

# Idaho State Board of Education

## GOVERNING POLICIES AND PROCEDURES

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

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

June 2011

This subsection shall apply to Boise State University, Idaho State University, Lewis-Clark State College, University of Idaho, North Idaho College, College of Southern Idaho, College of Western Idaho, Eastern Idaho Technical College, Division of Professional-Technical Education, Division of Vocational Rehabilitation, and Idaho Public Television.

#### 1. Statewide Strategic Plan

The Board will approve annually, consistent with its vision and mission a statewide strategic plan. The statewide plan will outline the goals and objectives necessary for the responsible management of the statewide system of K-20 education. The strategic plan will be prepared by Board staff in consultation with the institutions, agencies, and Board committees and reflect fiscal or other constraints and opportunities. Major elements of the plan will take into consideration the environment within which K-12 and postsecondary education in the state operates, including economic constraints; identification of system priorities; and measures to ensure quality, efficient use of state resources, and responsiveness to the citizens of Idaho. The strategic plan will be in compliance with Chapter 19, Title 67, Idaho Code.

#### 2. Strategic Plans

a. Each institution and agency will develop and maintain five-year strategic plans.

i. Institution, and agency strategic plans shall be aligned with the Board's statewide strategic plan and, for institutions, with their accreditation requirements. They are to, be created in accordance with Board guidelines, and must be consistent with Board approved mission statements. Community colleges shall use the mission statements approved by their respective local Board of trustees. Institution mission statements shall be approved in accordance with Board policy subsection III.I.

ii. Plans shall be updated annually and submitted to the Board for approval in accordance with the schedule established by the executive director.

iii. Plans shall be submitted by the Board to the appropriate state administrative entity in order to meet the state's annual planning requirements, in compliance with Chapter 19, Title 67, Idaho Code.

#### b. Format

Plans submitted to the Board annually should be as concise as possible and in accordance with the format established by the executive director.

Plans shall contain:

- i. A comprehensive mission and vision statement covering the major programs, functions and activities of the institution or agency.
- ii. General goals and objectives for the major programs, functions and activities of the organization, including a description of how they are to be achieved.
  - 1) Institutions (including Professional-Technical Education) should address, at a minimum, instructional issues (including accreditation and student issues), infrastructure issues (including personnel, finance, and facilities), advancement (including foundation activities), and the external environment served by the institution.
  - 2) Agencies shall address, at a minimum, constituent issues and service delivery, infrastructure issues (including personnel, finance, and facilities), and advancement (if applicable).
- iii. Identification of key factors external to the organization that could significantly affect the achievement of the general goals and objectives.
- iv. A brief description of the evaluations or processes to be used in establishing or revising general goals and objectives in the future.

### 3. Performance Measures

Performance measures will be developed in conjunction with the Board's planning process and will be updated annually for Board approval. Performance measures shall be submitted to the Board annually, and in accordance with a schedule and format established by the Executive Director. Performance measures will be used to measure results, ensure accountability, and encourage continuous improvement to meet goals and objectives.

- a. The Office of the State Board of Education will develop a set of uniform performance measures for the institutions that will gauge progress in such areas as enrollment, retention, and graduation.
- b. Each institution and agency will develop unique measures tied to its strategic plan.

### 4. Progress Reports

Progress reports shall include, but are not limited to, progress on the approved strategic plan, details of implementation, status of goals and objectives, and

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expanded information on points of interest and special appropriations shall be provided to the Board at least once annually in accordance with a schedule and format established by the Executive Director.

#### **5. Statewide Reporting**

Each institution and agency will provide to the Board, upon request or in accordance with a schedule and format established by the Executive Director, any data or report.

#### **6. Self-Evaluation**

Each year, the Board will conduct a self-evaluation in conjunction with annual strategic planning activities. The self-evaluation methodology will include a staff analysis of all institution and agency annual performance reporting, and comments and suggestions solicited from Board constituency groups to include the Governor, the Legislature, agency heads, institution presidents and other stakeholders identified by the Board President. The Executive Committee of the Board will annually develop a tailored Board self-evaluation questionnaire for use by individual Board members and the Board collectively to evaluate their own performance. Annually, in conjunction with a regular or special meeting, the Board will discuss the key issues identified in the institution and agency performance reporting assessment, comments and suggestions received from constituency groups, and the self-evaluation questionnaire in order to further refine Board strategic goals, objectives and strategies for continuous improvement of Board governance and oversight. Self-evaluation results will be shared with constituent groups and should heavily influence strategic plan development.