

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: PLANNING AND ASSESSMENT

PURPOSE: To define a process and assign responsibility for planning and assessment that ensures the efficient use of resources in the production of sound educational outcomes.

GENERAL POLICY

LSUA's effectiveness in achieving its mission requires a structured system of planning and assessment with appropriate interventions when weaknesses and needs are identified. Through this process of planning, assessment and intervention, appropriate distribution of resources can be made and areas for expansion determined. The Chancellor shall assure the implementation of this process by soliciting and considering data and opinions from faculty, staff, students and community residents when making decisions that affect the institution.

PROCEDURES

1. Every two years, the Strategic Planning Steering Committee shall review LSUA's Strategic Plan, including the Mission and Vision Statements and Institutional Goals, and recommend changes to the Chancellor. The Strategic Planning Steering Committee will solicit input from the Planning Council and other constituencies. Changes in the Strategic Plan will occur as the result of changes made in LSUA's role, scope and mission as defined by its governing and/or policy-making boards, changes in institutional mission or emphasis, or changes in LSUA's resources and/or community needs.
2. LSUA's Strategic Plan, Mission Statement and Institutional Goals will form the basis for the efforts of all of the University's work units. Each academic department will formulate a departmental statement of purpose that supports the university's mission, a set of administrative outcomes, and a set of desired educational outcomes (student learning outcomes) for each of its degree, certificate, and developmental education programs. The desired educational outcomes will indicate what the unit intends for its students to have achieved upon completion of these programs.

Each administrative and support services unit will develop a statement of purpose specific to that unit, but supporting the University's mission and goals. Each unit will also formulate a set of desired outcomes that describe specifically what the unit intends

to accomplish in support of its purpose and the University's mission and goals. Unit statements of purpose and outcomes are reviewed by the Institutional Effectiveness Committee to ensure that they are appropriate and consistent with the University's mission and goals.

3. LSUA's assessment cycle shall be a two-year cycle with each unit reporting on all of its outcomes each cycle. There will be annual reporting within each two-year cycle. The assessment year will begin on July 1 and end on June 30. Early in each fall semester, every unit will complete Section I of its **LSUA Annual Assessment Forms**. This form details the unit's plans for the year specific to achieving its desired outcomes and thereby contributing to accomplishment of the University's goals. The form requires each unit to state its "desired outcome" relative to each applicable University goal and to describe the methods by which the unit will assess its progress toward achieving the outcome. The forms, with Section I completed, are submitted to the Coordinator of Planning and Assessment who reviews the forms to ensure that the assessment methods proposed are appropriate, specific, and rigorous. The Coordinator works through the appropriate administrator on the Institutional Effectiveness Committee to ensure that any needed changes are made.
4. During the spring semester, at a date established by the Coordinator of Planning and Assessment, each unit will complete a draft of Section II of the LSUA Annual Assessment Forms. This section requires each unit to report the results of its assessment of each outcome to that point in the year. This will give the unit time to begin discussing potential use of the assessment results for improvement, if the initial data indicate that improvement will be necessary. All units may continue to work on assessments through the remainder of the year.
5. By June 30 each year, each unit must complete the final draft of Section II of the LSUA Annual Assessment Form, with all of the assessment data for the year. At the same time, units also complete Section III of the form. Section III requires each unit to describe how the results of its assessments will be used. If a unit has achieved a desired outcome, no action will be necessary. However, when a unit has not fully achieved a desired outcome, the unit will be required to describe what changes will take place toward achieving the outcome in the next assessment cycle. Documentation of these changes must be provided. Additionally, each unit will use this information to prioritize its budgetary needs and to develop its assessment of outcomes for the coming assessment cycle. The completed Annual Assessment Forms will be submitted to the Coordinator of Planning and Assessment who will review Sections II and III of the assessment forms to ensure that assessments were carried out, data reported appropriately, and use of results described and documented where appropriate. Any problems will be addressed with the unit head through the appropriate administrator on the Institutional Effectiveness

Committee. It is the ultimate responsibility of the Chancellor and Vice Chancellors to insure that each unit has planned appropriate use of its assessment results for the improvement of the university's educational, administrative, and support functions. As a final step for the year, the Coordinator of Planning and Assessment will prepare an executive summary based on all of the unit reports. This executive summary will be called the "**LSUA Annual Assessment Report Card.**"

6. Prioritization of resource needs to achieve the institution's goals will be accomplished by the Chancellor in cooperation with the Planning Council, Provost and Vice Chancellor for Academic and Student Affairs, and Vice Chancellor for Finance and Administrative Services. Annually, as part of the budget-preparation process, each unit will submit a budget request. Each unit will write a justification as to how each item on its budget request will contribute to the accomplishment of the university's goals and the unit's outcomes. The Planning Council will review the previous year's Annual Assessment Report Card and the justifications written by the units when prioritizing the budget requests.
7. Every member of LSUA's faculty, staff, and administration plays a role in the process of institutional planning, assessment, and improvement. It is the responsibility of the LSUA administration to ensure that participation in the institutional effectiveness process is a part of each employee's expected job duties and is considered in subsequent evaluation of accomplishment of those duties.

Faculty members have specific responsibilities to ensure that institutional goals and unit outcomes are reflected in their course syllabi, in existing courses, in new courses and programs, and in the development of their annual faculty plans.

8. Another aspect of LSUA's Institutional Effectiveness efforts not addressed in the Strategic Planning and assessment process is evaluation of personnel.

Each fall semester, beginning with the first semester of employment, every full-time faculty member will complete an **Annual Faculty Plan**. This plan details what the individual plans to accomplish during the year, and must be reviewed and approved by the department chair, dean, and the Provost and Vice Chancellor for Academic and Student Affairs. At the end of each spring semester, every full-time faculty member completes an **Annual Faculty Report** in which he/she assesses progress toward each item in the Faculty Plan. The Faculty Report is also reviewed by the department chair, dean, and the Provost and Vice Chancellor for Academic and Student Affairs. Students are given the opportunity to complete Student Evaluations of Instruction in each course. Results of these evaluations are compiled by Institutional Research and Effectiveness and returned to each faculty member and the appropriate department chair and dean as well as the Provost and Vice Chancellor for Academic and Student Affairs. Students have the

opportunity to evaluate their faculty advisors twice per year. Results of advising evaluations are compiled and distributed in the same way as evaluations of instruction. The department chairs and deans use the Faculty Report, student evaluations of instruction and advising, and other pertinent data to complete an annual **Faculty Evaluation** for each faculty member. Faculty members may then use their Faculty Plan/Report and Faculty Evaluation in preparing the next year's Faculty Plan.

Each person in a non-classified position will be evaluated annually by his/her supervisor as prescribed in PS 203. In addition, each non-classified employee who supervises five or more people will be evaluated periodically by those he/she supervises. All faculty and staff shall have the opportunity to evaluate the Chancellor, Provost and Vice Chancellor for Academic and Student Affairs, and Vice Chancellor for Finance and Administrative Services. The results of evaluations of administrators by subordinates will be submitted to the administrator's immediate supervisor as well as to the person being evaluated. All evaluations should be objective assessments of the administrator's performance based on the appropriate job description.

Each administrator's supervisor should review the evaluations by subordinates before completing his/her own evaluation. All evaluations, whether by superiors or subordinates, should be discussed with the administrator. They should be used by the individual to improve his/her performance. They should also be used to determine merit pay increases if money becomes available.

Each person in a classified position will be evaluated annually by his/her supervisor as described in Chapter 10 of the Department of Civil Service Rules and Regulations.

9. Evaluation of educational outcomes and institutional effectiveness will be achieved through the process described in this policy statement. All members of the campus community are involved in the planning and assessment process. Planning and assessment takes place in all units. The Institutional Effectiveness Committee links the institutional effectiveness process to the administrative structure of the University. This committee is responsible for oversight of the entire institutional effectiveness process. Institutional Research and Effectiveness is responsible for assisting all units with planning their assessment, for coordination of the annual assessment cycle, and for production of the Annual Report Card. This office will also provide assistance to all units with designing assessment tools, administering assessments, and evaluating assessment results. The Planning Council is responsible for integrating the results of the assessment process with the annual budget hearings and for providing input to the Strategic Plan. Where weaknesses and/or needs are identified as a result of this process, procedures will be implemented to correct or meet them, within resources available to the institution.

LSUA ANNUAL ASSESSMENT FORM

Please complete a separate form for each desired outcome you wish to assess during this assessment cycle.

Unit Name

Academic Year

Section I:

LSUA Goal:

Pertinent Excerpt from Unit Statement of Purpose:

Unit Desired Outcome:

Assessment Methods and Criteria:

Section II:

Results of assessment:

Section III: (Due by June 30. Attach documentation of use of results.)

Use of Results:

LSUA ANNUAL ASSESSMENT FORM

Please complete a separate form for each desired educational outcome you wish to assess during this assessment cycle.

Department

Academic Year

Section I:

LSUA Goal:

Desired Educational Outcome:

Assessment Methods and Criteria:

Section II:

Results of assessment:

Section III: (Due by June 30. Attach documentation of use of results.)

Use of Results: