



Develop full proposal

Requirements

- Consult Board Policy III.G Postsecondary Program Approval and Discontinuance 3.a. (academic) and 4.a. Idaho Division of Career Technical Education (IDCTE).
- Contact Patty Sanchez if you have questions about which workflow to use or about full proposal requirements for academic programs. Contact Adrian San Miguel if you have questions about which workflow to use or about full proposal requirements for career technical programs.



Submit to Office of the State Board of Education (OSBE)

Online proposal system

- Full proposals must be signed and submitted through OSBE's online proposal system.



30-day review

Reviewer responsibilities

- Each full proposal receives a 30-day review.
 - » OSBE reviews academic full proposals. IDCTE reviews career technical full proposals.
 - » Council of Academic Affairs Programs (CAAP) reviews all full proposals.
 - » Professional Standards Commission reviews Educator Preparation Programs and makes recommendations to the board as appropriate.
 - » Processes for approval of certification and academic program approval should be conducted concurrently.
- Recommendations are forwarded to executive director/designee or full board, as appropriate.



Does full proposal require full board approval per board policy III.G. or V.R.?

Yes

No



Committee workflow

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Executive director or designee review

- Executive director or designee shall act on any request within 30 days.
- Executive director or designee may refer any full proposal to the full board for review and action.
- If executive director or designee approves full proposal consistent with Board Policy III.G., notification will be sent.
- If executive director or designee denies request, rationale will be provided in writing. Institution has 30 days to respond. Director or designee has 10 days after response is received to reconsider. If denied a second time, institution may send request to the full board for final consideration.



Develop short proposal

Requirements

- Consult Board Policy III.G Postsecondary Program Approval and Discontinuance 3.b. (academic) and 4.b. Idaho Division of Career Technical Education (IDCTE).
- Executive director or designee may require institutions to submit a full proposal for any action identified in these subsections



Submit to the Office of the State Board of Education (OSBE)

Online proposal system

- Short proposals must have signatures and are submitted through OSBE's online proposal system.



Does full proposal require full board approval per board policy III.G. or V.R.?

Yes



Committee workflow

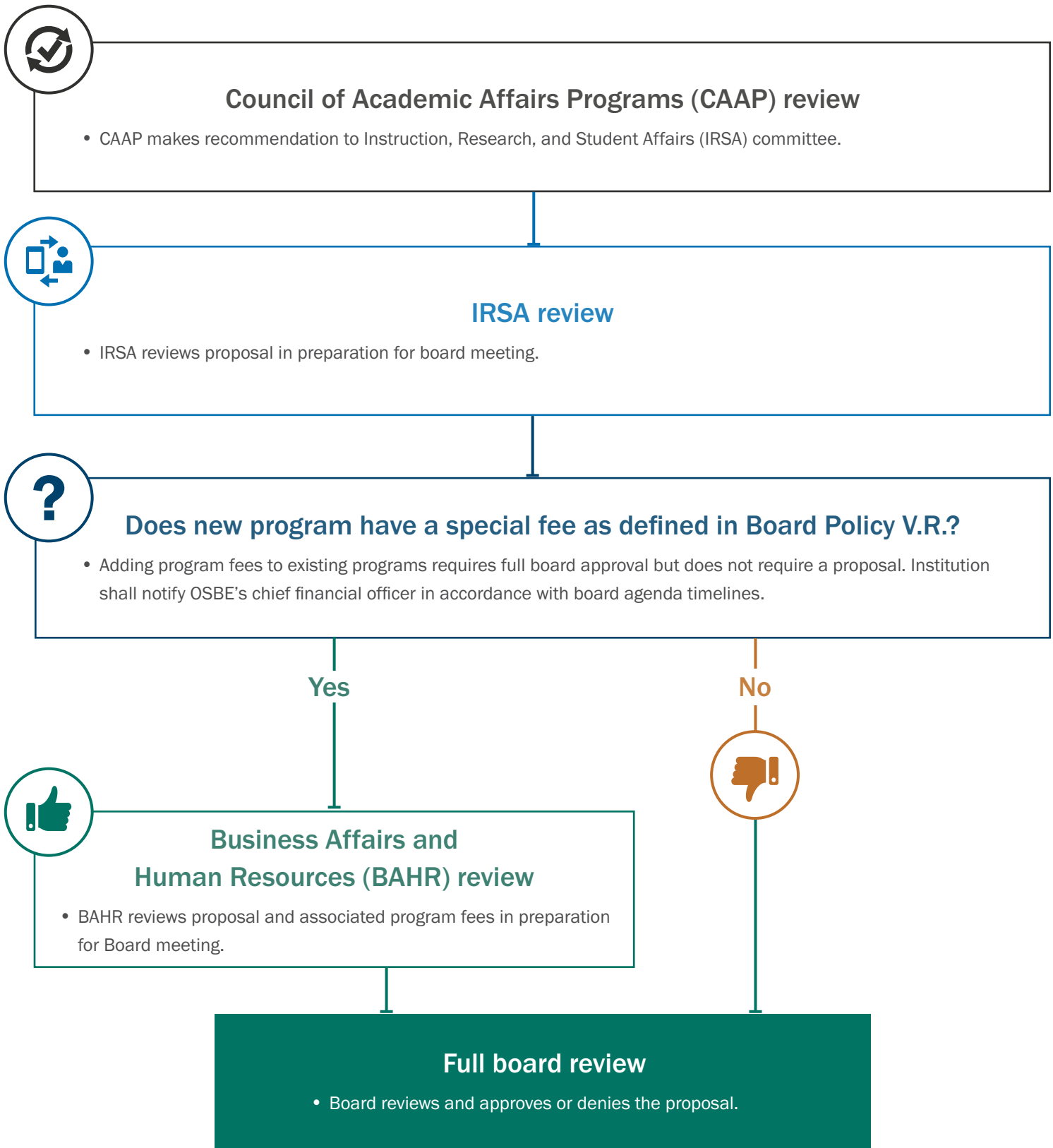
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No



Executive director or designee review

- Executive director or designee shall act on any request within 30 days.
- Executive director or designee may refer any full proposal to the full board for review and action.
- If executive director or designee approves full proposal consistent with Board Policy III.G., notification will be sent.
- If executive director or designee denies request, rationale will be provided in writing. Institution has 30 days to respond. Director or designee has 10 days after response is received to reconsider. If denied a second time, institution may send request to the full board for final consideration.





Develop letter

Requirements

- Consult Board Policy III.G Postsecondary Program Approval and Discontinuance 3.c. (academic) and 4.c. Idaho Division of Career Technical Education (IDCTE).



Submit to the Office of the State Board of Education (OSBE)

Letter submission

- Letters of notification are submitted to OSBE/IDCTE within 30 days after implementation of change.
- Some program types require submission through the online system.
 - » Certificates (academic undergraduate/graduate consisting of 30 credits or more.)
 - » Addition of online options to existing programs.
- If the proposal submission system is not used, the letter will be sent to:
 - » Patty Sanchez for academic changes.
 - » Adrian SanMiguel for career technical changes.



Does the new certificate or online option have a special fee as defined in Board Policy V.R.?

Yes



No



Business Affairs and Human Resources (BAHR) review

- BAHR makes recommendation to the full board regarding the fee.

Full board review

- Board reviews and approves or denies the special academic program fees.

Acknowledgment or referral

- Email correspondence will be sent to acknowledge receipt of letter.
- Letters of notification are not subject to 30-day review.
- IDCTE manages all career technical letters.
- OSBE manages all academic letters.
- Letters will be shared with Council of Academic Affairs Programs (CAAP) for their information as appropriate.
- Letters will be shared with State Department of Education/Professional Standards Commission as appropriate.
- Executive director or designee may require institutions to submit a short proposal or full proposal for any action identified in subsection 3.c.
- Upon recommendation of IDCTE state administrator and at the discretion of executive director or designee, a short proposal or full proposal may be required for CTE actions in 4.c.