

# Memorandum

**To:** Provosts and Financial Vice Presidents  
**From:** Selena Grace and Matt Freeman  
**Date:** September 6, 2013  
**RE:** Guidance Memo #2 – Program Prioritization

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We want to provide the institutions some additional guidance with respect to future expectations and deliverables.

- October 17, 2013 Board meeting  
Items to be presented to the Board as Information
    - Implementation schedule/timeline (Gantt chart format)
    - Status report on Criteria used to evaluate programs (update any modifications, additions, etc.). Narrative format would be preferable.
    - Deadline for agenda materials to Board Office: **9/16/2013**
  
  - December 18-19, Board meeting
    - Program Prioritization progress report as information item
    - Deadline for agenda materials to Board Office: **11/18/2013**
  
  - ISU and UI have already identified the indicator(s) they will use to evaluate each criterion. These were included in their plans presented to, and approved by, the Board at the June 19<sup>th</sup> work session. Once BSU and LCSC have developed their indicators, these should be brought to BAHHR and IRSA (at their regularly scheduled meetings) for review. The BAHHR meeting is October 4<sup>th</sup> and the next IRSA meeting is September 26. The final indicators should be brought forward as an information item to the full Board as part of the progress report due at the December meeting.
  
  - We have been asked how or what should be the final product for reporting purposes next August. In general, we believe it would be helpful to present to the Board recommendations for academic and non-academic programs by sorting the programs into their quintile rankings. For academic or non-academic programs that will require some form of action, institutions should provide greater detail in a narrative format on the proposed action. Your actions could fall within the following categories :
    - Enrich/Expand
    - Consolidate
    - Restructure
    - Probation/Watch List
    - Discontinue/Eliminate
- Note added by JCMunger at Boise State:  
The quintile titles at the left are merely suggestions; Boise State will have a different set of titles.
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- Additionally, there should be continued on-going discussions at the committee level with the institutions regarding their desired outcome(s) of the program prioritization process. Your final report should include both the proposed program actions as referenced above, as well as recommendations for use of any savings/efficiencies achieved or other desired outcomes.