

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



Report Layout, Distribution, and Follow-Up

Office of Institutional Effectiveness and Accreditation

July 2, 2020

Louisiana State University at Eunice

Program Review Model

Reporting

Task Force Report

A report of Task Force findings will be drafted by the Chair and approved by the Task Force. The report must include, but is not limited to, the following components:

1. An introduction to include the purpose and scope of the review and a description of the review process;
2. Description of the unit – its functions and whom it serves;
3. Strategic planning objectives of the unit including progress toward achievement and identification of the institutional strategic goal each supports;
4. Strengths of the unit as informed by evidence;
5. Weaknesses of the unit as informed by evidence;
6. Recommendations for improvement and identification of the college goal each supports;
7. List of appendices; and
8. Appendices to include applicable Institutional Effectiveness results.

The report as approved by the Task Force will be submitted to the Office of Institutional Effectiveness and Accreditation and the Cabinet Officer with direct authority over the unit. The Director of Institutional Effectiveness and Accreditation will schedule a review of Task Force recommendations by the Chancellor's Cabinet in the following semester (fall or spring).

For those reviews in which it is possible, the presentation to Cabinet may also occur in the summer term.

The Cabinet will advise the Chancellor regarding approval of the recommendations. The Director of Institutional Effectiveness and Accreditation will summarize the advisement of the Cabinet in writing and forward this to the Chancellor for a final decision. A record of the Chancellor's decisions will be posted on the Institutional Effectiveness Website with a link forwarded to all stakeholders. A record will also be recorded in the Cabinet's meeting minutes.

Follow-up Reporting

One year following completion of the Task Force Review, a report of progress toward implementation of Cabinet-supported recommendations will be drafted by the designee(s) of a Cabinet-level officer(s) responsible for the unit reviewed. The report will include a listing of the recommendations with a few statements indicating the status of their achievement. An electronic copy is forwarded to the Office of Institutional Effectiveness and Accreditation for electronic posting.

Recommendations not achieved within a year may become unit planning objectives to ensure a continued focus on their attainment. Objectives that stem from review recommendations should be indicated as such in the Planning System.

Report Distribution

An electronic version of the Task Force Report and all subsequent reports will be forwarded to the Office of Institutional Effectiveness and Accreditation for electronic dissemination to the Cabinet, the college community, and posting to the Institutional Effectiveness Website. Task Force Chairs, at their discretion, may elect to distribute additional hardcopy to others such as employees of the unit under review, advisory committee members, etc.