

# **Idaho State Board of Education**

## **GOVERNING POLICIES AND PROCEDURES**

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

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

**June 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. Board approved strategic plans and performance reports shall be submitted by Board staff to DFM, on behalf of the agencies and institutions.

- 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.