

**INSTRUCTION, RESEARCH AND STUDENT AFFAIRS**  
**JUNE 29, 2020**

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**SUBJECT**

Board Policy III.G, Program Modification Requirements – Partial Waiver

**REFERENCE**

August 16, 2018	The Board approved the second reading of proposed amendments to Board Policy III.Z, which added the responsibility for delivering applied baccalaureate degrees to the academic service regions.
February 14, 2019	The Board approved the first reading of proposed amendments to include review and approval procedures for applied baccalaureate degrees and microcertifications.
April 18, 2019	The Board approved the second reading of proposed amendments to Board Policy III.G.
August 29, 2019	The Board was presented with a first reading of proposed amendments to Board Policy III.G. Policy was referred back to Instruction, Research, and Student Affairs (IRSA) for additional discussion.
October 17, 2019	The Board approved the first reading of proposed amendments, which adds baccalaureate degree programs to the list of programs reviewed by the Board and changes requirements for new academic program proposals that consists of new state appropriations.
December 2019	The Board approved the second reading of proposed amendments to Board Policy III.G.
June 10, 2020	The Board discussed a partial waiver of the program notification requirements in Board Policy III.G. No action was taken at the time so an additional exclusion could be included in the Board action.

**APPLICABLE POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section III.G  
Postsecondary Program Approval and Discontinuance

**BACKGROUND/DISCUSSION**

Board Policy III.G., Postsecondary Program Approval and Discontinuance, provides Idaho's public institutions with procedures for the development, approval, and discontinuation of academic and career technical programs, including instructional and administrative units.

Currently, Board policy requires completion of a proposal form and approval of modifications to existing academic programs, career technical programs, and instructional and administrative units. These include, but are not limited to, the following program modifications:

- Expanding an existing program outside a designated service region
- Converting one program option into a stand-alone program

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- Consolidating an existing program to create one or more new programs
- Adding a degree or certificate program not already approved by the Board
- Adding courses that represent a significant departure from existing program offerings or method of delivery from those already evaluated and approved by the Board.
- Transitioning existing programs to an online format.
- Changes from clock hours to credit hours or vice versa, or substantial increase or decrease in the length of a program or number of clock or credit hours awarded for successful completion of program.
- Modification of existing programs as provided above resulting from Program Prioritization.
- Reorganizing, merging, and bifurcating existing instructional and administrative units, including moving programs and resources.

Due to current unprecedented conditions and Program Prioritization processes occurring on some campuses, institutions need more streamlined procedures to implement these types of modifications. Staff evaluated Board Policy III.G and identified that procedures could be clarified and proposal requirements for modifications could be simplified. Upon further review of Board Policy III.G., staff noted other areas will also require revision. Rather than modify only portions of Board policy, staff believes that an entire review and revision will be necessary. Additionally, any potential changes will require further discussion with the Council on Academic Affairs and Programs and the Committee on Instruction, Research and Student Affairs before moving forward with amendments.

While those discussions take place and to provide institutions with some immediate assistance, Board approval is requested to temporarily waive (through June 30, 2021) the proposal requirement in Board Policy III.G.3.c for modifications to academic programs and the proposal requirement in Board Policy III.G.4.b for modifications to career technical programs for those modifications which have a fiscal impact of less than \$250,000. The exception to this waiver will be the expansion of existing program offerings outside an institution's designated service region, as defined in Board Policy III.Z. Modifications affecting service region offerings will continue to require a full program proposal and will be subject to the review and approval process per Board Policy III.G.3.c and III.G.4.b.

In place of completion of proposals for program modifications, institutions will submit a request for approval to the Executive Director. The Executive Director will retain the right to request full proposals for modifications as he deems necessary. New programs, discontinuation of programs, and inactivation of programs will continue to require a program proposal or letter of request, as per policy, and will follow the regular process.

**IMPACT**

Approval of the waiver will allow staff to implement temporary procedures for modifications, and alleviate some burdensome processes for institutions and staff.

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The waiver will also provide the opportunity to gauge if current procedures and practices could be more streamlined in the long-term.

**ATTACHMENTS**

Attachment 1 – Board Policy III.Z, Planning and Delivery of Postsecondary Education

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff is conducting an audit of Board Policy III.G. and has identified several policy requirements that warrant further discussion with the Council on Academic Affairs and Programs (CAAP) and the Instruction, Research and Student Affairs (IRSA) Committee. Implementing this temporary waiver will provide time for staff to conduct a thorough review of the policy and will provide institutions with flexibility in implementing programmatic or structural modifications in light of current unprecedented conditions and budget challenges. Staff will work with CAAP to develop a process for sharing program modifications with institutions as part of this waiver.

The proposed temporary waiver was discussed with CAAP on May 14, 2020 and with the IRSA Committee on May 28, 2020.

Board staff recommends approval.

**BOARD ACTION**

I move to waive through June 30, 2021 the requirements in Board Policy III.G.3.c and III.G.4.b that institutions submit proposals for modifications to academic and career technical programs to the Board office for approval for those modifications with a fiscal impact of less than \$250,000, and instead require that the institutions submit requests for approval for this type of modification to the Executive Director. Modifications that result in the expansion of existing program offerings outside of an institution's designated service region are not affected by this waiver.

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

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**SUBJECT**

Higher Education Research Council (HERC) Committee Appointments

**REFERENCE**

August 2014	Board appointed Dr. Kelly Beierschmitt to the Higher Education Research Council as the INL representative, replacing Dr. Hill.
October 2014	Board appointed Ms. Robin Woods and re-appointed Dr. Haven Baker to the Higher Education Research Council for a three (3) year term.
August 2016	Board re-appointed Mr. Bill Canon to the Higher Education Research Council for a term expiring June 30, 2019.
October 2018	Board re-appointed Dr. Haven Baker and Ms. Robin Woods as non-institutional representatives for terms expiring June 30, 2020, and approved the appointment of Dr. Todd E. Combs as the INL representative.

**APPLICABLE STATUTE, RULE, OR POLICY**

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

**BACKGROUND/DISCUSSION**

The Higher Education Research Council (HERC) is responsible for implementing the Board's research policy (Board Policy III.W.) and provides guidance to Idaho's four-year public institutions for a statewide collaborative effort to accomplish goals and objectives set forth in Board policy. HERC also provides direction for and oversees the use of research funding provided to the Board by the Legislature to promote research activities that will have a beneficial effect on the quality of education and the economy of the state.

HERC consists of the Vice Presidents of Research from Boise State University, Idaho State University, and the University of Idaho and a representative of Lewis-Clark State College; a representative of the Idaho National Laboratory (INL); and three (3) non-institutional representatives, with consideration of geographic, private industry involvement and other representation characteristics. The Board shall appoint the three non-institutional representatives. The appointments of the representative of INL shall be subject to approval of the Board. HERC appointments for non-institutional representatives are appointed for staggered three-year terms.

Currently, there are two non-institutional representative vacancies on HERC. Ms. Eileen Barber and Ms. Heather Messenger have been identified as candidates to replace Dr. Haven Baker whose term will expire on June 30, 2020 and Mr. Bill Canon whose term expired on June 30, 2019. In addition, Ms. Robin Woods, whose second term as a non-institutional representative on the Council expires on

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June 30, 2020, is seeking reappointment for a second three-year term. Finally, Dr. Mark Peters has nominated Dr. Marianne Walck to replace Dr. Todd E. Combs as the representative from INL. Dr. Walck is the Deputy Laboratory Director for Science and Technology and Chief Research Officer at INL and served previously as the Vice President of the Sandia National Laboratories, where she led nuclear weapons stewardship.

Ms. Eileen Barber co-founded Keynetics along with Geoff Hoyl and Dr. Timothy Barber in 1998 and has served on its board of directors since that time. Eileen has been involved in the growth and expansion of Keynetics, ClickBank, and Kount, building a global reputation for quality solutions in the e-commerce industry. In addition to her continued service on the Keynetics and ClickBank board, Ms. Barber has served Keynetics in various capacities including President, Corporate Treasurer, Audit Committee Member, and Compensation Committee Member. She currently serves on the board of several non-profits including Boise State University Foundation, Trailhead, Small Village Foundation, and has been a member of Idaho Woman's Charitable Foundation since 2003. Additionally, Ms. Barber has served on the board of the Idaho Shakespeare Festival for over 10 years and was President of the Board, 2016-2017. She earned a BA in Chemistry from Virginia Tech in 1991.

Ms. Heather Messenger has more than 25 years' experience in life sciences industry across biotech startup, incubator, and dynamic growth companies. With a diverse background in both the pharmaceutical and biotechnology sectors, Ms. Messenger has led innovative therapeutic, medical device, and diagnostic development from R&D to commercialization. Her involvement in more than six startup biotech companies brings strategic insight to the business, operations and technical execution plans necessary for early stage company planning and growth. Holding a number of executive and leadership roles throughout her career, Ms. Messenger has cultivated significant partnership, joint venture, and executive sponsor relationships.

Ms. Robin Woods is completing her second term on the Council. She is co-owner and president of Alturas Analytics, Inc., a pharmaceutical testing and research laboratory in Moscow, Idaho. Ms. Woods has more than 20 years of entrepreneurial experience, including experience in starting two environmental testing labs located in Washington and Idaho. She currently serves as the Vice Chair of the Economic Advisory Council and as the board secretary/treasurer of Gritman Medical Center. Ms. Woods holds a BS from Washington State University and lives in Moscow.

**ATTACHMENTS**

Attachment 1 – Current HERC Membership

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends approval.

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**BOARD ACTION**

I move to appoint Ms. Heather Messenger and Ms. Eileen Barber, and to re-appoint Ms. Robin Woods, as non-institutional representatives to the Higher Education Research Council, effective immediately and expiring June 30, 2023.

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

AND

I move to appoint Dr. Marianne Walck to the Higher Education Research Council as the representative from the Idaho National Laboratory, effective immediately.

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

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**ATTACHMENT 1**

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**HIGHER EDUCATION RESEARCH COUNCIL  
JUNE 2020**

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**Dr. Scott Snyder**

Interim Vice President for Research & Dean,  
College of Science and Engineering  
Idaho State University

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**Dr. Harold Blackman-Chair**

Interim Vice President of Research &  
Economic Development  
Boise State University

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**Dr. Lori Stinson**

Provost & Vice President of Academic Affairs  
Lewis-Clark State College

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**Dr. Bradley Ritts**

Interim Vice President for Research &  
Economic Development  
University of Idaho

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**Dr. Todd Combs**

Associate Laboratory Director, Energy and  
Environment Science and Technology  
Idaho National Laboratory

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**Dr. Haven Baker (10/14-06/20)**

Co-founder and Chief Business Officer of  
Pairwise

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**Ms. Robin Woods (10/14-06/20)**

President  
Alturas Analytics, Inc.

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**Board Staff Support**

Dr. TJ Bliss  
Chief Academic Officer