

***Louisiana State University at Eunice  
Program Review Procedure***



***Task Force Composition***

Office of Institutional Effectiveness and Accreditation

July 2, 2020

## Louisiana State University at Eunice

### Program Review Model

#### Task Force Composition

A Cabinet-level official with the responsibility for the unit will identify the names of individuals to serve on the Task Force with input from the Cabinet. This will include securing agreement to serve by those individuals identified and securing the acknowledgement of their supervisors where appropriate. The Cabinet officer will forward this information to the Office of Institutional Effectiveness and Accreditation. The Office of Institutional Effectiveness and Accreditation will identify someone from his/her staff to serve on the Task Force to further ensure 1) a review focused on empiricism and 2) adherence to the spirit and letter of the review model. The Chancellor will issue a letter of appointment including the charge to the Task Force. It is understood that there will be times in which adjustments to Task Force composition must be made; for these reasons flexibility in the appointments is maintained to the extent they follow the requirements below.

The composition of the Task Force shall include the following representatives.

1. A full-time employee of the unit under review to serve as chair or two full-time employees of the unit to serve as co-chairs if an academic program spans more than one site. The chair or co-chairs are the only Task Force members that can be employees of the unit under review.
2. One Supervisor/administrator of another unit.
3. One full-time and/or continuing part-time faculty outside the unit.
4. One full-time staff outside the unit.
5. One individual not employed by the college. See below for suggestions. If the unit is academic or academic support, it may also include:
  - a. One currently enrolled student or graduate; and
  - b. A member of the program's advisory committee.

Other potential members include an additional individual from the division or department providing the individual is not from the unit being reviewed, individuals drawn from the local school system, local four-year institutions, experts in the field, peer colleagues from another community college, etc. It is recommended that the Task Force be kept to no more than eight members to facilitate an efficient and timely review.