

SECTION: 1.0 GENERAL

SUBJECT: PROGRAM REVIEW AND PLANNING

Title: Program Review and Planning

Background: Program Review: Idaho Code 67-1904 provides for annual program assessment. Assessment is also required by the Northwest Commission on Colleges and Universities, (NWCCU), Lewis-Clark State College's (LC State's) regional accrediting body.

Planning: Idaho Code (see Title 67, Sections 1901, 1902, and 1903, State Planning and Coordination) requires that state agencies engage in planning.

Point of Contact: Vice President for Institutional Research and Effectiveness

Date of approval by LC State authority: June 26, 2017

Date of State Board Approval: N/A

Date of Most Recent Review: 06/2017

Summary of Major Changes incorporated in this revision to the policy:

2016: Timelines changed, document names changed, emergency management removed from this policy.

2017: Updated point of contact office name to Research and Effectiveness, changed program prioritization to performance.

2017: Removed 2(3) from policy as Annex F in no longer included.

1. Program Review

- A. Each June, the vice president for Institutional Research and Effectiveness shall update the LC State Institutional Assessment Plan.
- B. Annual program assessments shall be prepared and submitted in accordance with the LC State Institutional Assessment Plan.
- C. LC State units will conduct comprehensive assessments of their programs as required by their respective state agencies or accrediting bodies, if applicable.
- D. The office of Institutional Research and Effectiveness will provide support to the vice presidents and president for program performance as directed by the Idaho State Board of Education.

2. Planning

- A. Each year the Director of Institutional Research and Effectiveness shall update the LC State Five Year Strategic Plan by March 1.
 - i. The LC State Five Year Strategic Plan shall align with the SBOE Strategic Plan.
 - ii. A summary of the LC State Five Year Strategic Plan shall be submitted to the SBOE at a time and in a format prescribed by the SBOE.
- B. Units shall submit Resource Request Forms for planning purposes in accordance with guidelines described in the LC State Institutional Assessment Plan.