

# Idaho State Board of Education

## GOVERNING POLICIES AND PROCEDURES

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

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

February 2017

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, special and health programs under the Board's governance and oversight. As used in this section, the reference to "institutions and agencies" shall include the special and health programs.

#### 1. K-20 Education Strategic Plan

The Board will approve annually, consistent with its vision and mission a K-20 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 shall be in compliance with Chapter 19, Title 67, Idaho Code.

#### 2. Defined Terms

As used in this section the following terms shall apply:

- a. Benchmarks means performance targets for each performance measure for at a minimum the next fiscal year. Benchmarks stretch and challenge the institutions and agencies, while being realistic and achievable within the specified time frame.
- b. External factors means external factors that are beyond the control of the agency that affect the achievement of goals. Key external factors to the agency are those factors which are beyond the control of the organization. They include changes in economic, social, technological, ecological or regulatory environments which could impact the agency and its ability to fulfill its mission and goals.
- c. Goals mean a planning element that describes the broad condition or outcome that the agency, institution or program is trying to achieve. Goals are the general ends toward which institutions and agencies direct their efforts. A goal addresses issues by stating policy intention. Goals can be presenting in both qualitative and quantitative form.
- d. Mission statements means a statement identifying the specific institution or agency purpose. A mission statement concisely identifies what the institution or agency does, why, and for whom. A mission statement identifies the unique purposes promoted and served by the institution or agency.
- e. Objectives means a planning element that describes how the institution or agency plans to achieve each goal. Objectives are clear targets for specific action. They mark quantifiable interim steps toward achieving an institution's or agencies goals. Objectives must be measurable and be time-based statements of intent. Objectives emphasize the results of institution and agency actions at the end of a specific time period.

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- f. Performance measures mean a quantifiable assessment of the progress the institution or agency is making in achieving a goal and objective. Performance measures are gauges of the actual impact or effect upon a stated condition or problem and are tools to assess the effectiveness of an institution or agencies performance and the public benefit derived.
- g. Strategies means identified methods to achieve goals and objectives. Strategies are formulated from goals and objectives and is a means for transforming inputs into outputs, and ultimately outcomes, with the best use of resources. A strategy reflects budgetary and other available resources.
- h. Vision statements mean outcome based statements outlining what the institution or agency inspires to be. The vision statement provides the reader with a clear description of how the institution or agency sees the future should their goals and objectives be achieved.

#### 2. Strategic Plans

- a. Each institution and agency will develop and maintain five (5) year strategic plans. Five year strategic plans will include the current year and four (4) years looking forward.
  - i. Institution, and agency strategic plans shall be aligned with the Board's K-20 education 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. and may be approved in conjunction with their strategic plan approvals or separately. Only approved mission statements shall be used in the strategic plans.
  - ii. Plans shall be updated annually and submitted to the Board for approval in accordance with the schedule established by the Executive Director.
  - iii. Approved plans shall be submitted by the Board for submittal 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 must be as concise as possible and in accordance with the format and template established by the Executive Director or the Planning, Policy and Government Affairs Committee. The template shall be such that each goal has one (1) or more objective and each objective has one (1) or more

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performance measure with a benchmark. Performance measures will be included in such a way as it is clear which objective they are measuring.

Plans shall contain at a minimum:

- i. A comprehensive mission and vision statement covering the major programs, functions and activities of the institution or agency. Institution mission statements must articulate a purpose appropriate for a degree granting institution of higher education, with its primary purpose to serve the education's interest of its students and its principal programs leading to recognized degrees. In alignment with regional accreditation, the institution must articulate its purpose in a mission statement, and identify core themes that comprise essential elements of that mission.
- 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 Career Technical Education) shall 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).
  - 3) Each objective must include at a minimum one performance measure with a benchmark.
- iii. Performance measures must be quantifiable indicators of progress.
- iv. Benchmarks for each performance measure must be, at a minimum, for the next fiscal year, and include an explanation of how the benchmark level was established.
- v. Identification of key factors external to the organization that could significantly affect the achievement of the general goals and objectives.
- vi. A brief description of the evaluations or processes to be used in establishing or revising general goals and objectives in the future.
- vii. Institutions and agencies may include strategies at their discretion.

**3. Performance Measures**

Performance measures will be developed in conjunction with the Board's strategic planning process and will be updated annually for Board approval. Performance measures are approved by the Board through their inclusion in the institution and agency strategic plans. Performance measures will be used to measure results, ensure accountability, and encourage continuous improvement to meet goals and objectives. Performance measure reports are submitted annually to the Board in accordance with the schedule and format established by the Executive Director.

- a. In addition to the performance measures developed by the institution or agency the Board may develop a set of uniform system-wide performance measures for the institutions or agencies that will gauge progress in such areas as enrollment, retention, and graduation or other priority areas identified by the Board. All such performance measures shall be included in the institutions or agencies strategic plan and reported annually with the institution or agencies annual performance measure report. System wide performance measures shall be reported in a consistent manner established by Board staff.
- b. Each institution and agency will develop performance measures tied to its strategic plan and clearly aligned to their mission, goals, and objectives.
- c. Only performance measures approved by the Board through the strategic planning process may be included as a performance measure on the annual performance measure report.
- d. The strategic plan shall serve as the basis for the annual performance measure report. Annual performance measure reports shall include at a minimum benchmarks for each measure for, the next fiscal year, and for each year of the four (4) previous years of reported actual results.

**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 expanded information on points of interest and special appropriations. Progress reports shall be provided to the Board at least once annually in accordance with a schedule and format established by the Executive Director. Community colleges may report biennially. The established format shall include a template of standard areas for reporting.

**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 requested.

For the purposes of reporting postsecondary data the census dates shall be October 15<sup>th</sup> and March 15<sup>th</sup> of each year.

**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 Planning, Policy and Governmental Affairs 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.