March 16, 2012

Page 3

explain.

The discontinuance of this program will not reduce enrollments in other 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. *This question is not applicable to requests for discontinuance.*

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				

- 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**.
- Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.
- 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.*

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.** *This question is not applicable to requests for discontinuance.*

N/A

March 16, 2012

Page 4

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. *This question is not applicable to requests for discontinuance.*

N/A

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?*

There are no students currently enrolled in the post-secondary technical certificate program to notify. In the past, when working with students who have an interest in providing computer support to medical providers, advisors have encouraged them to consider working towards obtaining their AAS in Health Information Technology.

16. Program Resource Requirements. Using the Excel spreadsheet 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).

Of the ten courses required for this technical certificate, seven of them are also required for the AAS in HIT; thus, they continue to be taught. The three remaining courses (Medical Transcription I, II, and III) will be discontinued. These were taught by an adjunct instructor, which service will no longer be needed.

March 16, 2012

Page 5

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Idaho State Board of Education

Proposal for Other Academic Program Activity and Professional-Technical Education

Date of Proposal Submission:	October 1, 2012
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

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

Title:	Web Site Design and Multimedia
Degree:	Technical Certificate: Web Site Design and Multimedia Associate of Applied Science Degree: Web Site Design and Multimedia
Method of Delivery:	Classroom/Lab
CIP code (consult IR /Registrar)	11.0801
Proposed Starting Date:	End of Spring 2013 (last semester for teach-out)
Indicate if the program is:	X Regional Responsibility Statewide Responsibility

Indicate whether this request is either of the following:

- | | |
|---|--|
| <input type="checkbox"/> New Program (minor/option/emphasis or certificate) | <input checked="" type="checkbox"/> Discontinuance of an Existing Program/Option |
| <input type="checkbox"/> New Off-Campus Instructional Program | <input type="checkbox"/> Consolidation of an Existing Program |
| <input type="checkbox"/> New Instructional/Research Unit | <input type="checkbox"/> Expansion of an Existing Program |
| <input type="checkbox"/> Contract Program/Collaborative | <input type="checkbox"/> Other |

L. Scott Rasquass

10-24-12

College Dean (Institution)

Date

n/a

Vice President for Research
(as applicable)

Date

n/a

Graduate Dean (as applicable)

Date

Todd Swartz
State Administrator, SDPTE
(as applicable)

12-20-12

Date

James A. Stetson

11/3/12

Chief Fiscal Officer (Institution)

Date

Academic Affairs Program Manager

Date

Barbara Adams

11/27/12

Chief Academic Officer (Institution)

Date

Chief Academic Officer, OSBE

Date

Chris Hunt

12/5/12

President

Date

SBOE/OSBE Approval

Date

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. All questions must be answered.

- 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.*

Through months of strategic planning and reviewing several years of enrollment, retention, graduation, and job placement data, the College of Technology requests to discontinue the Web Site Design and Multimedia program due to several reasons. In short, graduates were not receiving gainful employment after having spent up to two years in classes. According to the Bureau of Labor Statistics (BLS), a bachelor's degree is usually required for entry-level positions, and there are few job openings in this area (*Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-20 Employment Projections*).

Poor retention and graduation rates coupled with the lack of well-paying web design jobs in the region have led to low job placement and less than living wage capabilities for graduates of the program. Not only are graduates of the program having difficulty finding jobs in a related field, but average salaries of graduates who do find jobs is not meaningful because the sample is too small. The College of Technology is concerned about producing graduates who have accumulated student loan debt and cannot obtain gainful employment.

The last cohort of students was admitted in August 2011 (Fall semester) with an anticipated graduation date of May 2013 for students pursuing the AAS degree. The program has cancelled classes for new students for the Fall 2012 semester. All affected students were notified of the class cancellations, and advisors and faculty have re-directed potential students to other options. Advisors and faculty are working closely with continuing students in order to assure adequate progression toward graduation within the teach-out timeline.

- 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

- 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

- 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

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.*

N/A

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.

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 Rate
	Current	Year 1 Previous	Year 2 Previous	Current	Year 1 Previous	Year 2 Previous	
BSU	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSI	69	41	45	1	5	N/A	3
CWI	30	N/A	N/A	3	N/A	N/A	3
EITC	24	35	37	5	2	3	3
ISU	29/22*	33/19*	59/20*	3	6	7	5
LCSC	38	29	31	6	2	4	4
NIC	N/A	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	N/A

Note: Data is taken from Idaho Division of Professional-Technical education Postsecondary Annual Program Enrollment Report. Graduate Rate is a three year average of degrees/certificates awarded.

**Enrollment data includes the number of declared majors and the number of students in web design courses (declared majors/declared majors in web design classes).

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

Discontinuance of this program will not reduce enrollment in other programs with the exception

of the Bachelor of Applied Technology (BAT) program, an interdisciplinary bachelor's degree for PTE graduates. Since the beginning of the Web Design and Multimedia program, only 5 students have graduated with a BAT degree. Because of the insignificant number of Web Design graduates participating in the BAT program, this program closure will have little impact on the overall enrollment of the BAT program.

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. ***This question is not applicable to requests for discontinuance.***

N/A

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.***

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. ***This question is not applicable to requests for discontinuance.***

N/A

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

N/A

15. How will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

Efforts have been made to contact continuing students by phone, and all students were sent a letter by certified mail to inform them of the intention to close the program. In the letter, each student was provided a list of his or her remaining courses necessary for graduation and have been given ample time to complete the certificate/degree requirements. Students have been asked to indicate their intention to complete the degree or certificate associated with this program. All prospective students that had applied for a future semester were contacted and re-directed to other options related to their educational goals.

- 16. Program Resource Requirements.** Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

The proposed discontinuance will impact two 9-month faculty positions with a budget of approximately \$5,000.00 in operating expenses annually. Salary savings and budgets associated with the operating expenses of this program will be re-assigned to other programs within the College of Technology through a strategic planning process. The College of Technology intends to use the funds to support existing programs that continue to produce graduates with high-demand skills necessary to strengthen Idaho's workforce.

Idaho State University - Web Design and Multimedia

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 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).

A. REVENUE

	FY	2013	FY	2014	FY	2015	Cumulative Total
	On-going	One-time	On-going	One-time	On-going	One-time	On-going One-time
1. Appropriated (Reallocation)	\$141,145.53		-\$141,145.53		\$0.00		\$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	\$141,145.53	\$0.00	-\$141,145.53	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00

B. EXPENDITURES

	FY	2013	FY	2014	FY	2015	Cumulative Total
	On-going	One-time	On-going	One-time	On-going	One-time	On-going One-time
1. Personnel	\$135,690.85		-\$135,690.85		\$0.00		\$0.00 \$0.00
2. Operating	\$5,454.68		-\$5,454.68		\$0.00		\$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	\$141,145.53	\$0.00	-\$141,145.53	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00
Net Income (Deficit)	\$0.00	\$0.00	\$0.00	\$0.00	\$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.

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

Idaho State Board of Education

Proposal for Other Academic Program Activity and Professional-Technical Education

Date of Proposal Submission:	August 1, 2012
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 (ESTEC)
	Instrumentation and Automation

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

Title:	Advanced Technical Certificate: Instrumentation and Automation Engineering Technology	
	Advanced Technical Certificate: Industrial Controls	
Degree:	Advanced Technical Certificate	
Method of Delivery:	Classroom/laboratory	
CIP code (consult IR /Registrar)	15.0404	
Proposed Starting Date:	Fall 2013	
Indicate if the program is:	<input checked="" type="checkbox"/> Regional Responsibility	<input type="checkbox"/> Statewide Responsibility

Indicate whether this request is either of the following:

- | | |
|---|--|
| <input type="checkbox"/> New Program (minor/option/emphasis or certificate) | <input checked="" type="checkbox"/> Discontinuance of an Existing Program/Option |
| <input type="checkbox"/> New Off-Campus Instructional Program | <input type="checkbox"/> Consolidation of an Existing Program |
| <input type="checkbox"/> New Instructional/Research Unit | <input type="checkbox"/> Expansion of an Existing Program |
| <input type="checkbox"/> Contract Program/Collaborative | <input type="checkbox"/> Other |

L. Scott Rasmy 9/19/2012
College Dean (Institution) Date

n/a
Graduate Dean (as applicable) Date

James A. Fletcher 11/12/12
Chief Fiscal Officer (Institution) Date

Barbara Adams 11/9/12
Chief Academic Officer (Institution) Date

Paula Kent 11/16/12
President Date

n/a
Vice President for Research (as applicable) Date

Todd Swartz 12.20.12
State Administrator, SDPTE (as applicable) Date

Academic Affairs Program Manager Date

Chief Academic Officer, OSBE Date

SBOE/OSBE Approval Date

March 16, 2012

Page 1

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 discontinuance. All questions must be answered.

- 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 advanced technical certificates offered under Instrumentation and Automation Engineering Technology have not been awarded for more than four years. Industry representatives serving on the advisory committee indicate an Associate of Applied Science degree is required for entry level positions in this field.

- 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

- 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

- 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. This question is not applicable to requests for discontinuance.

N/A

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

Institution and Degree name	Level	Specializations within the discipline (to reflect a national 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.

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 Rate
	Current	Year 1 Previous	Year 2 Previous	Current	Year 1 Previous	Year 2 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	N/A	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	N/A
ISU	0	0	0	0	0	0	0
LCSC	N/A	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	N/A
UI	N/A	N/A	N/A	N/A	N/A	N/A	N/A

March 16, 2012

Page 3

9. Will this program reduce enrollments in other programs at your institution?

No, students will continue to enroll in the AAS option of this program.

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. *This question is not applicable to requests for discontinuance.*

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				

- 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**.
- Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.
- 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.*

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. *This question is 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. *This question is not applicable to requests for discontinuance.*

N/A

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?*

Students have been advised of industry requirements and have been electing to pursue an AAS degree instead of the Advanced Technical Certificates for more than four years.

16. Program Resource Requirements. Using the Excel spreadsheet 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).

The courses for the Technical Certificate are still being taught. There will be no effect on the budget or impact on faculty.

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 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).

A. REVENUE

	FY		2014		FY		2015		FY		2016		Cumulative Total	
	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time
1. Appropriated (Reallocation)	\$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
2. Appropriated (New)	\$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
3. Federal	\$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
4. Tuition	\$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
5. Student Fees	\$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
6. Other (Specify)	\$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
Total Revenue	\$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

B. EXPENDITURES

	FY		2014		FY		2015		FY		2016		Cumulative Total	
	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time
1. Personnel	\$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
2. Operating	\$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
3. Equipment	\$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
4. Facilities	\$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
5. Other (Specify)	\$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
Total Expenditures	\$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
Net Income (Deficit)	\$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

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.

Note: Elimination of these Technical Certificate will not reduce expenses. The courses are still being taught as part of the Instrumentation and Automation and Industrial Controls programs.

**CONSENT AGENDA
FEBRUARY 21, 2013**

SUBJECT

Appointment of Idaho Experimental Program to Stimulate Competitive Research (EPSCoR) Committee Members

REFERENCE

April 2012

Board approved Gynii Gilliam's appointment to the Idaho EPSCoR Committee

August 2012

Board approved appointment of Dave Tuthill to the Idaho EPSCoR Committee

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.W.

BACKGROUND/DISCUSSION

The Experimental Program to Stimulate Competitive Research (EPSCoR) represents a federal-state partnership to enhance the science and engineering research, education, and technology capabilities of states that traditionally have received smaller amounts of federal research and development funds. As a participating state, Idaho EPSCoR is subject to federal program requirements and policy established by the Idaho State Board of Education (Board). The purpose of EPSCoR is to build a high-quality, academic research base to advance science, technology, engineering and mathematics (STEM) to stimulate sustainable improvements in research and development capacity and competitiveness.

Idaho EPSCoR is guided by a committee of sixteen (16) members appointed by the Board. The membership of this committee is constituted to provide for geographic, academic, business and state governmental representation as specified in Board policy. In the event there should be a vacancy in a non ex-officio position (Idaho National Laboratory, Department of Commerce, etc), the committee is required to advertise an open appointment in appropriate state, regional, or local publications. Applicants are required to provide a written statement expressing interest in membership and must also provide evidence of qualifications, and identify their primary residence. If an incumbent candidate is interested in reappointment and is eligible to continue serving, the committee will forward a recommendation to the Board, along with a letter of interest and statement of qualifications for the incumbent. The committee reviews all applications and identifies the most qualified candidates for the Board's consideration.

Idaho EPSCoR currently has two positions that are up for re-appointment, and one vacant position. The Idaho EPSCoR Committee is requesting that Doug Chadderdon and Jean'ne Shreeve be re-appointed to the EPSCoR Committee.

**CONSENT AGENDA
FEBRUARY 21, 2013**

ATTACHMENTS

Attachment 1 – Current Committee Membership	Page 3
Attachment 2 – Douglas Chadderdon letter of interest	Page 4
Attachment 3 – Jeane'ne Shreeve letter of interest	Page 7

STAFF COMMENTS AND RECOMMENDATIONS

The Idaho EPSCoR Committee's recommendation is in compliance with Board Policy III.W. Jeane'ne Shreeve has served on the EPSCoR Committee since 2006, Douglas Chadderdon has served on the committee since 2008. In 2009 and 2010 the Board approved changes to Board Policy III.W., changing the term of appointment to coincide with the fiscal year, with no more than one third (1/3) of the committee appointments expiring in a given year. The proposed terms for these two appointments will bring them into compliance with current Board policy.

The EPSCoR Committee is currently working with the Idaho National Lab (INL) to identify a suitable representative for the vacant INL Representative position. This position has been vacant since October 2012, when the incumbent left employment with INL. Board policy requires recommendations for vacant positions be forwarded to the Board within 30 days of vacancy. Due to changes in staff at INL the Committee has not been able to meet this timeline and will provide the recommendation to the Board for the INL representative position at the regular April Board meeting.

Board staff recommends reappointment of the two names forwarded for consideration from the EPSCoR Committee.

BOARD ACTION

I move to re-appoint Douglas Chadderdon to the Idaho Experimental Program to Stimulate Competitive Research Committee as a representative for the private sector, effective immediately, for a term of five (5) years, expiring June 30th, 2019.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

I move to re-appoint Jean'ne Shreeve to the Idaho Experimental Program to Stimulate Competitive Research Committee as a representative for the private sector, effective immediately, for a term of five (5) years, expiring June 30th, 2019.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
FEBRUARY 21, 2013**

Draft - EPSCoR Committee Members

VOTING MEMBERS (16 members)

Member Name	Original Appt.	Expires	Represents	Position	Location
Chadderdon, Douglas J.	9/8/2008	12/13/2012	Private Sector Rep - President, Great Floors, LLC		Coeur d'Alene
Shreeve, Jean'ne	12/13/2006	12/13/2012	Private Sector Rep - UI Professor		Moscow
Barneby, David G.	9/9/2008	12/13/2013	Private Sector Rep - (Retired)VP Nevada Power		Twin Falls
Bell, Maxine	12/13/2006	6/30/2015	House of Rep.		Jerome
Goedde, John	12/13/2006	6/30/2015	Senate		Coeur d'Alene
Jacklin, Doyle	12/13/2006	6/30/2015	Private Sector Rep	Chairman	Post Falls
Stevens, Dennis	12/13/2006	6/30/2015	Private Sector Rep - Physician		Boise
Tuthill, David	8/16/2012	6/30/2017	Private Sector Rep - Idaho Water Engineering		Boise
Noh, Laird	12/13/2006	6/30/2016	Private Sector Rep	Vice Chair	Kimberly
Ray, Leo	7/1/2011	6/30/2016	Private Sector Rep - Fish Breeders		Buhl
Roberto, Francisco (Frank)	7/1/2011	6/30/2016	Private Sector Rep - INL, Biological Systems Dept		Idaho Falls
Gilliam, Gynii	7/1/2011	Ex-officio	Department of Commerce Representative		Boise
Grimes, Howard	12/1/2012	Ex-officio	ISU - VPR		Pocatello
McIver, John "Jack"	9/9/2008	Ex-officio	UI - VPR		Moscow
Rudin, Mark		Ex-officio	BSU - VPR		Boise
Vacant		Ex-officio	INL Representative		Idaho falls

NON-VOTING MEMBERS (2 members)

Member Name	Original Appt.	Expires	Position		
TBD	----	Ex-officio	Representative from Governors Office		Idaho
Ken Edmunds	----	Ex-officio	Idaho State Board of Education Member		Idaho

**PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
FEBRUARY 21, 2013**

Dr. Doyle Jacklin

Idaho EPSCoR Committee, Chair

P.O. Box 44309

Moscow, Idaho 83844-3029

November 6, 2012

Dear Doyle,

I am writing you to express my interest in remaining on the Idaho EPSCoR Committee. My appointment expires in 2013 but I am willing to serve for another term should you agree with my appointment. The Idaho EPSCoR program is critical to insuring that our state is recognized for our ongoing world class research. During my tenure on the committee I have gained a great deal of knowledge of how the program works and have enjoyed seeing the results of an active participation in the EPSCoR program.

Please let me know if there is any additional information you might require of me. I have been honored to serve in my term on the EPSCoR Committee and look forward to another rewarding term.

Regards,

Doug Chadderdon

Douglas J. Chadderdon

East 524 Sherman Avenue
Coeur d'Alene, ID 83814
(208)664-5405



BUSINESS EXPERIENCE

Great Floors, LLC

President, Chief Operating Officer and Principal Owner *2000-current*

Oversee the strategic planning and day-to-day operations for Great Floors, one of America's largest specialty floor covering retailers (ranked number three in 2007 by *Floor Covering Weekly*) with 18 locations across the Pacific Northwest.

Major accomplishments include:

- Increasing annual revenue to from \$50 to \$124 million in the seven years since the Company was formed in 2000.
- Purchase of the Carpet Exchange franchise in Western Washington from Shaw and the rebranding of the stores to Great Floors.
- Design, construction and opening of five new "mega" floor covering stores in Meridian, North Spokane, Coeur d'Alene, Spokane Valley and Lacey.
- Purchase of the commercial floor covering operations in Seattle and Spokane from Invista (formerly DuPont) to position Great Floors as the Northwest's premier commercial source for flooring.
- Development of a new granite division within the Company and construction of a new state-of-the-art stone fabrication plant in Post Falls.

CarpetMax, Inc.

Regional Vice President *1998-2000*

Was charged with oversight for sales and operations of CarpetMax, a division of Flooring America, with retail outlets in Washington, Oregon, Idaho and Montana.

Shaw Industries, Inc.

Regional Manager *1997-1998*

C&S Textiles was sold to Shaw and in turn to Flooring America.

C & S Textiles, Inc.

Manager *1992-1993* President *1993-1997*

Moved from the financial world to takeover the family floor covering business consisting of four stores in the Eastern Washington and Idaho region. Annual sales were \$8 million.

Washington Mutual Savings Bank

Various positions *1984-1992*

Joined Washington Mutual after graduating from Seattle University. Completed the bank's executive training program, then began as an underwriter at the branch level and advanced to manager of WaMu's Regional Mortgage Loan Center in Seattle.

EDUCATION

University of Idaho

BS Finance and Marketing 1982

Seattle University

Master of Business Administration Program 1984

University of Washington

Associates Degree, Commercial Real Estate Development

College of Architecture 1989

COMMUNITY AND INDUSTRY ACTIVITIES

Concerned Businesses of North Idaho

Founding member this regional group composed of North Idaho's leading business men and women focused on business growth and fiscal responsibility from elected officials.

Board of Directors 1994-1997

National Flooring Alliance

A billion dollar buying group consisting of 200 locations across America.

Board of Directors 1993-1997 President 1995-1997

First Security Bank

North Idaho Advisory Council 1999-2000

Hayden Lake Country Club

Finance Chairman 2000 and 2001

Board of Directors 2000-2002 President 2002

Idaho Community Foundation

Board of Directors 2004 – Current

Audit Committee Chair, Investment Committee Member

Community 1st Bank

Founder and Board Member Current

PERSONAL

Married to Deidre Chadderdon for 19 years with two children—Charlie, age 17, and Annie, age 15. Off-work activities include golfing, skiing, boating, fishing and hiking.



November 1, 2012

Department of Chemistry

P.O. Box 442343

Moscow, Idaho 83844-2343

Phone: 208-885-6552

Fax: 208-885-6173

Dr. Doyle Jacklin
Idaho EPSCoR Committee, Chair
PO Box 443029
Moscow, ID 83844-3029

Dear Dr. Jacklin –

It would give me great pleasure to continue my service to science in Idaho and to the EPSCoR program as a member of the EPSCoR state committee. As you know I am still very active professionally as a research chemist in the US and abroad. I am both willing and able to contribute positively to the process of enhancing scientific research which is so important to our state and nation.

Thank you for the opportunity to be part of the team that plays such a major role in ensuring that scientific research in Idaho will continue to expand and improve.

Sincerely,

A handwritten signature in black ink that reads "Jean'ne M. Shreeve". The signature is fluid and cursive, with a large loop at the end of the last name.

Jean'ne M. Shreeve
University Distinguished Professor
Jean'ne M. Shreeve Professor of Chemistry
e-mail: jshreeve@uidaho.edu
Tel: 208 885-6215

▪ **Curriculum Vita** -

November 2012

Jean'ne M. Shreeve
Department of Chemistry
University of Idaho
875 Perimeter Drive MS 2343
Moscow, ID 83844-2343
Phone - 208 885-6215
Fax - 208 885-9146
e-mail - jshreeve@uidaho.edu

Home address: 404 N. Blaine
Moscow, ID 83843

Education:

B.A. (Chemistry), 1953, University of Montana
M.S. (Analytical Chemistry), 1956, University of Minnesota (E. B. Sandell)
Ph.D. (Inorganic Chemistry), 1961, University of Washington (G. H. Cady)
Post Ph. D., 1967-68, University of Cambridge, England (H. J. Emeléus)

Experience:

Assistant Professor of Chemistry, University of Idaho, 1961-65.
Assistant Professor of Chemistry, University of Washington, Summer 1962.
Associate Professor of Chemistry, University of Idaho, 1965-67.
Professor of Chemistry, University of Idaho, 1967-73.
Professor and Head, Department of Chemistry, University of Idaho, 1973-87.
Vice President for Research and Graduate Studies, and Professor of Chemistry,
University of Idaho, October 1987-December 1999.
Professor of Chemistry, University of Idaho, 2000 - date.
Jean'ne M. Shreeve Professor of Chemistry, University of Idaho, July 2004- date.
University Distinguished Professor, University of Idaho, April 2011 – date.

Special Awards/Assignments:

National Science Foundation Postdoctoral Fellowship at Cambridge, 1967-68.
Alfred P. Sloan Foundation Fellow, 1970-72.
American Chemical Society Garvan Medal, 1972.
U.S. Senior Scientist Award, Alexander von Humboldt Foundation, 1978, Göttingen.
Guest Professor - University of Göttingen, Germany, 1978.
American Chemical Society Award for Creative Work in Fluorine Chemistry, 1978.
Manufacturing Chemists Association College Chemistry Teaching Award, 1979.
American Association for the Advancement of Science, Fellow, 1980.
Honorary Doctor of Science, University of Montana, 1982.
Corresponding Member, Göttingen (Germany) Academy of Sciences (Elected 1996).
Strategic Environmental Research and Development Program (SERDP), Scientific
Advisory Board, 1997-2003, (Vice Chair, 1997-03).
NRC Committee on Advanced Energetic Materials/Manufacturing Technologies, 2001-
03.
National Research Council Committee on Explosives Detection, 2003.
President's Committee on the National Medal of Science, Chair, 2003-2007.

Idaho State EPSCoR/IDeA Project Director, 1987-2008.

Jean'ne M. Shreeve Professor of Chemistry, University of Idaho, July 2004- date.

American Chemical Society, Fellow, 2010.

University (of Idaho) Distinguished Professor, Inaugural Recipient, May 2011.

Jean'ne M. Shreeve NSF EPSCoR Research Excellence Award, Inaugural Recipient, 2011.

Publications: ~505 papers in refereed journals (~125 papers on energetic materials including the following): www.webpages.uidaho.edu/~jshreeve

- 1) National Research Council Committee on Advanced Energetic Materials and Manufacturing Technologies (Atkins, R. L., Chair; Shreeve, J. M. and eight others), *Advanced Energetic Materials*, National Academy Press, Washington, D.C., **2004**.
- 2) Xue, H.; Arritt, S. W.; Twamley, B.; Shreeve, J. M. "Energetic Salts from N-Aminoazoles," *Inorg. Chem.* **2004**, *43*, 7972-7977.
- 3) Xue, H.; Gao, Y.; Twamley, B.; Shreeve, J. M. "New Energetic Salts Based On Nitrogen-containing Heterocycles," *Chem. Mater.* **2005**, *17*, 191-198.
- 4) Ye, C. F.; Xiao, J.-C.; Twamley, B.; Shreeve, J. M. "Energetic Salts of Azotetrazolate, Iminobis(5-tetrazolate) and 5, 5'-Bis(tetrazolate)," *Chem. Commun.* **2005**, 2750-2752
- 5) Xue, H.; Gao, Y.; Twamley, B.; Shreeve, J. M. "Energetic Azolium Azolate Salts," *Inorg. Chem.* **2005**, *44*, 5068-5072.
- 6) Xue, H.; Twamley, B.; Shreeve, J. M. "Energetic Quaternary Salts Containing Bi(1,2,4-triazoles)" *Inorg. Chem.* **2005**, *44*, 7009-7013.
- 7) Xue, H.; Twamley, B.; Shreeve, J. M. "Novel Energetic Ionic Liquids from Azido Derivatives of 1, 2, 4-Triazole," *Advanced Materials*, **2005**, *17*, 2142-2146.
- 8) Jin, C.-M.; Ye, C. F.; Piekarski, C.; Twamley, B.; Shreeve, J. M. "Mono and Bridged Azolium Picrates as Energetic Salts," *European Journal of Inorganic Chemistry*, **2005**, 3760-3767.
- 9) Xue, H.; Twamley, B.; Shreeve, J. M. "Energetic Salts of Substituted Triazolium and Tetrazolium 3, 5-Dinitro-1, 2, 4-triazolate," *J. Mater. Chem.* **2005**, *15*, 3459-3465.
- 10) Singh, R. P.; Verma, R. D.; Meshri, D. T.; Shreeve, J. M. "Recent Developments in High Nitrogen Energetic Salts Including Ionic Liquids," *Angew. Chem. Int. Ed.* **2006**, *45*, 3584-3601.
- 11) Xue, H.; Twamley, B.; Shreeve, J. M. "Energetic Nitrate, Perchlorate, Azide and Azolate Salts of Hexamethylenetetramine," *European Journal of Inorganic Chemistry*, **2006**, 2959-2965.
- 12) Gao, H.; Ye, C.; Winter, R. W.; Gard, G. L.; Sitzmann, M. E.; Shreeve, J. M. "Pentafluorosulfanyl (SF₅)-Containing Energetic Salts," *European Journal of Inorganic Chemistry* **2006**, 3221-3226.
- 13) Gao, Y.; Twamley, B.; Shreeve, J. M. "Energetic Bicyclic Azolium Salts," *Chemistry – A European Journal* **2006**, *12*, 9010-9018.
- 14) Gao, H.; Wang, R.; Twamley, B.; Hiskey, M. A.; Shreeve, J. M. "3-Amino-6-nitroamino-tetrazine (ANAT)-Based Energetic Salts," *Chem. Comm.* **2006**, 4007-4009.
- 15) Ye, C.; Gao, H.; Boatz, J. A.; Drake, G. W.; Twamley, B.; Shreeve, J. M. "Polyazido-pyrimidines: High Energy Compounds and Precursors to Carbon Nanotubes," *Angew. Chem.* **2006**, *45*, 7262-7265.

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- 21) Huang, Y.; Gao, H.; Twamley, B.; Shreeve, J. M. "Energetic Nitroformate Salts with Good Oxygen Balance," *European Journal of Inorganic Chemistry*, **2007**, 2025-2030.
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- 41) Joo, Y.-H.; Shreeve, J. M. "Energetic Ethylene and Propylene-Bridged Bis(nitroiminotetrazolate) Salts," *Chemistry – A European Journal*, **2009**, 15, 3198-3203.
- 42) Abe, T.; Joo, Y.- H.; Tao, G.- H.; Shreeve, J. M. "Disubstituted Azidotetrazoles as Energetic Compounds," *Chemistry – A European Journal*, **2009**, 15, 4102-4110.
- 43) Gao, H.; Joo, Y.-H.; Twamley, B.; Shreeve, J. M. "Novel Hypergolic Ionic Liquids with the 2,2-Dialkyltriazanium Cation," *Angewandte Chemie*, **2009**, 48, 2792-2795.
- 44) Wang, R.; Guo, Y.; Zeng, Z.; Shreeve, J. M. "Nitrogen-rich Nitroguanidine-functionalized Tetrazolate Energetic Salts," *Chemical Communications*, **2009**, 2697-2699.
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- 51) Guo, Y.; Tao, G.-H.; Joo, Y.-H.; Twamley, B.; Parrish, D. A.; Shreeve, J. M. "Impact Insensitive Dianionic Dinitrourea Salts: The $\text{CN}_4\text{O}_5^{2-}$ Anion Paired with Nitrogen-Rich Cations," *Energy & Fuels*, **2009**, 23, 4567-4574.
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**CONSENT AGENDA
FEBRUARY 21, 2013**

SUBJECT

Accountability Oversight Committee (Committee) Appointment

REFERENCE

December 2012	Board approved second reading to Board Policy III.AA.
October 2012	Board approved first reading to Board Policy III.AA.
June 2012	Board approved reappointments to the Accountability Oversight Committee
June 2011	Board approved reappointments to the Accountability Oversight Committee

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.AA. Accountability Oversight Committee

BACKGROUND/DISCUSSION

The Accountability Oversight Committee was established in February 2010 as an ad hoc committee of the Idaho State Board of Education. It provides oversight of the K-12 statewide assessment system, ensures effectiveness of the statewide system, and recommends improvements or changes as needed.

The committee consists of:

- The Superintendent of Public Instruction,
- Two Board members,
- Four at-large members appointed by the Board, one of which will chair the committee, and
- Staffed by the Board's Accountability Program Manager.

Sharon Parry's had served on the committee as one of the four at-large members since the committee's inception. Ms. Parry's current appointment ended June 20, 2012 and she is not seeking reappointment. The Committee posted notification of the vacancy in the Department of Education's weekly electronic newsletter and received a number of nominations for the vacant position.

After careful review of the nominated individuals the Committee is forwarding Spencer Barzee for consideration for the vacant position on the Committee.

IMPACT

Approval of Spencer Barzee will fill all the seats on the Committee through June 30, 2013.

ATTACHMENTS

Attachment 1 – Spencer Barzee's Resume

Page 3

**CONSENT AGENDA
FEBRUARY 21, 2013**

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approval

BOARD ACTION

I move to approve the appointment of Spencer Barzee to the Accountability Oversight Committee for a term commencing immediately and ending on June 30, 2014.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Spencer Barzee

EDUCATION:

Educational Specialist Degree (Ed.S., Superintendent Endorsement)

May 2010 University of Idaho Moscow, Idaho

- ♦ GPA 3.8

Masters Degree in Educational Leadership (M.Ed., Principal Endorsement)

August 2006 University of Idaho Moscow, Idaho

- ♦ GPA 3.9

Elementary Education Bachelors Degree (BS, Teaching Endorsement)

April 2003 BYU-Idaho Rexburg, Idaho

- ♦ GPA 3.6

- ♦ Successfully completed the Idaho State Comprehensive Literacy Assessments, the Idaho Technology Performance Assessment, and the Praxis II Series.

ADMINISTRATIVE EXPERIENCES:

West Side School District Assistant Superintendent

2012-Current West Side School District Dayton, Idaho

West Side High School Principal

2009-Current West Side School District Dayton, Idaho

District Special Education Director

2006-2012 West Side School District Dayton, Idaho

High School Athletic Director

2009-2012 West Side School District Dayton, Idaho

Harold B. Lee Middle School Principal

2010-2011 West Side School District Dayton, Idaho

Harold B. Lee Elementary Principal

2006-2009 West Side School District Dayton, Idaho

COMMITTEE EXPERIENCES:

Idaho 5th District Athletic Association

2012-Current

Students Come First Technology Task Force

2011-2012

TEACHING EXPERIENCES:

Student Council Advisor

2009-Current West Side High School Dayton, Idaho

- ♦ Taught the student council students effective leadership skills and monitored student activities.

Middle School Teacher

2003-2006 H.B. Lee Middle School Dayton, Idaho

- ♦ Taught a Language Arts curriculum which placed emphasis on teaching literacy skills to prepare the students for the Direct Writing Assessment and Idaho Standards Achievement Test.
- ♦ Taught 6th grade math and Pre-algebra to help students master basic mathematical concepts and prepare for the Idaho Standards Achievement Test.

- ♦ Taught fundamental technology concepts to introduce students to computer program systems such as Microsoft Word, Excel, PowerPoint, and the Internet.
- ♦ Taught health/physical education to emphasize the importance of a life-long healthy lifestyle.

ADDITIONAL EDUCATIONAL TRAINING:

Mathematical Thinking for Instruction Course (MTI)

Jan.-Feb 2010 Karin Moscon Preston, Idaho

- ♦ Received instruction on the latest research on how children learn mathematics and how to effectively teach mathematics.

Idaho Principals Academy of Leadership (PALs)

2008-2010 Margo Healy & Joe Burris Boise, Idaho

- ♦ Received instruction in how to provide a learning environment focused on increasing the effectiveness to the Instructional Core at the building and district level.

Mentor Academy

2008 Boise, Idaho

- ♦ Learned how to incorporate effective mentoring strategies to maximize teacher potential.

Educational Law Seminar

Spring of 2011 & 2006 Brian K. Julian Boise, Idaho

- ♦ Reviewed common educational laws and court cases in the state of Idaho.

Effective Mathematic Programs

Spring 2006 Pocatello, Idaho

- ♦ Reviewed the components of effective remediation for mathematic programs.

Plato

Fall 2004-Fall 2005 Lee Wheeler Dayton, Idaho

- ♦ Learned how to implement and manage online curriculum.

Step Up To Writing

Spring 2004 Idaho Falls, Idaho

- ♦ Received instruction on how to incorporate hands-on writing strategies that help students proficiently write and actively engage in reading materials for improved comprehension.

ISIMS

Summer 2004 Albertson's Foundation Kimberley, Idaho

- ♦ Trained in a computer program that served the purpose of providing schools with the most efficient and effective student information management and reporting system.
- ♦ Served as a trainer to staff at West Side School District.

TOBI

Summer 2003 Albertson's Foundation Pocatello, Idaho

- ♦ Trained in instructional strategies that emphasized reading across the curriculum.

VOLUNTEER EXPERIENCE:

Scoutmaster

2006-2011

Clifton, Idaho

- ♦ Working with 12-13 year old young men to prepare them to be responsible adults by completing the Boy Scouts of America Program.

Assistant Scoutmaster

2005-2006

Clifton, Idaho

- ♦ Assisted the scoutmaster in working with 12-13 year old young men to prepare them to be responsible adults by completing the Boy Scouts of America Program.

Little League Wrestling Coach

2004-Current

Harold B. Lee Elementary

Dayton, Idaho

2000-2002

West Jefferson

Terreton, Idaho

- ♦ Coached wrestling skills to 65 children with ages ranging from 5-13.

Missionary for Religious Organization

1998-2000

Religious Organization

St. Louis, Missouri

- ♦ Taught people about basic religious beliefs, counseled and gathered statistical information from young adults in a religious organization, worked 60-80 hours a week.

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