

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: 9/9/09

Date of State Board Approval: NA

Date of Most Recent Review: September 3, 2009

Summary of Major Changes incorporated in this revision to the policy: This policy revision is a minor revision of the policy dated July 2008. The changes are as follows: provision for additional formats for major program review, updating SBOE Strategic Plan reference, and removal of year-specific references.

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 scheduled in LCSC IAP-1.
 - (1) Schedules for five-year (or other multi-year interval) program reviews are submitted by each functional area and posted on the LCSC Intranet.
 - (2) Comprehensive assessments shall be conducted in accordance with Major Program Review & Guidelines or other appropriate formats.

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.

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(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.

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 convene the Emergency Plans Review Team (EPRT) to review the LCSC Emergency Response Plan (LCSC ERP-1) and make recommendations for change as deemed appropriate, in accordance with SBOE requirements.

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