

SECTION: GENERAL

SUBJECT: PROGRAM REVIEW AND PLANNING

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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), LCSC'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: Director of Planning, Research, and Assessment.

Date of approval by LCSC authority: January 11, 2012

Date of State Board Approval: NA

Date of Most Recent Review: January 11, 2012

Summary of Major Changes incorporated in this revision to the policy: #2.C Emergency Response Plan (ERP) is now entitled Emergency Management Plan (EMP) and the EMP annual review process has been modified to reflect the organizational structure of the EMP.

1. Program Review

A. Each January, the Director of Institutional Planning, Research, and Assessment shall update the LCSC Institutional Assessment Plan (LCSC IAP-1).

B. Annual program assessments shall be prepared and submitted in accordance with LCSC IAP-1.

C. LCSC units will conduct comprehensive assessments of their programs as required by their respective state agencies or accrediting bodies if applicable.

2. Planning

A. Each year the Director of Institutional Planning, Research, and Assessment shall update LCSC Five Year Strategic Plan by July 1.

(1) The LCSC Five Year Strategic Plan shall align with the SBOE Strategic Plan.

(2) A summary of LCSC Five Year Strategic Plan shall be submitted to the SBOE at a time and in a format prescribed by the SBOE.

(3) LCSC Five Year Strategic Plan- Annex F shall list the key institutional and unit plans that support the LCSC Strategic Plan. Annex F contains the name of the plan and the office of primary responsibility for each plan. Each office of primary responsibility for plans listed in Annex F shall review and update their respective plans in accordance with SBOE policy or institutional practice.

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B. Units shall submit Unit Action Plans (UAP) in accordance with UAP Instructions using the UAP Template

C. Each year the Director of Institutional Planning, Research, and Assessment shall review the LCSC Emergency Management Plan (LCSC EMP) and make recommendations for change as deemed appropriate, in accordance with SBOE requirements.

- (1) The recommendations of the IPRA Director shall be reviewed by the President and approved at the discretion of the President.
- (2) LCSC EMP shall parallel the SBOE EMP.
- (3) Each year the updated LCSC EMP shall be posted on the intranet.