Assessment

Why?

• to demonstrate continuous improvement/enhancement of the unit

• to demonstrate integration of assessment into the University’s management cycle

• to demonstrate congruence of the unit with the University’s mission
Assessment

How?

• analysis of
  ✓ what you do (your mission)
  ✓ where you are now (your baseline)
  ✓ where you want to be (your objective)
  ✓ how to get there (your means of assessment)
  ✓ how you are successful (your criterion/a for success)
  ✓ where you end up (your outcome)
Assessment

- selection of 3 activities/services you have identified that need work

- identification of reasonable objectives, means of assessment, and criterion/a for success
MISSION 2003
Louisiana Tech University

Louisiana Tech University is a comprehensive public university committed to quality in teaching, research, creative activity, public service, and economic development. A selective admissions university, it offers a broad range of fully accredited undergraduate degrees to qualified students in Louisiana, as well as from the region, the nation, and foreign countries. Integral to the purpose of the University is its expanding commitment to graduate-level and interdisciplinary education in its areas of strength. Louisiana Tech offers master’s degrees in a variety of areas and doctoral programs in areas of specified expertise.

Louisiana Tech maintains, as its highest priority, the education of its students. To that end, it recruits a faculty committed to teaching and advising, a student-oriented faculty dedicated to preparing students to achieve their goals in a rapidly changing economic and civic environment. The University provides, in a challenging, yet safe and supportive environment, extra-curricular and athletic programs that foster and enrich the development of its students. In addition, it provides opportunities for interaction between students and the larger business and civic community. The University encourages its students to regard learning as a lifelong process.

Recognizing that research and service are fundamental to its mission, Louisiana Tech recruits and retains a faculty who see research and teaching as intertwined, complementary, and interdisciplinary and who, through both theoretical and applied research and creative activities, contribute to the development of new knowledge, new art, and new technology.

Louisiana Tech University understands its community and civic obligations. Through on-campus learning, through its off-campus presence, through outreach programs and continuing education, the University will continue to enhance the quality of life and the economic development of the region, state, and nation.

As a university with a rich engineering heritage, Louisiana Tech has a special responsibility to integrate advanced technology into teaching and learning. At Tech, advanced technology supports quality teaching, research, administration, and service. The University is committed to providing its students with the advanced technological skills that will help to ensure their success both in the internal environment of the University and in the wider surrounding community.
**Summary Statement** (for brochures, programs, display on campus, etc.)

As a selective-admissions, comprehensive public university, Louisiana Tech is committed to quality in teaching, research, creative activity, public service, and economic development. Louisiana Tech maintains as its highest priority the education and development of its students in a challenging, yet safe and supportive, community of learners. Louisiana Tech provides a technology-rich, interdisciplinary teaching, learning, and research environment to ensure student and faculty success.

Approved by the Strategic Planning Committee May 22, 2003
Approved by the Strategic Planning Administrative Steering Committee July 16, 2003
### ASSESSMENT OBJECTIVES

**Assessment Objective #1:**

Means of assessment of this objective & criterion/a for success (due September of current cycle):

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

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**Assessment Objective #2:**

Means of assessment of this objective & criterion/a for success (due September of current cycle):

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

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**Assessment Objective #3:**

Means of assessment of this objective & criterion/a for success (due September of current cycle):

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

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June 20
ASSESSMENT □ PLAN □ REPORT (Check One)
FOR
Graduate School
(Insert name(s) of unit(s)/program(s) covered by Plan/Report)

July 1, 2003-June 30, 2004  September 30, 2003  Terry McConathy
Assessment Period Covered  Date Submitted  Prepared By

Unit Linkage to the Institutional Mission Statement
Louisiana Tech University is a comprehensive public university committed to quality in teaching, in research and creative activity, and in public service. A selective admissions university, it offers a broad range of full accredited undergraduate degrees to qualified students in Louisiana, as well as from the region, the nation, and foreign countries. Integral to the purpose of the University is its expanding commitment to graduate-level education in its areas of strength; Louisiana Tech offers master’s degrees in a variety of areas and doctoral programs in areas of specified expertise.

How the Unit Mission Statement links to the above statement:
The Graduate School offers the administrative structure, leadership, and guidance necessary to support graduate education at Louisiana Tech University. The staff members of the Graduate School work with the Vice President for Academic Affairs, the Graduate Council, the academic deans, and the graduate program faculty to help provide students with a superior educational research environment within which to pursue rigorous, challenging, and relevant graduate and professional degrees.

ASSESSMENT OBJECTIVES

Assessment Objective #1:
Enhance timely and efficient productivity of Graduate School staff by June 2004.

Means of assessment of this objective & criterion/a for success (due September of current cycle):
1. Assess the job descriptions and activities of Graduate School staff, including student workers and graduate assistants by December 2003.
2. Reallocation tasks/activities as necessary to increase productivity and enhance service by February 2004.

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

Assessment Objective #2:

Means of assessment of this objective & criterion/a for success (due September of current cycle):
1. Conduct a complete audit of current student files by May 2004 to ensure that all admission and enrollment information is complete and accurate.
2. Conduct a complete audit of applicant files to ensure compliance with document retention policies by May 2004.

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):
### Assessment Objective #3:
Enhance strategies for handling electronic inquiries to the Graduate School by December 2003.

### Means of assessment of this objective & criterion/a for success (due September of current cycle):
2. Implement changes, if necessary, to improve timeliness and effectiveness of response process by December 2003.

### Summary of assessment data collected during current cycle:

### How the results will be used to improve the unit(s) (due September of subsequent cycle):

June 2004
ASSESSMENT PLAN REPORT (Check One)
FOR
Graduate School
(Insert name(s) of unit(s)/program(s) covered by Plan/Report)

July 1, 2002-June 30, 2003
Assessment Period Covered
September 30, 2003
Date Submitted
Terry M. McConathy
Prepared By

Unit Linkage to the Institutional Mission Statement
Section of the Institutional Mission Statement applying to the unit(s):

Louisiana Tech University is a comprehensive public university committed to quality in teaching, in research and creative activity, and in public service. A selective admissions university, it offers a broad range of fully accredited undergraduate degrees to qualified students in Louisiana, as well as from the region, the nation, and foreign countries. Integral to the purpose of the University is its expanding commitment to graduate-level education in its areas of strength; Louisiana Tech offers master’s degrees in a variety of areas and doctoral programs in areas of specified expertise.

How the Unit Mission Statement links to the above statement:
The Graduate School offers the administrative structure, leadership, and guidance necessary to support graduate education at Louisiana Tech University. The staff members of the Graduate School work with the Vice President for Academic Affairs, the Graduate Council, the academic deans, and the graduate programs and faculty to help provide students with a superior educational research environment within which to pursue rigorous, challenging, and relevant graduate and professional degrees.

ASSESSMENT OBJECTIVES

Assessment Objective #1:
1. Implement the INS SEVIS web-based I-20 system in coordination with the International Student Office by January, 2003.

Means of assessment of this objective & criterion/a for success (due September of current cycle):
1a. Graduate School staff will coordinate with International Student Office staff in December 2002 to plan for implementation of the new SEVIS system.
1b. Graduate School staff, coordinating with International Student Office staff, will begin implementation of SEVIS program when Louisiana Tech has received authorization in January 2003.

Summary of assessment data collected during current cycle:
1a. Graduate School staff met with International Student Office staff regularly in the Fall to establish procedures protocols to implement the SEVIS system.

1b. Initial results of the new procedures (January through March 2003) resulted in a significant change in workflow process in the Graduate School resulting from the reallocation and strict definition of work responsibilities by the SEVIS system. The time allocated to processing I-20s in the Graduate School doubled, requiring significant time commitment by two staff members as opposed to one, as required by the "old" system.

How the results will be used to improve the unit(s) (due September of subsequent cycle):
1a. The SEVIS system was implemented fully in January 2003 and was coordinated between the International Student Office and the Graduate School. Notification of the nature and intent of the new process was distributed in University meetings to appropriate administrators and advisors.

1b. Additional meetings (April through May) with International Student Office staff resulted in transferring responsibility of producing and mailing final copies of I-20s to the International Student Office. Drafts of I-20s are produced in the Graduate School and transmitted through the SEVIS on-line
ASSESSMENT □ PLAN □ REPORT (Check One)
FOR
Graduate School
(Insert name(s) of unit(s)/program(s) covered by Plan/Report)

July 1, 2002-June 30, 2003  September 30, 2003  Terry M. McConathy
Assessment Period Covered  Date Submitted  Prepared By

Unit Linkage to the Institutional Mission Statement

| Section of the Institutional Mission Statement applying to the unit(s): |
| Louisiana Tech University is a comprehensive public university committed to quality in teaching, in research and creative activity, and in public service. A selective admissions university, it offers a broad range of fully accredited undergraduate degrees to qualified students in Louisiana, as well as from the region, the nation, and foreign countries. Integral to the purpose of the University is its expanding commitment to graduate-level education in its areas of strength; Louisiana Tech offers master's degrees in a variety of areas and doctoral programs in areas of specified expertise. |

How the Unit Mission Statement links to the above statement:

The Graduate School offers the administrative structure, leadership, and guidance necessary to support graduate education at Louisiana Tech University. The staff members of the Graduate School work with the Vice President for Academic Affairs, the Graduate Council, the academic deans, and the graduate programs and faculty to help provide students with a superior educational research environment within which to pursue rigorous, challenging, and relevant graduate and professional degrees.

ASSESSMENT OBJECTIVES

| Assessment Objective #1: |
| Implement the INS SEVIS web-based I-20 system in coordination with the International Student Office by January, 2003. |

Means of assessment of this objective & criterion/a for success (due September of current cycle):

1a. Graduate School staff will coordinate with International Student Office staff in December 2002 to plan for implementation of the new SEVIS system.

1b. Graduate School staff, coordinating with International Student Office staff, will begin implementation of SEVIS program when Louisiana Tech has received authorization in January 2003.

Summary of assessment data collected during current cycle:

1a. Graduate School staff met with International Student Office staff regularly in the Fall to establish procedures protocols to implement the SEVIS system.

1b. Initial results of the new procedures (January through March 2003) resulted in a significant change in workload process in the Graduate School resulting from the reallocation and strict definition of work responsibilities by the SEVIS system. The time allocated to processing I-20s in the Graduate School doubled, requiring significant time commitment by two staff members as opposed to one, as required by the "old" system.

How the results will be used to improve the unit(s) (due September of subsequent cycle):

1a. The SEVIS system was implemented fully in January 2003 and was coordinated between the International Student Office and the Graduate School. Notification of the nature and intent of the new process was distributed in University meetings to appropriate administrators and advisors.

1b. Additional meetings (April through May) with International student Office staff resulted in transferring responsibility of producing and mailing final copies of I-20s to the International Student Office. Drafts of I-20s are produced in the Graduate School and transmitted through the SEVIS on-line...
to one individual in the Graduate School in January 2003. The backlog from November to January was cleared by February 2003, and this individual spent approximately two to three hours per day researching and responding to the emails to remain current. Complaints subsided almost completely.

Assessment Objective #4:
4. Develop a University policy to address intellectual property and economic development issues related to start-up ventures and business incubation by June 2003.

Means of assessment of this objective & criterion/a for success (due September of current cycle):
4a. Research existing University, Board, System, and State policies to determine current status by December 2002.

4b. Develop a University policy, and submit it to the University Administration for appropriate approvals by February 2003.

Summary of assessment data collected during current cycle:
4a. The Director of Economic Development and Technology Assessment researched the University and the ULS system's policies relating to start-up ventures and business incubation. In his research, the Director discovered that Tech's and ULS's policies had not been amended to comply with Act 229 of the 1987 Regular Session of the Louisiana Legislature which authorized contracts between a university and members faculty or a company in which faculty members have an interest under specified circumstances. Act 1107 of the 1997 Legislative Session broadened §1123(10) to include members of the university research staff or athletic coaching staff regarding research activities or athletic coaching activities.

4b. The Director researched and developed (using LSU PM-67 as a source) a draft of Tech Policy 52XX and ULS Policy XXXX “Authorizing Contracts Between The University And A Member Of The Faculty, Research Staff, Or Coaching Staff Or A Company In Which The Employee Has An Interest Under Specified Circumstances.”

How the results will be used to improve the unit(s) (due September of subsequent cycle):
4a. The Director of Economic Development and Technology Assessment was charged with developing a University policy to amend policy to comply with current State law.

4b. These drafts were submitted to the Vice President for Academic Affairs in February 2003. The Vice President for Academic Affairs presented the drafts to Dr. Carroll Falcon, Senior Vice President and Chief Academic Officer of the University of Louisiana System for consideration and approval by the Board of Supervisors.

June 2003