

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



***Responsibilities of Cabinet, Institutional Effectiveness, the  
Task Force Chair, and the Task Force***

Office of Institutional Effectiveness and Accreditation

July 2, 2020

## Louisiana State University at Eunice

### Program Review Model

#### Administration

All reviews will be conducted within a five-year cycle. The Chancellor's Cabinet provides leadership and oversight to the review process. Specific duties include

- Approving the program review model and any revisions;
- Approving the schedule of reviews;
- Ensuring the completion of reviews;
- Reviewing the report recommendations as submitted by the Task Force and advise the Chancellor regarding their approval;
- Naming those individuals who will compose the follow-up report and relaying these appointments to the Office of Institutional Effectiveness and Accreditation; and
- Ensuring the implementation of Cabinet-supported recommendations. The Cabinet Officer with authority over the unit reviewed is accountable directly for the implementation of review recommendations.

Note that although Cabinet recommends Task Force membership, the Chancellor has final approval via a letter of appointment. The Chancellor also makes a final determination regarding approval of the recommendations. A record of these decisions is distributed to all stakeholders and posted on the website of the Office of Institutional Effectiveness and Accreditation.

The Office of Institutional Effectiveness and Accreditation has managerial oversight of the process to ensure its implementation. Specific duties of the Office include

- Ensuring adherence to this model and the use of data to the greatest degree possible;
- Drafting letters of appointment to the Task Force on behalf of the Chancellor;
- As needed preparing administrators, Task Force Chairs, and members to fulfill their responsibilities;
- Ensuring that all reporting requirements are completed in a timely fashion;
- Drafting reports of approval of Task Force recommendations as a record of the final decisions rendered by the Chancellor; and
- Proposing to Cabinet, revisions to the model or any other aspect of the process as warranted.

Responsibilities of the Task Force Chair include

- Committing the time, energy, preparation, and forethought toward preparation for each meeting of the Task Force;
- Channeling to the Task Force all data needed to support development of strengths, weaknesses, and recommendations;
- Ensuring that the review is conducted in an objective and constructive fashion

with a focus on developing empirically derived lists of strengths, weaknesses and recommendations for improvement;

- Completing all writing assignments in a timely fashion as prescribed; and

Responsibilities of the Task Force include

- Devoting the necessary time, energy, preparation, and forethought to the evaluation;
- Commitment to conducting a constructive review that will lead to the improvement of the unit;
- Punctual arrival for all meetings and completing assignments by agreed upon deadlines; and
- Collectively developing a list of strengths, weaknesses, and recommendations for improvement within the semester designated.
- To the greatest extent possible, examining data as the basis for the identification of strengths and weaknesses; and
- Developing recommendations for improvement that capitalize on strengths and redress weaknesses.
- Distributing draft report for feedback to the Task Force cluster (academic)/ unit employees (non-academic), relevant dean(s) and cabinet officer(s)