



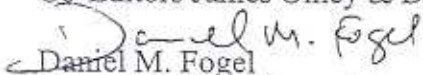
LOUISIANA STATE UNIVERSITY

*Academic Affairs*  
*Office of the Executive Vice-Chancellor and Provost*

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February 13, 1998

To: Executive Director Pauline Rankin, DISD  
Dean Lisa Harris, Office of Undergraduate Admissions  
Director Robert Doolos, Office of Records and Registration  
Director Kathy Sciacchetano, Office of Student Aid and Scholarships  
Director Thomas Karam, Academic Center for Athletics  
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Interim Executive Director Ken Carpenter, Office of International Programs  
Co-Editors James Olney & Dave Smith, *The Southern Review*

From:   
Daniel M. Fogel  
Executive Vice Chancellor and Provost

Re: **Responses to University Planning Document: The Next Phase**

The University Planning Council has asked that we proceed to the next phase of the planning process. During this phase, we must develop well integrated, concise divisional and departmental plans, subject to annual review and revision. These plans should draw on previous planning efforts, should be consistent with the current version of the University Planning Document, should follow its format (Vision, Mission, Goals, Strategic Directions, and Objectives, and should incorporate measures of progress: like the overall University plan, division and departmental plans must be continuously linked to implementation and assessment.

Accordingly, I am asking that each of you submit a package of divisional/departmental plans by July 15, 1998. These plans must be integrated and the unit heads reporting to you must participate in their development. Each department should keep its plan down to three or four pages.

In the meantime, each Vice Chancellor has been asked to respond, by March 15, to several questions that will help us to make pressing budgetary decisions for this fiscal year and the next. To answer the questions for the units that report to me, I will need your assistance. Please answer these questions as they relate to your department or unit and send me your responses by March 2. I will then incorporate them into a summary document to present to the UPC.

Aside from your responses to these questions, we are not calling for the formal divisional and unit contributions to the planning process until July 15.

xc: Vice Provosts Lindsay and Mathews

## **I. Issues Within Your Own Division**

1. For the benefit of the University Planning Council, describe the functions of your division/department and list the constituencies they serve.
2. Describe the processes used to measure the effectiveness of your division/department(s). What evidence do you have that they are effective? What are the major successes and key concerns?
3. As the University invests resources to pursue the strategic directions and achieve the objectives outlined in the University Planning Document, in which strategic directions and objectives would your division/department(s) be involved? List in priority order the actions you recommend relevant to these strategic directions and objectives, the cost associated with these actions, and the anticipated outcomes.
4. What steps can be taken in your division/department(s) to improve their efficiency and effectiveness in serving internal and/or external constituencies? Identify the form and extent of the changes you foresee, including merger, reconfiguration, growth, downsizing, or outsourcing, a timetable for achieving these changes, and the budgetary implications/requirements of the projected development.

## **II. Issues that Extend Beyond Your Own Division**

5. What changes in units outside your own division would be most helpful to you and your colleagues as you pursue your objectives?

## **III. An Operational Question for FY 1998-99**

6. What additional resources must your division/department(s) acquire in order to meet student needs in the fall of 1998, assuming a student population of 25,000 undergraduates and 5,000 graduate students. Please give your response as the aggregate needs of personnel and support budgets, indicating any portion of incremental resources that might come from self-generated funds and the portion that would have to come from the general fund of the University.