To: Provosts
Vice Presidents for Finance & Administration

From: Chris Mathias and Chet Herbst

Date: May 11, 2016

Re: Program Prioritization – August 2016 reports

Background. At the June 2015 Board meeting, institutions gave presentations on their Program Prioritization (PP) initiatives. Topics covered during the summative reports included highlights of 2014 PP outcomes and progress reports, discussion of challenges/opportunities identified in the process, impacts related to accreditation, and discussion of how the PP process has been normalized as an integral element of strategic planning/program planning/budget planning at the institution.

Policy on Annual PP Reports. In December 2015, the Board amended Policy V.B. to include a new section (V.B.11) which addresses Program Prioritization:

a. “Program Prioritization” is a process adopted by the Board in setting priorities and allocating resources among programs and services with a specific focus on Mission, Core Themes and Strategic Plans.

b. Program Prioritization shall be incorporated in the colleges and universities’ annual budgeting and program review process.

c. Annual Program Prioritization updates are to be submitted to the Board by the colleges and universities on the date and in a format established by the Executive Director.

Instructions for 2016 Program Prioritization annual report. Institutions should prepare and present update reports on their PP initiatives at the State Board meeting on August 11, 2016.

• Prepare oral reports, accompanied by slides.
• Presentations should be no longer than 10 minutes, followed by question and answer with Board members, as needed.
• Additional written summary materials, documents are optional, but, if provided, should be pitched at an “executive summary” level.
• Advance copies of presentation outlines and any (optional) supporting material should be delivered to the Board staff (along with other agenda materials) not later than July 11, 2016.
• Be prepared to provide an oral preview (detailed slides/written reports optional) at IRSA and BAHF meetings preceding the August meeting.
• Be prepared to briefly “walk through” your presentations at the joint Provost-Financial VP meeting on August 10th in Pocatello.
• As a minimum, presentations should touch upon the following areas:
  o Brief description of significant programmatic actions which have been taken, if any, subsequent to the 2015 PP update (discontinued, merged, re-sized programs, etc.)
  o Any significant challenges/issues which will be worked in FY2017.
  o Brief description of how PP is integrated into the institution’s strategic planning, programming, and budgeting process.
  o Relationship of PP process/decisions to the FY2018 budget request, as applicable.

If you have questions, comments, or suggestions, please contact Chris Mathias (332-1592) or Chet Herbst (332-1565).