

**PLANNING, POLICY AND GOVERNMENT AFFAIRS**  
**JUNE 17-18, 2025**

**SUBJECT**

Board Policy I.M. - Annual Planning and Reporting – Second Reading

**REFERENCE**

March 2008	The Board approved first reading of Board Policy I.M. clarifying the Board's role in accreditation visits and Board self-evaluation
April 2008	The Board approved second reading of Board Policy I.M.
August 2008	The Board approved first reading of Board Policy I.M. clarifying reporting requirements for strategic plans and performance measures
October 2008	The Board approved second reading of Board Policy I.M.
April 2011	The Board approved first reading of Board Policy I.M.
June 2011	The Board approved second reading of Board Policy I.M.
December 2016	The Board approved first reading of Board Policy I.M. adding definitions of strategic plan components.
February 2017	The Board approved second reading of Board Policy I.M.
April 2024	The Board approved a first reading of proposed amendments to Board policy I.M.
June 2024	The Board approved second reading of proposed amendments to Board policy I.M. for the purpose of aligning with statute and DFM procedures.
April 2024	The Board approved first reading of proposed amendments to Board Policy I.M.

**APPLICABLE STATUTE, RULE, OR POLICY**

Board Policy I.M. Annual Planning and Reporting  
Sections 67-1901 through 67-1905, Idaho Code

**BACKGROUND/DISCUSSION**

Sections 67-1901 through 67-1905, Idaho Code, establish the State's annual strategic plan and performance reporting requirements. These requirements include the annual review and submission of strategic plans and performance measures. Institutions and agencies under the oversight of the Board submit their strategic plans to the Board for approval. The approved plans are then submitted by the Board office to the Division of Financial Management (DFM). This is part of a year-long cycle of continuous improvement.

Title 67, Chapter 19, Idaho Code also establishes that guidance for the statewide strategic planning process is to be governed by DFM. DFM maintains a Strategic Planning and Performance Reporting guidance document and provides training to state agencies.

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Board Policy I.M. is revised to separate the systemwide measures from the larger strategic planning process. This will allow for systemwide measures to be addressed more nimbly by separate vote of the Board. It will also ensure that the Board's K-20 strategic plan, which is reviewed for potential revisions each February, is the only document governing the specific measures two and four-year institutions are required to include in their annual Performance Reports to DFM.

The proposed revisions have been workshopped with representatives from the two and four year institutions.

**IMPACT**

Proposed revisions to Board Policy I.M. will reduce the number of systemwide measures each two and four-year institution is required to include in their individual Performance Reports from 9 to 3. This provides a more intentional focus on meaningful outcomes-based systemwide measures while also allowing institutions to celebrate their individuality through the inclusion of up to 7 additional measures drawn from separately Board approved strategic plan, specific to each institution.

**ATTACHMENTS**

- Attachment 1 – Board Policy I.M. Annual Planning and Reporting – Proposed Amendments, redline
- Attachment 2 - Board Policy I.M. Annual Planning and Reporting – Proposed Amendments, clean

**BOARD STAFF COMMENTS AND RECOMMENDATIONS**

Board staff recommend approval of the proposed revisions to Board Policy I.M.

**BOARD ACTION**

I move to approve the second reading of the proposed amendment to Board Policy I.M. as presented in Attachment 2.

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

Idaho State Board of Education

**GOVERNING POLICIES AND PROCEDURES**

**SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES**

**SUBSECTION: M. Annual Planning and Reporting**

~~June~~**February** 2025

This subsection shall apply to Boise State University, Idaho State University, Lewis-Clark State College, University of Idaho, College of Eastern Idaho, College of Southern Idaho, College of Western Idaho, North Idaho College, and the agencies, under the Board's governance and oversight.

1. Board Approval
  - a. The Board will approve annually a K-20 strategic plan.
  - b. The Board will approve annually strategic plans for each agency and institution.
2. Strategic Plan Requirements
  - a. All strategic plans shall be compliant with Idaho Code § 67-1903 and the Strategic Planning and Performance Report Guide maintained by the Division of Financial Management (DFM).
  - b. All strategic plans shall be aligned to the Board approved K-20 strategic plan.
  - c. Two and Four-year institutions must include one measure for each post-secondary objective in the Board's K-20 strategic plan in their annual strategic plans.
  - d. Mission statements used in strategic planning must be approved by the Board, pursuant to Board Policy III.I or by the community college's board of trustees.
    - i. Mission statements may be approved in conjunction with the strategic planning process or brought to the Board as a separate agenda item.
  - e. Institutional strategic plans shall be compliant with applicable accreditation requirements.
3. Performance Report Requirements
  - a. All performance reports shall be compliant with Idaho Code § 67-1904 and the Strategic Planning and Performance Report Guide maintained by DFM.
  - b. All performance reports shall be aligned to the Board approved strategic plan for the submitting agency or institution.
  - c. Board staff will make available a performance report template for consistent reporting across all agencies and institutions.
4. Training
  - a. Key personnel from Board staff and each agency and institution shall be required to participate in training offered by the DFM pursuant to Idaho Code § 67-1905.
5. Timeline
  - ~~a. All agencies and institutions shall submit complete drafts of their strategic plans to designated Board staff no later than the meeting materials due date for the Board's regularly scheduled April meeting each year.~~

Idaho State Board of Education

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- ~~b. All agencies and institutions shall submit complete final drafts of their strategic plans to designated board staff no later than the meeting materials due date for the Board's regularly scheduled June meeting each year.~~
  - ~~c. All agencies and institutions shall submit final drafts of performance reports to the designated board staff no later than August 15<sup>th</sup> each year.~~
  - ~~d.~~a. Board approved strategic plans and performance reports shall be submitted by Board staff to DFM, on behalf of the agencies and institutions.
  - ~~e.~~b. Performance reports shall be submitted to the Board for informational purposes no later than the Board's regularly scheduled October meeting each year.
6. Annual Reports
- a. Agencies and institutions shall provide annual progress reports to the Board in accordance with a reporting schedule established by the Board's executive director.
  - b. Annual reports shall include, but need not be limited to, an update on the agency or institution's progress toward meeting objectives established in the strategic plan.
7. Performance Measures
- a. The Board may develop a set of uniform system-wide performance measures for agencies or institutions.
    - i. Two and Four-year institutions must include one measure for each post-secondary objective in the Board's K-20 strategic plan in their annual performance reports.
    - ii. Board staff will determine the business rules applicable to such measures.
    - iii. Board staff will provide a reporting schedule for such measures.
  - b. Agencies and institutions may include additional performance measures in their strategic plan. However, Idaho Code § 67-1904 establishes that no more than ten (10) performance measures may be included in the performance report.
8. Additional Reports
- Agencies and institutions will provide any data or report requested by the Board, in accordance with a schedule and format established by the Executive Director.

The census dates for reporting term-based postsecondary enrollment data shall be October 15<sup>th</sup> and March 15<sup>th</sup> of each year.

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  - b. All strategic plans shall be aligned to the Board approved K-20 strategic plan.
  - c. Two and Four-year institutions must include one measure for each post-secondary objective in the Board's K-20 strategic plan in their annual strategic plans.
  - d. Mission statements used in strategic planning must be approved by the Board, pursuant to Board Policy III.I or by the community college's board of trustees.
    - i. Mission statements may be approved in conjunction with the strategic planning process or brought to the Board as a separate agenda item.
  - e. Institutional strategic plans shall be compliant with applicable accreditation requirements.
3. Performance Report Requirements
  - a. All performance reports shall be compliant with Idaho Code § 67-1904 and the Strategic Planning and Performance Report Guide maintained by DFM.
  - b. All performance reports shall be aligned to the Board approved strategic plan for the submitting agency or institution.
  - c. Board staff will make available a performance report template for consistent reporting across all agencies and institutions.
4. Training
  - a. Key personnel from Board staff and each agency and institution shall be required to participate in training offered by the DFM pursuant to Idaho Code § 67-1905.
5. Timeline
  - a. Board approved strategic plans and performance reports shall be submitted by Board staff to DFM, on behalf of the agencies and institutions.

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**June 2025**

- b. Performance reports shall be submitted to the Board for informational purposes no later than the Board's regularly scheduled October meeting each year.
- 6. Annual Reports
  - a. Agencies and institutions shall provide annual progress reports to the Board in accordance with a reporting schedule established by the Board's executive director.
  - b. Annual reports shall include, but need not be limited to, an update on the agency or institution's progress toward meeting objectives established in the strategic plan.
- 7. Performance Measures
  - a. The Board may develop a set of uniform system-wide performance measures for agencies or institutions.
    - i. Two and Four-year institutions must include one measure for each post-secondary objective in the Board's K-20 strategic plan in their annual performance reports.
    - ii. Board staff will determine the business rules applicable to such measures.
    - iii. Board staff will provide a reporting schedule for such measures.
  - b. Agencies and institutions may include additional performance measures in their strategic plan. However, Idaho Code § 67-1904 establishes that no more than ten (10) performance measures may be included in the performance report.
- 8. Additional Reports
  - Agencies and institutions will provide any data or report requested by the Board, in accordance with a schedule and format established by the Executive Director.

The census dates for reporting term-based postsecondary enrollment data shall be October 15<sup>th</sup> and March 15<sup>th</sup> of each year.

**PLANNING, POLICY AND GOVERNMENT AFFAIRS**  
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**SUBJECT**

Medical Education Plan Working Group Appointments

**REFERENCE**

April 2025

Idaho State Legislature passes HB 368a that creates a working group to establish a medical education plan for the state of Idaho

**APPLICABLE STATUTE, RULE, OR POLICY**

Section 33-3732, Idaho Code

**BACKGROUND/DISCUSSION**

With the passage of HB 368a and the creation of Section 33-3732, Idaho Code, the Idaho State Legislature and Idaho State Board of Education have been charged with creating a comprehensive medical health education plan for the state of Idaho. Idaho Code states that this plan should consist of:

- (a) Address how the plan for undergraduate medical education will reduce the physician shortage in Idaho, in conjunction with graduate medical education;
- (b) Ensure the quality of medical education programs for Idaho students;
- (c) Maximize the amount of Idaho medical education funds that are spent in Idaho;
- (d) Maximize the number of clinical medical education placements located in and managed by the state of Idaho;
- (e) Maximize the number of medical residency placements located in Idaho;
- (f) Minimize conflicts with medical education program partners; and
- (g) Minimize conflicts in delivering medical education coursework and clinical medical education placements to students enrolled in different medical education programs.

To create this plan, 33-3732 creates a working group to create the above stated plan. Of the nine members on this committee, the Idaho State Board of Education is required to make four appointments.

**IMPACT**

There is no fiscal impact to the Board. This newly formed committee will be working closely with Board members and staff throughout the process.

**ATTACHMENTS**

None

**BOARD STAFF COMMENTS AND RECOMMENDATIONS**

The four recommended individuals for appointment are as follows:

- Shawn Keough, Idaho State Board of Education
- Brian Whitlock, Idaho Hospital Association
- Susie Keller, Idaho Medical Association

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- Ted Epperly, Graduate Medical Education Coordinator

Staff recommends approval of these four appointments.

**BOARD ACTION**

I move to approve the appointment of Shawn Keough, Brian Whitlock, Susie Keller, and Ted Epperly to the medical education plan working group, pursuant to Section 33-3732, Idaho Code.

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