

Performance Agreements and Performance Reports
Frequently Asked Questions
6/15/06

Questions about the Performance Report

1. What is the role of Board staff in reviewing performance reports?

Board staff makes recommendations to the Board Academic Affairs Standing Committee (BAASC); all final recommendations are made by the BAASC.

Board staff will review the performance reports for potential issues and communicate these issues to the institution. The institution makes the final decision about whether to revise the performance agreement/report. If appropriate, the Vice President for Academic Affairs will inform the chief executive officer of the institution that the performance report is unlikely to be accepted by BAASC without major revisions. Again, the institution makes the final decision about whether to revise the performance report.

2. What is “continuous directional improvement?”

In March 2006, the Board approved the following:

Because goals in the performance agreement are expected to be long-term stretch goals, staff recommends that the Board evaluate performance reports on the basis of *continuous* directional improvement in the majority of goals. Continuous directional improvement shall be defined as the following:

- A. Improvement over the baseline during the first performance year (for a majority of indicators under a goal); AND
- B. Improvement from year to year (for a majority of indicators under a goal) in subsequent years.

3. What is “majority?”

If your performance agreement has three goals, the majority of goals equals two.
If your performance agreement has four goals, the majority of goals equals three.
If your performance agreement has five goals, the majority of goals equals three.
If your performance agreement has six goals, the majority of goals equals four.

The same reasoning applies to indicators.

4. What if directional improvement is demonstrated in exactly 50% of goals?

The Board Academic Affairs Standing Committee has the option to recommend the performance report for full funding. However, this option is expected to be exercised rarely. Key factors in the decision to exercise this option will include the general “strength” of the performance agreement and extenuating circumstances that are beyond the control of the institution.

5. What if I discover incorrect baselines or targets in a performance agreement that has already been approved? Can I include corrected data in my performance report?

Because the performance agreement is essentially a contract between the institution and the Board, the performance agreement cannot be changed without following the procedure described in number 12 in Questions about Performance Agreements. Therefore, the performance report shall include the baselines and targets in the approved performance agreement. However, the narrative of the performance report may be used to explain any miscalculations and present any revised data.

6. What if the data collection procedure described in the approved performance agreement turns out to be impractical or impossible?

See number 5.

7. What should I put in the narrative?

The narrative should supplement the information in the summary table instead of repeating it. The narrative should contain any information required for a member of the lay public to understand the goal, the indicators, and the significance/stretch of both. If directional improvement was not demonstrated in an indicator, or if the target was not met, be sure to include in the narrative the steps that will be taken to improve future performance.