

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: III. POSTSECONDARY AFFAIRS
SUBSECTION: F. Program Prioritization

February 2021

Program Prioritization

The University of Idaho, Boise State University, Idaho State University and Lewis-Clark State College shall integrate program prioritization into their respective strategic planning, programming (instructional and non-instructional) and budgeting processes. As part of the program prioritization process the institutions shall conduct an evaluation of programs and services with specific and tangible objectives, and with a focus on specific evaluation criteria.

1. All instructional programs, which include academic and career technical programs, shall be evaluated with an emphasis on:
 - a. External demand
 - b. Quality of outcomes
 - c. Costs and other expenses.
2. Additional criteria may be considered by institutions to evaluate programs. These criteria can be weighted within the evaluation process as the institution determines appropriate. Criteria may include:
 - a. History, development and expectations of the program
 - b. External demand
 - c. Internal demand
 - d. Quality of inputs and processes
 - e. Quality of outcomes
 - f. Size, scope and productivity
 - g. Revenue and other resources generated
 - h. Costs and other expenses
 - i. Impact, justification and overall essentiality
 - j. Opportunity analysis.
3. Criteria for evaluation of non-instructional programs may include:
 - a. Key objectives and how they are measured
 - b. Services provided and to which customers
 - c. Position-by-position analysis
 - d. Unmet needs and demands
 - e. Opportunities for collaboration and restructuring
 - f. Opportunities to share skill sets and resources
 - g. Opportunities for cross-training
 - h. Technological improvements that are cost effective
 - i. Process improvements to streamline operations.

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- j. Outsourcing exploration to improve service and cut costs.

These criteria may be weighted as each institution determines appropriate.

- 4. Instructional and non-instructional programs shall be evaluated as outlined in this policy. Only instructional programs shall be grouped into quintiles.

All instructional program reviews shall include an indicator of which quintile the program falls into. Annual program prioritization updates shall provide a description of the progress achieved toward implementing findings and recommendations. These are to be submitted annually to the Board by the institutions in a format and timeline established by the Executive Director.

- 5. Institutions shall conduct program prioritization at least once every five years. Final reports must include:
 - a. Programs that will be improved through advancements in efficiency, quality, productivity, and focus.
 - b. Opportunities for improvements to organizational structure and function.
 - c. Programs considered for consolidation or discontinuation as based on cost of delivery and degree of relevance and impact.
 - d. Estimated institutional savings and efficiencies created through implementation of recommendations.
- 6. As part of program planning processes pursuant to Board Policy III.Z. and postsecondary program approval and discontinuance processes pursuant to Board Policy III.G., institutions must provide the Board with information on how planned and proposed program action addresses needs identified from program prioritization.
- 7. Program prioritization processes must involve a diverse range of stakeholder representation at each institution. Methodology will be reported to the Board and must be transparent to institution communities while meeting the outcomes defined in this section of Board policy.