



Program Health Process: Date Changes and Updates

The Provost's Office has heard the concerns expressed by the deans and faculty members regarding the timeline proposed for the submission of the Program Health reports. Using that feedback, and working with Finance and Business Affairs, Provost Woodworth-Ney has established a new, extended timeline for the Program Health Process as a means of addressing those concerns. We understand that this is a very challenging time, and we thank you for your patience and flexibility as we work through this process.

Changes are identified in *italics* and **orange**.

1. **Phase I: Packets Due to Academic Affairs**
Present - *January 15*
Analysis of data is underway in the departments. Faculty and chairs will complete their analysis of the programs and deans will quintile the college's programs. **Program packets** will include the scores and a narrative explaining how the college arrived at the scores as well as address other information that influenced the scores. ***Please note that this new timeline requires deans to set internal deadlines for the packets from the chairs/programs in order for the deans to meet the January 15 deadline.*** Deans will then provide their college's assembled packet that contains the quintile document and the narratives to Academic Affairs by *January 15*.
2. **Phase II: Packets Reviewed**
January 16 - January 29
Academic Affairs will assemble a master document of the colleges' quintiled programs and narratives for review by the Faculty Senate, Council of Deans, and the Administrative Council.
3. **Phase II: Review Packets**
January 30 - February 19
Faculty Senate, Deans Council, and the Administrative Council will review and provide AA with feedback on the program assessments for use in the action plans.
4. **Phase III: Action Plan Development**
February 19 - May 1
Faculty, chairs and deans will develop Action Plans using a standardized **template** and the feedback provided by Academic Affairs. Colleges will submit finalized Action Plans to Academic Affairs and use this **tracking document** to list them. Possible types of action plans include:
 1. Improvement plan
 2. Consolidation
 3. Restructure
 4. Investment/reallocation of resources
 5. Other innovations
 6. New programs
 7. Program elimination

5. Phase IV: Incorporation of Action Plans into Budget

March 5

The expectation is that the deans will incorporate applicable Action Plan budget impacts into their 2022 budget requests before submitting their budgets to the Budget Office. ***This requires that Action Plans that impact the 2022 Budget must be completed by March 5. Action Plans with impacts in future years are not due until May 1.***

6. Phase V: Completion of Action Plans

May 1

Colleges will complete all Action Plans and provide them to Academic Affairs for submission.

7. Final Submission: Submit Packet to State Board of Education

June 1

Academic Affairs will include the finalized Action Plans in the comprehensive packet, provide it to the Administrative Council for approval, then submit it to the State Board of Education with an Executive Summary of the process.

Again, thank you for your patience and flexibility.

—Laura

Laura Woodworth-Ney
Executive Vice President and Provost

This email was sent to Idaho State University faculty.
Send comments, feedback, and questions to communications@isu.edu.