



POLICY STATEMENT

NO. 1 08.02

COORDINATED BY: Office of the Chancellor

EFFECTIVE: February 15, 1986

PAGE: 1 of 3

REVISED: August 30, 2004

SUBJECT: PLANNING AND EVALUATION

I. PURPOSE

To define responsibility for University planning and to establish policy relative to the planning and evaluation process.

II. DEFINITIONS

- A. The Louisiana Office of Planning and Budget has outlined the planning process for all state agencies in the manual, *MANAGEWARE: A Practical Guide to Managing for Results*, which also contains definitions for the strategic planning process.
- B. Planning Units are those administrative units of the University headed by chairs, directors, deans, or vice chancellors.
- C. Planning Cycle is a regularized activity which includes mission, goals, objectives, resources, activities, and evaluative criteria. Cycle suggests the recurring nature of the planning-review process.

III. POLICY

- A. Planning Purposes
 - To help the University both anticipate and shape its future.
 - To state University aspirations as goals and objectives.
 - To promote awareness and ownership of these goals.
 - To link institutional and unit goals to faculty and staff goals.
 - To provide one basis for assessing University achievement and progress.
 - To facilitate communication of both purpose and performance.
- B. Planning Responsibility
 - Principal responsibility for planning rests with the line administrative officers of the University (Chancellor, Vice Chancellors, Deans, Directors, and Chairs) with the proper and full involvement of their respective staffs and faculties.

- The University Planning Committee, an administrative committee reporting to the Chancellor, is designated by the Chancellor as the forum for planning for the University.
- Responsibility for stimulating and coordinating the planning process is assigned to the Director of Institutional Effectiveness.

C. Planning Philosophy

- University plans, goals, objectives, and evaluations must conform to state law and regulations issued by the Office of Planning and Budget.
- University plans, goals, and objectives must fit within the parameters set by the Board of Regents and the LSU Board of Supervisors.
- Planning and Evaluation activities should concentrate on information for decision-making.
- Planning and Evaluation should be relatively unobtrusive, woven into the regular flow of University activity and not encumbered with a weight of process or paper.
- Planning and Evaluation should include options for the University, creating a flexibility that will allow the University to grow or retrench, as resources may dictate, with maximum protection of its most valuable resource, its faculty and staff.
- Planning and Evaluation should be marked by openness to unanticipated opportunity.
- Division, college, department, and unit goals must relate to University goals.
- Planning should promote evaluation activities that are improvement centered; that are marked by candor and courage; that utilize multiple indicators of performance for students and personnel and for educational programs and services; that encourage assumed responsibility rather than imposed authority; that respect diversity of people and programs.

IV. PLANNING ACTIVITIES AND OUTCOMES

- A. The LSUS Planning and Evaluation Process involves a variety of planning activities and outcomes and may be found in Attachment 1.
- B. A schedule for each of these activities or reports is given in Attachment 2.
- C. Procedures for conduct of various planning and evaluation activities previously outlined are to be found in position descriptions and other published policies of the University.
- D. The Director of Institutional Effectiveness issues appropriate forms and instructions for the various activities related to the planning-evaluation cycle for the University.

AUTHORIZED

Stuart E. Mills

Provost and Vice Chancellor
for Academic Affairs

8-30-04

Date

APPROVED

Vincent J. Marsala

Chancellor

8-31-04

Date

THE LSUS PLANNING AND EVALUATION PROCESS

	The University	University Colleges/Administrative Departments	Academic Departments of each College
Five-Year Planning Process	<p>5-year Strategic Plan</p> <ol style="list-style-type: none"> 1. Develops the 5-year campus plan including goals, objectives and performance indicators mandated by the state and others which reflect the mission of LSUS 2. Reviews and refines the plan every three years 3. Submits a plan, as appropriate and required, to Office of Planning & Budget every three years (July 1, 2004, 2007, 2010) 	<p>5-Year Plans</p> <ol style="list-style-type: none"> 1. Submit to the University Planning Committee every five years (June 1, 2004, 2007, 2010) 2. Develop plans reflective of the LSUS Strategic Plan and which express the mission of the college/division 	<ol style="list-style-type: none"> 1. Participate in the development of 5-year college plans 2. Participate in the annual review of the 5-year college plans
Annual Planning Process	<p>Annual Operational Plan</p> <ol style="list-style-type: none"> 1. Submits plan to the Office of Planning & Budget in October 2. Provides report showing progress toward goals and objectives of 5-Year Strategic Plan 	<ol style="list-style-type: none"> 1. Review and adjust, as needed, the 5-year plan 2. Develop Annual Assessment Plans to report progress towards 5-year plans 	<p>Annual Operational Plans</p> <ol style="list-style-type: none"> 1. Submit documents to the University Planning Committee (June 15) 2. Document incremental progress toward goals and objectives of college's 5-Year Plan
Evaluation & Reporting Process	<ol style="list-style-type: none"> 1. Reports quarterly performance indicators to the Office of Planning & Budget (November, February, May & September) 2. Submits requests for new funding to meet/fulfill goals and objectives in new budget (October) 	<ol style="list-style-type: none"> 1. Submit needs assessment based on Annual Assessment Reports to the University Planning Committee (May 31) 2. Submit requests for new funding for upcoming fiscal year (June/July) 3. Submit program report regarding expected learning outcomes and assist with program improvements 	<ol style="list-style-type: none"> 1. Submit Annual Assessment Reports to the University Planning Committee (May 15) 2. Measure progress toward objectives stated in annual operational plan 3. Assess expected learning outcomes for all educational programs at the departmental level, and make improvements based on analysis of the results

LSUS Planning Process

General Timeline

STRATEGIC REVIEW CYCLE <i>5-year Plans Submitted Every 3 years</i>		
What	Who	When
Review and endorse Mission, Vision, & Philosophy.	Planning Committee	April
Write strategic 5 – year and annual institutional effectiveness plans.	Chancellor, Vice Chancellors, Deans, Directors, and Departments	June 1
Develop University’s Strategic Plan for BOR	Chancellor, Vice Chancellors, and Director of Institutional Effectiveness	June 30

ANNUAL REVIEW CYCLE		
What	Who	When
Implement annual plans from strategic plans by assessing current outcomes.	Chancellor, Vice Chancellors, Deans, Directors, and Departments	Fall and Spring
1. Monitor and assess progress toward objective outcomes. 2. Analyze assessment results and write annual improvement plans and/or changes made.	Chancellor, Vice Chancellors, Deans, Directors, and Departments	May 15
Using assessment results and associated changes, write new or revised annual plans.	Chancellor, Vice Chancellors, Deans, Directors, and Departments	June 15
Review assessment results and new plans. Post documents on University network.	Planning Committee; Director of Institutional Effectiveness	August 30
<i>Repeat Annual Review Cycle</i>		