

**INSTRUCTION, RESEARCH AND STUDENT AFFAIRS  
OCTOBER 16, 2024**

---

<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
1	<b>BOARD POLICY III.Z. POSTSECONDARY PROGRAM PLANNING AND DELIVERY – SECOND READING</b>	Action Item

---

**INSTRUCTION, RESEARCH AND STUDENT AFFAIRS  
OCTOBER 16, 2024**

---

**SUBJECT**

Board Policy III.Z., Planning and Delivery of Postsecondary Programs and Courses – Second Reading

**REFERENCE**

Jun/Aug 2003	The Board approved first and second readings of a new Board policy, III.Z. Delivery of Postsecondary Education, to guide planning and delivery of academic programs at the public postsecondary institutions.
Apr/Jun 2011	The Board approved first and second readings of proposed amendments to Board Policy III.Z., adding statewide program responsibilities and service region designations for the universities and Lewis-Clark State College.
Aug/Dec 2013	The Board approved first and second readings of proposed amendments to Board Policy III.Z., updating institutions' statewide responsibilities.
Oct/Dec 2016	The Board approved first and second readings of proposed amendments to Board Policy III.Z., updating institutions' statewide program responsibilities.
Dec 2017/Feb 2018	The Board approved first and second readings of proposed amendments to Board Policy III.Z., changing the planning timeframe from five years to three years.
Jun/Aug 2018	The Board approved first and second readings of proposed amendments to Board Policy III.Z., adding responsibilities for applied baccalaureate degrees to each region.
Jun/Aug 2020	The Board approved first and second readings of proposed amendments to Board Policy III.Z., changing the name of a statewide program listed for the University of Idaho.
Feb/Apr 2021	The Board approved first and second readings of proposed amendments to Board Policy III.Z., adding new definitions for high-demand and joint programs, as well as significant revisions to collaboration requirements.
Oct/Dec 2022	The Board approved first and second readings of proposed amendments to Board Policy III.Z., describing a set of minimum criteria by which the Board will evaluate proposals by the universities to offer new associate degrees and proposals by the community colleges to offer applied baccalaureate degrees.
Aug/Oct 2023	The Board approved first and second readings of Board Policy III.Z., exempting prison education from the policy.

**INSTRUCTION, RESEARCH AND STUDENT AFFAIRS  
OCTOBER 16, 2024**

---

Feb 2024	The Board discussed findings and recommendations from the Policy III.Z. Working Group.
April 2024	The Board received an update on progress toward the charge given at the previous Board meeting and continued discussion about potential revisions to Policy III.Z.
June 2024	The Board conducted a Work Session on Policy III.Z. and provided final guidance to Board staff regarding a proposed revision to be brought to the Board for a First Reading at the August 2024 Regular Board Meeting.
August 2024	The Board approved a First Reading of major revisions to Policy III.Z.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, Section III.Z. and Section III.G.  
Idaho Code §§ 33-113, 33-123, 33-2101

**BACKGROUND/DISCUSSION**

Board Policy III.Z Planning and Delivery of Postsecondary Programs and Courses was originally adopted by the Board in August 2003, to “ensure Idaho’s public postsecondary institutions meet the educational and workforce needs of the state through academic planning, alignment, collaboration and coordination of programs.” The policy aimed to “optimize the delivery of academic programs while allowing the institutions to grow and develop consistent with an appropriate alignment of strengths and sharing of resources.” The policy provides a critical framework to support the Board in meeting its constitutional and statutory oversight responsibilities by requiring appropriate levels of planning and accountability of postsecondary educational programming.

Over the past year, a work group of Board members have worked closely with institutional stakeholders and Board staff to develop a major revision of Policy III.Z. The Board approved a first reading of these proposed revisions at the August 2024 Board meeting.

**IMPACT**

The proposed revisions to Board Policy III.Z. include the following major modifications:

1. Increased Focus on Principles and Decreased Focus on Processes
2. Addition of a Right of First Refusal Process
3. Clarified Expectations for Statewide Program Responsibilities
4. Simplified Language for Service Region Responsibilities

**INSTRUCTION, RESEARCH AND STUDENT AFFAIRS**  
**OCTOBER 16, 2024**

---

The proposed revisions will clarify the Board's expectations of institutions in their statewide and regional responsibilities. The addition of a process for adding/removing Statewide Programs and new expectations for evaluation of Statewide Programs will ensure greater responsiveness of institutions and the Board to changing economic and workforce dynamics. The addition of a new Right of First Refusal process will provide greater clarity to institutions when they determine there is a need for programs for which they are not designated by the policy. Finally, overall simplification will increase the likelihood of effective policy implementation and compliance on the part of the institutions and Board staff, as well as more effective oversight by the Board.

**ATTACHMENTS**

Attachment 1 – Board Policy III.Z. Planning and Delivery of Postsecondary Programs – Second Reading - Redline

Attachment 2 – Board Policy III.Z. Planning and Delivery of Postsecondary Programs – Second Reading - Clean

**STAFF COMMENTS AND RECOMMENDATIONS**

There were no comments or additional proposals received after the first reading of Board Policy III.Z. and no changes to have been made to the policy after the first reading.

Staff recommends approval.

**BOARD ACTION**

I move to approve the second reading of proposed amendments to Board Policy III.Z, Planning and Delivery of Postsecondary Programs and Courses, as submitted in Attachment 1.

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

Idaho State Board of Education  
**GOVERNING POLICIES AND PROCEDURES**

SECTION: III. POSTSECONDARY AFFAIRS

Subsection: Z. Planning and Delivery of Postsecondary Programs ~~and Courses~~

October 2023~~4~~

1. Expectations for Leadership, Planning, and Collaboration

~~The purpose of this policy is to ensure~~ Idaho's public postsecondary institutions are expected to meet the educational and workforce needs of the state through academic planning, alignment of programs ~~and courses (hereinafter referred to collectively as "programs")~~, and collaboration, and coordination. This subsection shall apply to the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, College of Eastern Idaho, College of Southern Idaho, College of Western Idaho, and North Idaho College (~~hereinafter~~ "institutions"). The State Board of Education ("~~the~~ Board") aims to optimize the delivery of academic postsecondary programs while allowing institutions to grow and develop consistent with their vision and mission with an appropriate alignment of strengths and sharing of resources.

This policy requires the preparation and submission of academic plans to advise and inform the Board in its planning and coordination of educational postsecondary programs in a manner that adheres to the following principles:

- enhances access to quality programs, ~~while concurrently increasing efficiency~~
- adapts to accommodate high priority needs for industry,
- avoids ~~unnecessary duplication~~ wasteful duplication of effort
- fosters innovation, and
- maximizes the cost-effective use of educational resources through coordination between institutions.

As part of this process, the Board hereby identifies ~~and reinforces the responsibilities-its expectations~~ of the institutions governed by the Board to deliver Service Region and Statewide Programs. ~~The provisions set forth herein serve as fundamental principles underlying the planning and delivery of programs pursuant to each institution's assigned Statewide and Service Region Program Responsibilities. These~~ policy also includes provisions ~~also require for~~ collaborative and cooperative agreements, ~~or memorandums of understanding, between and among the institutions when necessary to advance the Board's vision through planning and delivery of postsecondary programs. This policy is applicable to campus-based face-to-face programs, including those that use technology to facilitate and/or supplement a physical~~

~~classroom experience. It also applies to hybrid and blended programs where a substantial portion of the content is delivered on-line and typically has reduced seat time.~~

2. Definitions

a. Designated Institution shall mean an institution with a Statewide Program Responsibility or an institution whose main campus is located in a Service Region as identified in subsection 42.b.ii.1) and 2) below; and which possesses the first right to offer assigned Statewide Programs in all regions of the state or Service Region Programs within its designated service region(s).

i. Statewide Designated Institutions shall have Statewide Program Responsibility for all assigned Statewide Programs.

~~i.ii.~~ With respect to a Academic Service Region programs, Designated Institutions and Partnering Institutions shall have Service Region Program Responsibility for those regions identified in subsection 42.b.ii.1).

~~ii.iii.~~ With respect to career technical Service Region Programs, Designated Institutions and Partnering Institutions shall include only the College of Southern Idaho, College of Western Idaho, North Idaho College, College of Eastern Idaho, Lewis-Clark State College, and Idaho State University and shall have Service Region Program Responsibility for those regions identified in subsection 42.b.ii.2).

b. Non-Designated Institution shall mean either:

i. an institution whose main campus is located outside a Designated Institution's Service Region; or

ii. an institution not assigned a particular Statewide Program.

~~a. A memorandum of understanding (MOU) is an agreement between two or more institutions offering duplicative programs within the same service region that details how such programs will be delivered in a collaborative manner. An MOU is intended to provide specific, practical details that build upon what has been provided in each Institution's Plan.~~

~~a.—High-Need Program shall mean a program identified by an institution or the Board as critical to supporting the future growth of a profession.~~

~~a.—Joint Program shall mean an educational program jointly developed and delivered concurrently by two or more institutions.~~

~~a.—Partnering Institution shall mean either~~

~~vii. an institution whose main campus is located outside of a Designated Institution's identified service region but which, pursuant to an Memorandum of Understanding MOU, offers Regional Programs in the Designated Institution's primary service region, or~~

~~viii. an institution not assigned a Statewide Program Responsibility which, pursuant to an Memorandum of Understanding MOU with the institution assigned the Statewide Program Responsibility, offers and delivers a statewide educational program.~~

~~b.c. \_\_\_\_\_ Service Region Program shall mean an postsecondary educational program identified by the Board to be delivered by a Service Region Designated Institution within its respective Sservice Rregion that meets regional educational and workforce needs.~~

~~e.d. \_\_\_\_\_ Service Region Program Responsibility shall mean an institution's responsibility to offer and deliver a Service Region Program to meet regional educational and workforce needs in its primary Sservice Rregion as defined in subsection 42.b.ii.1) and 2) below. Service Region Program Responsibilities are assigned to the Designated Institution in each service region, but may be offered and delivered by Partnering Institutions in accordance with the procedures outlined in this policy.~~

~~d.e. \_\_\_\_\_ Statewide Program shall mean a specificn educational postsecondary program identified assigned by the Board to be delivered by a particular institution which to meets statewide educational and workforce needs. Lewis Clark State College, College of Eastern Idaho, North Idaho College, College of Southern Idaho, and College of Western Idaho do not have Statewide Program Responsibilities.~~

~~e.f. Statewide Program Responsibility shall mean the Board's expectation that an institution's responsibility to will offer and deliver all assigned Statewide Programs in all regions of the state. Statewide Program Responsibilities are assigned to a specific institution by the Board, taking into account the~~

~~degree to which such program is uniquely provided by the institution the University of Idaho, Idaho State University, and Boise State University as expectations by the Board.~~

### 3. Program Planning

#### a. Institution Plan

Each institution shall, in accordance with a template to be developed by the Board's Executive Director or designee, ~~create and~~ submit to ~~the~~ Board ~~for approval~~ ~~staff~~ a rolling three (3) year ~~academic~~ plan, to be updated annually, that describes all current and proposed programs and services to be offered in alignment with each institution's Statewide and Service Region Program Responsibilities (~~the "Institution Plan"~~). ~~Institution Plans shall be developed pursuant to a process of collaboration and communication with the other institutions in the state.~~

#### i. Statewide Programs

~~Institutions assigned with a Statewide Program Responsibility shall plan for and determine the best means to deliver such each assigned Statewide pProgram to meet statewide educational and workforce needs. Each institution assigned a Statewide Program Responsibility shall include in its Institution Plan all currently offered and proposed programs necessary to respond to the workforce and educational needs of the state relating to such Statewide Program Responsibilities. Each Institution Plan shall include the following information for proposed Statewide programs~~

~~If an institution desires to add a Statewide Program to its Statewide Program Responsibility, it shall first indicate this request to the Board through its annual update to its Institution Plan. In such cases, the Institution Plan shall include :~~

~~1. A description of the proposed Statewide Programs to be delivered throughout the state, and a rationale for how the institution is uniquely positioned to offer the program, an estimate of anticipated resources to be employed, and a~~

~~2. A description of the Statewide Programs to be offered by a Designated or Partnering Institution, justification of the need for the program using relevant workforce and student demand data.~~



~~3.——A summary of the Memoranda of Understanding (MOUs), if any, to be entered into with Partnering Institutions pursuant to Subsection 2.b.iii. below.~~

~~If an institution desires to remove a Statewide Program from its Statewide Program Responsibility, it shall first indicate this request to the Board through its annual update to its Institution Plan. In such cases, the Institution Plan shall include a justification for removal using relevant workforce and student demand data.~~

ii. Service Region Programs

~~It is the responsibility of ~~the~~each Service Region Designated Institution to plan for and determine the best means to deliver Service Region Programs that respond to the educational and workforce needs of ~~its~~the Sservice Rregion. ~~If, in the course of developing or updating its Institution Plan, the Designated Institution identifies a need for the delivery of a program within its service region, and the Designated Institution is unable to provide the program, then the Designated Institution shall coordinate with a Partnering Institution (including institutions with Statewide Program Responsibilities if applicable) located outside of the service region to deliver the program in the service region.~~~~

~~The Institution Plan developed by a Designated Institution shall include the following:~~

~~3.——A description of the proposed academic programs to be delivered in the service region, or outside of the service region, by the Designated Institution and the anticipated resources to be employed.~~

~~4.——A description of proposed programs to be offered in the service region by Partnering Institutions, including any anticipated transition of programs to the Designated Institution.~~

~~5.——A description of proposed Statewide Programs to be offered in the service region by an institution with Statewide Program Responsibilities, or by the Designated Institution in coordination with the institution holding the Statewide Program Responsibility.~~

~~6.——A summary of proposed MOU's, if any, to be entered into between the Designated Institution and any Partnering Institutions in accordance with Subsection 2.b.iii. below.~~

~~7. A summary of collaborative programs created to meet areas designated as high-need.~~

iii. Timeline and Process for Annual Updates to Institution Plans Updates

~~Institution Plans shall be updated and submitted to the Board ~~staff~~ annually ~~as follows~~following a timeline and process established by the Executive Director or designee. This timeline and process shall optimize collaboration among the institutions, ensure efficient use of resources, foster innovation, and avoid wasteful duplication effort.~~

~~2.——Preliminary Institution Plans shall be developed according to a template provided by the Board's Executive Director or designee and submitted to the Council for Academic Affairs and Programs (CAAP) for review, discussion and coordination annually in April.~~

~~3.——Following review by CAAP, Institution Plans shall be submitted to Board staff. Upon submission of the Institution Plans to Board staff, the Board's Executive Director or designee shall review the Institution Plans for the purpose of optimizing collaboration and coordination among institutions, ensuring efficient use of resources, and avoiding unnecessary duplication of programs.~~

~~4.——In the event the Board's Executive Director or designee recommends material changes, he/she shall work with the institutions and then submit those recommendations to CAAP for discussion prior to submission to the Board for inclusion in the Three-Year Plan.~~

~~5. The Board's Executive Director or designee shall then provide their recommendations to the Board for enhancements, if any, to the Institution Plans at a subsequent Board meeting. The Board shall approve the Institution Plans annually through the Three-Year Plan submitted by Board staff. Board approval of Institution Plans acts as a roadmap for institutional planning and does not constitute Board approval of a program. Institutions are still required to follow the standard program approval process as~~

~~identified in Board Policy Section III.G to gain program approval.~~

b. Three-Year Plan

The Board staff shall, using the Institution Plans submitted, create and maintain a rolling three (3) year ~~academic~~ plan (Three-Year Plan) which includes all current and proposed ~~institution~~ programs from all eight public postsecondary institutions. The Three-Year Plan shall be submitted to the Board for review and approval ~~ed by the Board annually, at its August Board meeting.~~

Board approval of the Three-Year Plan shall not constitute Board approval of any specific proposed programs or program modifications listed or described in the Three-Year Plan. Institutions shall follow the standard program approval process as provided in Board Policy III.G. for all program requests. No requests for legislative appropriation to support postsecondary programs shall be made for programs unless they are included on the current approved Three-Year Plan.

4. Delivery of Programs

a. Statewide Program Delivery

The Board has established ~~s~~Statewide ~~p~~Program ~~r~~Responsibilities for the University of Idaho, Boise State University, and Idaho State University. Each of these institutions is designated to ~~must assess the need for, and when determined by the assessment, ensure the statewide~~ ensure delivery of all Statewide educational ~~p~~Programs assigned to it by the Board. Institutions with Statewide Program Responsibilities shall deliver assigned Statewide Programs face-to-face when possible, or online when necessary, to meet the needs of all Idahoans. ~~A statewide program list consisting of statewide program responsibilities shall be updated by the Board every two years in accordance with a schedule developed by the Executive Director or designee. The program~~ A list of Statewide Program assignments will be contained in the Board approved ~~t~~Three-yYear ~~p~~Plan document ~~and maintained by Board staff~~ and made available to the public on the Board's website.

i. ~~High Demand Programs~~ Evaluation of Statewide Programs

Each Statewide Designated Institution with a Statewide Program Responsibility shall evaluate its assigned Statewide Program list every two years using relevant workforce and student demand data. The evaluation shall be conducted according to a timeline, principles, and process established by the Executive Director or designee. Results of the evaluation shall be included in the subsequent update to the Three-Year Plan.

ii. Expectations

Each Statewide Designated Institution is expected and has the right to offer the Statewide Programs assigned to it by the Board in all regions of the state. A Statewide Designated Institution need not establish an MOU with any Non-Designated Institution before offering the Statewide Program in any region of the state.

If a Non-Designated Institution identifies a need not being met for a Statewide Program to be offered in its Service Region(s), it shall request the Statewide Designated Institution expand the Statewide Program to the identified Service Region(s).

b.

~~The Board recognizes that the need for high-demand, high-need programs may require joint delivery by multiple institutions statewide. These high-demand programs must be delivered through collaboration between institutions in order to preserve rural and statewide access. Service region restrictions and primary institution first rights to offer a program do not apply to Board identified high-demand programs. Criteria for statewide program high-demand designation includes, but is not limited to:~~

- ~~— Idaho Department of Labor data,~~
- ~~— Idaho industry demand as demonstrated by unfilled positions and industry data,~~
- ~~— Demonstrated Idaho state needs for programs supporting underserved populations, and~~
- ~~— Requested by the Board.~~

~~An institution wishing to offer a high-demand program that does not have statewide responsibility in the program area must meet the criteria above,~~

~~have a signed MOU with the Institution with the Statewide Program Responsibility, and the approval of the Board's Executive Director or designee. At that point, the Partnering Institution shall include the program in its Institution Plan. If the Board determines that an emergency need exists for a program that the Institution with Statewide Program Responsibility cannot meet, then upon Board approval the two Institutions shall enter into an MOU for the delivery of such program.~~

i.b. Service Region Program Delivery

The Board has established ~~six geographic S~~service ~~R~~regions for the institutions ~~aligned to the six geographic boundaries of the community college districts identified in Section 33-2101, Idaho Code. based on the six geographic areas identified~~ Academic Service Regions are established by the Board and aligned to the six geographic areas identified in Section 33-2101, Idaho Code. Career Technical Service Regions are established based on the six junior college areas established in Section 33-2101, Idaho Code. A Service Region Designated Institution shall ~~have the Service Region Program Responsibility to be responsible for~~ assessing and ensuring the delivery of all ~~educational postsecondary~~ programs and services necessary to meet the educational and workforce needs within its assigned service region.

i. Academic Geographic Service Regions

Region I shall include the geographic area within Area No.1 under Section 33-2101, Idaho Code. Lewis-Clark State College, the University of Idaho, and North Idaho College are the Service Region Designated Institutions ~~servicing providing~~ undergraduate programs needs. The University of Idaho ~~and Lewis-Clark State College is are~~ the Service Region Designated Institutions ~~servicing the providing~~ graduate education needs programs within Region I. Lewis-Clark State College, and North Idaho College are the Designated Institutions serving applied baccalaureate degree needs. North Idaho College is the Designated Institution providing career technical programs within Region I.

Region II shall include the geographic area within Area No.2 under Section 33-2101, Idaho Code. Lewis-Clark State College and the University of Idaho are the Service Region Designated Institutions ~~servicing providing~~ undergraduate and graduate needs programs within Region II. ~~The University of Idaho is the Designated Institution serving the graduate education needs.~~ Lewis-Clark State

College is the Designated Institution providing applied baccalaureate and career technical programs within Region II.

Region III shall include the geographic area within Area No.3 under Section 33-2101, Idaho Code. Boise State University and College of Western Idaho are the Service Region Designated Institutions providing undergraduate and applied baccalaureate programs ~~needs~~ within Region III. Boise State University is the Service Region Designated Institution providing ~~providing~~ graduate education programs ~~within Region III~~ ~~needs~~. ~~Boise State University and College of Western Idaho are the Designated Institutions serving applied baccalaureate degree needs.~~ College of Western Idaho is the Designated Institution providing career technical programs within Region III.

Region IV shall include the geographic area within Area No.4 under Section 33-2101, Idaho Code. Idaho State University and College of Southern Idaho are the Service Region Designated Institutions providing undergraduate and applied baccalaureate programs ~~needs~~ within Region IV. Idaho State University is the Service Region Designated Institution providing ~~the providing~~ graduate education programs ~~needs~~ within Region IV, with the exception that Boise State University will provide ~~meet~~ undergraduate and graduate business ~~programs~~ in Business ~~needs~~. ~~Idaho State University and College of Southern Idaho are the Designated Institutions serving applied baccalaureate degree needs.~~ College of Southern Idaho is the Designated Institution providing career technical programs within Region IV.

Region V shall include the geographic area within Area No.5 under Section 33-2101, Idaho Code. Idaho State University is the Service Region Designated Institution providing undergraduate, applied baccalaureate, and graduate education ~~needs~~ programs within Region V. Idaho State University is the Designated Institution providing career technical programs within Region V.

Region VI shall include the geographic area within Area No.6 under Section 33-2101, Idaho Code. Idaho State University and College of Eastern Idaho are the Service Region Designated Institutions providing ~~providing~~ undergraduate and applied baccalaureate programs ~~education~~ needs within Region VI. Idaho State University is the Service Region Designated Institution providing ~~providing~~ ~~the~~ graduate education ~~needs~~ programs in Region VI. ~~Idaho State University and College of Eastern Idaho are the Designated~~

~~Institutions serving applied baccalaureate degree needs. College of Eastern Idaho is the Designated Institution providing career technical programs within Region VI.~~

~~ii. Career Technical Service Regions~~

~~Postsecondary career technical education is delivered by six (6) institutions, each having responsibility for serving one of the six geographic areas identified in Section 33-2101.~~

~~Region I shall include the area within Area No.1 under Section 33-2101, Idaho Code. North Idaho College is the Designated Institution.~~

~~Region II shall include the area within Area No.2 under Section 33-2101, Idaho Code. Lewis Clark State College is the Designated Institution.~~

~~Region III shall include the area within Area No.3 under Section 33-2101, Idaho Code. College of Western Idaho is the Designated Institution~~

~~Region IV shall include the area within Area No.4 under Section 33-2101, Idaho Code. College of Southern Idaho is the Designated Institution.~~

~~Region V shall include the area within Area No.5 under Section 33-2101, Idaho Code. Idaho State University is the Designated Institution.~~

~~Region VI shall include the area within Area No.6 under Section 33-2101, Idaho Code. College of Eastern Idaho is the Designated Institution.~~

~~x.c. Program Offerings by Partnering Institutions Right of First Refusal~~

~~If an institution desires to offer a program for which it is not designated in this policy, it shall notify the Board Office via a Letter of Interest. The Letter of Interest shall include a rationale for the request, a program description, an assessment of workforce and student demand, and an assessment of institutional capacity to offer the program.~~

~~The Board Office shall then transmit the Letter of Interest to the Designated Institution, which shall respond in one of three ways:~~

- i. Agree with the Non-Designated Institution to offer the program collaboratively, and submit a signed MOU to the Board Office within three (3) months of receiving the Letter of Interest, OR
- ii. In the case of a Statewide Program, determine to expand the Statewide Program into the Non-Designated Institution's region(s) without collaboration. Within one (1) month of receiving the Letter of Interest, the Statewide Designated Institution shall submit a Letter of Intent to the Board Office and, within three (3) months, submit either a Letter of Notification per Policy III.G. that the Statewide Program has been expanded to the Non-Designated Institution's service region(s) or a Plan of Action with specific timelines for expanding the program expediently, OR
- iii. Refute the need for new program to be offered by the Non-Designated Institution and request the Board settle the dispute by submitting a Letter of Dispute to the Board Office within one (1) month of receiving the Letter of Interest. Letters of Dispute will be presented to the Board for resolution at the next regular Board meeting.

The Non-Designated Institution may submit a proposal per Policy III.G. if the affected Designated Institution takes no action within three (3) months of receiving the Letter of Interest or does not meet the deadlines for the specified actions above.

If a Partnering Institution (other than an institution with Statewide Program Responsibilities) identifies a Service Region Program not identified, or anticipated to be identified, in a Designated Institution's Plan, and the Partnering Institution wishes to offer such program in the Designated Institution's service region, then the Partnering Institution may communicate with the Designated Institution for the purpose of allowing the Partnering Institution to deliver such program in the service region and to include the program in the Designated Institution's Plan. In order to include the program in the Designated Institution's Plan, the Partnering Institution must demonstrate the need within the service region for delivery of the program, as determined by the Board (or by the Administrator of the Division of Career Technical Education in the case of career technical level programs). In order to demonstrate the need for the delivery of a program in a service region, the Partnering Institution shall complete and submit to the Chief Academic Officer of the Designated Institution, to CAAP and to



~~Board staff, in accordance with a schedule to be developed by the Board's Executive Director or designee, the following:~~

~~1.—— A study of business and workforce trends in the service region indicating anticipated, ongoing demand for the educational program to be provided~~

~~2.—— A survey of potential students evidencing demand by prospective students and attendance sufficient to justify the short-term and long-term costs of delivery of such program.~~

~~3.—— A complete description of the program requested to be delivered, including a plan for the delivery of the program, a timeline for delivery of the program, the anticipated costs of delivery, the resources and support required for delivery (including facilities needs and costs), and program syllabuses.~~

~~j.—— Associate Degrees at Universities and Baccalaureate Degrees at Community Colleges~~

~~When a university proposes to offer an associate degree or a community college proposes to offer a baccalaureate degree, the Board will evaluate the proposed degree using at least the following criteria:~~

~~i. Demand~~

~~Proposed offerings must be to meet an urgent, local need based on where students who complete the offering will be employed rather than on where the students reside. The demand for the proposed offering needs to be clear, urgent, and compelling, as evidenced through data and industry input. Commitments of practical support (e.g. funding, internships, etc.) from industry stakeholders constitutes evidence of demand.~~

~~ii. Specialization~~

~~The proposed offering must be based on the unique capability at the institution, founded on specialized instructional expertise and any infrastructure necessary for program delivery.~~

~~iii. Non-Competitiveness~~

~~The proposed offering must be non-competitive with other institutions' offerings within the identified service area (whether regional or statewide) and supported by other institutions within the service area. The Executive Director or designee may request written commitments from the presidents of other institutions within the service area expressing conceptual and, if~~

necessary, practical support for the proposed program.

iv. Collaboration

Alternative approaches to meeting the identified demand addressed by the proposed offering should be fully considered, including potential collaboration with other institutions. High-demand programs must be offered through inter-institutional collaboration as described in this policy.

v. Resources

The institution must have sufficient resources to develop and deliver the proposed offering.

These criteria do not apply to Associate Degrees in General Studies currently offered or proposed to be offered by the universities.

k. Memoranda of Understanding

The Board encourages and fosters orderly and productive collaboration between Idaho's public institutions. Memoranda of Understanding can support such collaboration.

Institutions proposing to offer a joint program shall develop an MOU to identify the specific roles of each participating institution; the student-related processes associated with delivery of the program; and a timeline for review.

When an institution desires to offer a program already being offered by another institution in the latter institution's service region, an MOU shall be developed between the institutions to offer the program.

If a Designated Institution has identified a workforce or educational need for the delivery of a program within its service region and is unable to provide the program, the Designated Institution may collaborate with a Partnering Institution to offer the program. An MOU will not be required for review or approval prior to implementation in this case. Institutions are required to follow the standard program approval processes as identified in Board Policy III.G to obtain program approval.

An institution with Statewide Program Responsibility need not enter into an MOU with any other institutions before offering the statewide program in service regions outside the service region of the institution with Statewide Program Responsibility. If an institution desires to offer a program for which another institution has Statewide Program Responsibility, the institution that does not have Statewide Program Responsibility shall be required to enter into an MOU with the institution that has Statewide Program Responsibility for that program.

~~When an institution with Statewide Program Responsibility or Service Region Program Responsibility desires to offer a program within a service region where such program is currently being offered by another institution, the institutions shall enter into a transition MOU that includes an admissions plan between the institutions providing for continuity in student enrollment during the transition period.~~

~~Idaho public postsecondary institutions may enter into MOUs with out-of-state postsecondary institutions or private postsecondary institutions to offer programs. Such MOUs do not require notification or approval by the Board but shall be shared with the Council on Academic Affairs and Programs. While the Board does not prohibit MOUs with out-of-state postsecondary institutions, agreements with in-state public institutions are preferred.~~

~~Articulation agreements between any postsecondary institutions for the purposes of facilitating course or program transfer do not require approval by the Board. Such agreements shall be managed and tracked by the institutions and shall be reported to the Board on an annual basis as part of the three-year planning process. All articulation agreements must be in compliance with Section 33-3729, Idaho Code, and Board Policy III.V.~~

~~All MOUs shall be submitted in conjunction with related program proposals following the standard program approval processes as identified in Board Policy III.G.~~

#### 5. Collaboration with Institutions Not Governed by the Board

New programmatic collaborations with institutions not governed by the Board shall be shared with the Board Office prior to commencement of the collaboration.

##### ~~—Facilities~~

~~For programs offered by a Partnering Institution (whether an institution with Statewide Program Responsibilities, or otherwise) within a municipal or metropolitan area that encompasses the campus of a Designated Institution, the Partnering Institution's programs offerings shall be conducted in facilities located on the campus of the Designated Institution to the extent the Designated Institution is able to provide adequate and appropriate property or facilities (taking into account financial resources and programmatic considerations), or in facilities immediately adjacent to the campus of the Designated Institution. Renting or building additional facilities shall be allowed only upon Board approval, based on the following:~~

~~The educational and workforce needs of the local community demand a separate facility at a location other than the campus of the Designated Institution or adjacent thereto as demonstrated in a manner similar to that set forth in Subsection 2.b.ii.1) above, and~~

~~The use or development of such facilities are not inconsistent with the Designated Institution's Plan.~~

~~Facilities rented or built by a Partnering Institution (whether an institution with Statewide Program Responsibilities, or otherwise) on, or immediately adjacent to, the "main" campus of a Designated Institution may be identified (by name) as a facility of the Partnering Institution, or, if the facility is rented or built jointly by such institutions, as the joint facility of the Partnering Institution and the Designated Institution. Otherwise, facilities utilized and programs offered by one or more Partnering Institutions within a service region shall be designated as "University Place at (name of municipality)."~~

~~For programs offered by a Partnering Institution (whether an institution with Statewide Program Responsibilities, or otherwise) within a municipality or metropolitan area encompassing a campus of a Designated Institution, to the extent programmatically possible, auxiliary services (including, but not limited to, bookstore, conference and other auxiliary enterprise services) and student services (including, but not limited to, library, information technology, and other auxiliary student services) shall be provided by the Designated Institution. To the extent programmatically appropriate, registration services shall also be provided by the Designated Institution. It is the goal of the Board that a uniform system of registration ultimately be developed for all institutions governed by the Board. The Designated Institution shall offer these services to students who are enrolled in programs offered by the Partnering Institution in the same manner, or at an increased level of service, where appropriate, as such services are offered to the Designated Institution's students. An MOU between the Designated Institution and the Partnering Institution shall outline how costs for these services will be allocated.~~

~~Duplication of Courses~~

~~If courses necessary to complete a Statewide Program are offered by the Designated Institution, they shall be used and articulated into the Statewide Program.~~

~~Discontinuance of Programs~~

~~Unless otherwise agreed between the applicable institutions pursuant to an MOU, if, for any reason, (i) a Designated Institution offering programs in its service region that supports a Statewide Program of another institution, (ii) a Partnering Institution offering programs in the service region of a Designated Institution, or (iii) an institution holding a Statewide Program Responsibility offering Statewide Programs in the service region of a Designated Institution, wishes to discontinue offering such program(s), it shall use its best efforts to provide the institution with Statewide or Service Region Program Responsibility, as appropriate, at least one (1) year's written notice of withdrawal, and shall also submit the same written notice to the Board and to oversight and advisory councils. In such case, the institution with Statewide or Service Region Program Responsibilities shall carefully evaluate the workforce need associated with such program and determine whether it is appropriate to provide such program. In no event will the institution responsible for the delivery of a Statewide or Service Region Program be required to offer such program (except as otherwise provided herein above).~~

#### ~~15. Existing Programs~~

~~Programs being offered by a Partnering Institution (whether an institution with Statewide Program Responsibilities, or otherwise) in a service region prior to July 1, 2003, may continue to be offered pursuant to an MOU between the Designated Institution and the Partnering Institution, subject to the transition and notice periods and requirements set forth above.~~

#### ~~17. Oversight and Advisory Councils~~

~~The Board acknowledges and supports the role of oversight and advisory councils to assist in coordinating, on an ongoing basis, the operational aspects of delivering programs among multiple institutions in a service region, including necessary resources and support and facility services, and the role of such councils in interacting and coordinating with local and regional advisory committees to address and communicate educational needs indicated by such committees. Such interactions and coordination, however, are subject to the terms of the MOU's entered into between the institutions and the policies set forth herein.~~

#### ~~19.6. \_\_\_\_\_ Duplication of Courses~~

If courses necessary to complete a Statewide Program are offered by the [Service Region](#) Designated Institution, they shall be used and articulated into the Statewide Program.

20-7. Dispute Resolutions

All disputes relating to items addressed in this policy shall be forwarded to the Board's Executive Director or designee for review. The Board's Executive Director or designee shall prescribe the method for resolution, except where this policy expressly prescribes resolution by the full Board. ~~The Board's Executive Director or designee may forward disputes to CAAP and, if necessary, make recommendations regarding resolution to the Board. Institutions may appeal any decision made by the Executive Director or designee to the Board, in which case the Board will serve as the final arbiter of all disputes.~~

21-8. Exceptions

a. This policy is not applicable to programs for which 90% or more of all activity is required or completed online.

a.b. This policy is not applicable to dual credit courses for secondary education.

b.c. This policy is not applicable to face-to-face academic undergraduate and graduate education offered within adult correctional facilities under the jurisdiction of the Idaho Department of Correction.

e.d. This policy is not applicable ~~also does not apply to~~ courses and programs specifically contracted to be offered exclusively to a private, corporate entity. New programmatic collaborations offered exclusively to a private, corporate entity shall be shared with the Board Office prior to commencement of the collaboration. ~~However, in the event that an institution plans to contract with a private corporate entity (other than private entities in the business of providing educational programs and course) outside of their Service Region, the contracting institution shall notify the Designated Institutions in the Service Region and institutions with Statewide Program Responsibilities, as appropriate. If the corporate entity is located in a municipality that encompasses the campus of a Designated Institution, the Board encourages the contracting institution to include and draw upon the resources of the Designated Institution inasmuch as is possible.~~

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

October 2024

1. Expectations for Leadership, Planning, and Collaboration

Idaho's public postsecondary institutions are expected to meet the educational and workforce needs of the state through planning, alignment of programs, collaboration, and coordination. This subsection shall apply to the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, College of Eastern Idaho, College of Southern Idaho, College of Western Idaho, and North Idaho College ("institutions"). The State Board of Education ("Board") aims to optimize the delivery of postsecondary programs while allowing institutions to grow and develop consistent with their vision and mission with an appropriate alignment of strengths and sharing of resources.

This policy requires the preparation and submission of plans to advise and inform the Board in its coordination of postsecondary programs in a manner that adheres to the following principles:

- enhance access to quality programs
- adapt to accommodate high priority needs for industry,
- avoid wasteful duplication of effort
- foster innovation, and
- maximize the cost-effective use of educational resources through coordination between institutions.

As part of this process, the Board hereby identifies its expectations of the institutions governed by the Board to deliver Service Region and Statewide Programs. This policy also includes provisions for collaborative and cooperative agreements when necessary to advance the Board's vision through planning and delivery of postsecondary programs

2. Definitions

- a. Designated Institution shall mean an institution with a Statewide Program Responsibility or an institution whose main campus is located in a Service Region as identified in subsection 4.b.i below and which possesses the first right to offer assigned Statewide Programs in all regions of the state or Service Region Programs within designated service region(s).

- i. Statewide Designated Institutions shall have Statewide Program Responsibility for all assigned Statewide Programs.
  - ii. Service Region Designated Institutions shall have Service Region Program Responsibility for those regions identified in subsection 4.b.i.
  - iii. With respect to career technical Service Region Programs, Designated Institutions shall include only the College of Southern Idaho, College of Western Idaho, North Idaho College, College of Eastern Idaho, Lewis-Clark State College, and Idaho State University and shall have Service Region Program Responsibility for those regions identified in subsection 4.b.i.
- b. Non-Designated Institution shall mean either:
  - i. an institution whose main campus is located outside a Designated Institution's Service Region; or
  - ii. an institution not assigned a particular Statewide Program.
- c. Service Region Program shall mean a postsecondary program delivered by a Service Region Designated Institution that meets regional educational and workforce needs.
- d. Service Region Program Responsibility shall mean an institution's responsibility to offer and deliver a Service Region Program to meet regional educational and workforce needs in its Service Region as defined in subsection 4.b.i .
- e. Statewide Program shall mean a specific postsecondary program assigned by the Board to be delivered by a particular institution to meet statewide educational and workforce needs.
- f. Statewide Program Responsibility shall mean the Board's expectation that an institution will offer and deliver all assigned Statewide Programs. Statewide Program Responsibilities are assigned to the University of Idaho, Idaho State University, and Boise State University as expectations by the Board.



**3. Program Planning**

**a. Institution Plan**

Each institution shall, in accordance with a template to be developed by the Board's Executive Director or designee, submit to the Board for approval a rolling three (3) year plan, to be updated annually, that describes all current and proposed programs and services to be offered in alignment with each institution's Statewide and Service Region Program Responsibilities ("Institution Plan").

**i. Statewide Programs**

Institutions with a Statewide Program Responsibility shall plan for and determine the best means to deliver each assigned Statewide Program to meet statewide educational and workforce needs.

If an institution desires to add a Statewide Program to its Statewide Program Responsibility, it shall first indicate this request to the Board through its annual update to its Institution Plan. In such cases, the Institution Plan shall include a description of the proposed Statewide Program, a rationale for how the institution is uniquely positioned to offer the program, an estimate of anticipated resources to be employed, and a justification of the need for the program using relevant workforce and student demand data.

If an institution desires to remove a Statewide Program from its Statewide Program Responsibility, it shall first indicate this request to the Board through its annual update to its Institution Plan. In such cases, the Institution Plan shall include a justification for removal using relevant workforce and student demand data.

**ii. Service Region Programs**

It is the responsibility of each Service Region Designated Institution to plan for and determine the best means to deliver Service Region Programs that respond to the educational and workforce needs of the Service Region.

**iii. Timeline and Process for Annual Updates to Institution Plans**

Institution Plans shall be updated and submitted to the Board annually following a timeline and process established by the Executive Director or designee. This timeline and process shall optimize collaboration among the institutions, ensure efficient use of resources, foster innovation, and avoid wasteful duplication effort.

b. Three-Year Plan

The Board staff shall, using the Institution Plans submitted, create and maintain a rolling three (3) year plan (Three-Year Plan) which includes all current and proposed programs from all eight public postsecondary institutions. The Three-Year Plan shall be submitted to the Board for review and approval annually.

Board approval of the Three-Year Plan shall not constitute Board approval of any specific proposed programs or program modifications listed or described in the Three-Year Plan. Institutions shall follow the standard program approval process as provided in Board Policy III.G. for all program requests. No requests for legislative appropriation to support postsecondary programs shall be made for programs unless they are included on the current approved Three-Year Plan.

4. Delivery of Programs

a. Statewide Program Delivery

The Board has established Statewide Program Responsibilities for the University of Idaho, Boise State University, and Idaho State University. Each of these institutions is designated to ensure delivery of all Statewide Programs assigned to it by the Board. Institutions with Statewide Program Responsibilities shall deliver assigned Statewide Programs face-to-face when possible, or online when necessary, to meet the needs of all Idahoans. A list of Statewide Program assignments will be contained in the Board approved Three-Year Plan document and made available to the public on the Board's website.

i. Evaluation of Statewide Programs

Each Statewide Designated Institution with a Statewide Program Responsibility shall evaluate its assigned Statewide Program list every two years using relevant workforce and student demand data. The evaluation shall be conducted according to a timeline, principles, and process established by the Executive Director or designee. Results of the evaluation shall be included in the subsequent update to the Three-Year Plan.

ii. Expectations

Each Statewide Designated Institution is expected and has the right

to offer the Statewide Programs assigned to it by the Board in all regions of the state. A Statewide Designated Institution need not establish an MOU with any Non-Designated Institution before offering the Statewide Program in any region of the state.

If a Non-Designated Institution identifies a need not being met for a Statewide Program to be offered in its Service Region(s), it shall request the Statewide Designated Institution expand the Statewide Program to the identified Service Region.

b. Service Region Program Delivery

The Board has established six geographic Service Regions for the institutions aligned to the six geographic boundaries of the community college districts identified in Section 33-2101, Idaho Code. Academic Service Regions are established by the Board and. Career Technical Service Regions are established based on the six junior college areas established in Section 33-2101, Idaho Code. A Service Region Designated Institution shall be responsible for assessing and ensuring the delivery of all postsecondary programs and services necessary to meet the educational and workforce needs within its assigned service region.

i. Geographic Service Regions

Region I shall include the geographic area within Area No.1 under Section 33-2101, Idaho Code. Lewis-Clark State College, the University of Idaho, and North Idaho College are the Service Region Designated Institutions providing undergraduate programs. The University of Idaho and Lewis-Clark State College are the Service Region Designated Institutions providing graduate programs within Region I. Lewis-Clark State College and North Idaho College are the Designated Institutions serving applied baccalaureate degree needs. North Idaho College is the Designated Institution providing career technical programs within Region I.

Region II shall include the geographic area within Area No.2 under Section 33-2101, Idaho Code. Lewis-Clark State College and the University of Idaho are the Service Region Designated Institutions providing undergraduate and graduate programs within Region II. Lewis-Clark State College is the Designated Institution providing applied baccalaureate and career technical programs within Region II.

Region III shall include the geographic area within Area No.3 under Section 33-2101, Idaho Code. Boise State University and College of Western Idaho are the Service Region Designated Institutions providing undergraduate and applied baccalaureate programs within Region III. Boise State University is the Service Region Designated Institution providing graduate education programs within Region III.. College of Western Idaho is the Designated Institution providing career technical programs within Region III.

Region IV shall include the geographic area within Area No.4 under Section 33-2101, Idaho Code. Idaho State University and College of Southern Idaho are the Service Region Designated Institutions providing undergraduate and applied baccalaureate programs within Region IV. Idaho State University is the Service Region Designated Institution providing graduate education programs within Region IV, with the exception that Boise State University will provide undergraduate and graduate programs in Business. College of Southern Idaho is the Designated Institution providing career technical programs within Region IV.

Region V shall include the geographic area within Area No.5 under Section 33-2101, Idaho Code. Idaho State University is the Service Region Designated Institution providing undergraduate, applied baccalaureate, and graduate programs within Region V. Idaho State University is the Designated Institution providing career technical programs within Region V.

Region VI shall include the geographic area within Area No.6 under Section 33-2101, Idaho Code. Idaho State University and College of Eastern Idaho are the Service Region Designated Institutions providing undergraduate and applied baccalaureate programs within Region VI. Idaho State University is the Service Region Designated Institution providing graduate programs in Region VI. College of Eastern Idaho is the Designated Institution providing career technical programs within Region VI.

c. Right of First Refusal

If an institution desires to offer a program for which it is not designated in this policy, it shall notify the Board Office via a Letter of Interest. The Letter of Interest shall include a rationale for the request, a program description, an assessment of workforce and student demand, and an assessment of institutional capacity to offer the program.

The Board Office shall then transmit the Letter of Interest to the Designated Institution, which shall respond in one of three ways:

- i. Agree with the Non-Designated Institution to offer the program collaboratively, and submit a signed MOU to the Board Office within three (3) months of receiving the Letter of Interest, OR
- ii. In the case of a Statewide Program, determine to expand the Statewide Program into the Non-Designated Institution's region(s) without collaboration. Within one (1) month of receiving the Letter of Interest, the Statewide Designated Institution shall submit a Letter of Intent to the Board Office and, within three (3) months, submit either a Letter of Notification per Policy III.G. that the Statewide Program has been expanded to the Non-Designated Institution's service region(s) or a Plan of Action with specific timelines for expanding the program expeditiously, OR
- iii. Refute the need for new program to be offered by the Non-Designated Institution and request the Board settle the dispute by submitting a Letter of Dispute to the Board Office within one (1) month of receiving the Letter of Interest. Letters of Dispute will be presented to the Board for resolution at the next regular Board meeting.

The Non-Designated Institution may submit a proposal per Policy III.G. if the affected Designated Institution takes no action within three (3) months of receiving the Letter of Interest or does not meet the deadlines for the specified actions above.

**5. Collaboration with Institutions Not Governed by the Board**

New programmatic collaborations with institutions not governed by the Board shall be shared with the Board Office prior to commencement of the collaboration.

**6. Duplication of Courses**

If courses necessary to complete a Statewide Program are offered by the Service Region Designated Institution, they shall be used and articulated into the Statewide Program.

**7. Dispute Resolution**

All disputes relating to items addressed in this policy shall be forwarded to the Board's Executive Director or designee for review. The Board's Executive Director or designee shall prescribe the method for resolution, except where this policy expressly prescribes resolution by the full Board. Institutions may appeal any decision made by the Executive Director or designee to the Board, in which case the Board will serve as the final arbiter.

**8. Exceptions**

- a. This policy is not applicable to programs for which 90% or more of all activity is required or completed online.
  
- b. This policy is not applicable to dual credit courses for secondary education.
  
- c. This policy is not applicable to face-to-face academic undergraduate and graduate education offered within adult correctional facilities under the jurisdiction of the Idaho Department of Correction.
  
- d. This policy is not applicable to programs specifically contracted to be offered exclusively to a private, corporate entity. New programmatic collaborations offered exclusively to a private, corporate entity shall be shared with the Board Office prior to commencement of the collaboration.