



Louisiana State University

Office of Academic Affairs

March 26, 2002

From: Daniel Fogel, Executive Vice Chancellor and Provost
To: Vice Chancellors, Deans & Directors, Chairs & Heads
Subject: **Follow-Up Memo on Planning**

One week ago (3/19/02) a memo on Performance Updates and Strategic Plan Revisions promised a follow-up with a concise commentary on items required in performance updates as well as on information on support and workshops available to departmental planners and assessment coordinators. We are pleased to provide the promised materials below. Please note especially the times and dates of the workshops listed toward the end of this memo and the special note that begins near the bottom of this page.

The Executive Summary: Assess your plan as a whole. Comment both on the overall progress of your unit and on the planning process itself, including such matters as alignment of your unit's plan with school, college, divisional, and institutional plans; dissemination of the plan to all personnel in the unit; and the role of faculty and staff in shaping and implementing the plan.

Performance Objectives and Indicators. Complete the electronic form, providing both historical and prospective information on each objective:

- *Historically*, report:
 - 1) whether measurable progress has been made (yes/no);
 - 2) current status of the performance indicator for each objective, and,
 - 3) the methodology used to calculate the performance indicator.
- *Prospectively*, record:
 - 4) revisions made or to be made in objectives or performance indicators on the basis of experience to date;

- 5) budgetary implications, if any, for the next two years, including any measures to be taken to increase productivity while reducing cost, and
- 6) general comments

Special Note: In September, we will ask everyone at the level of dean and vice chancellor to provide a memorandum enlarging on item 5, above, for units reporting to him/her and to the college/school/division as a whole. The memoranda produced in response to this call will be distributed to the University Budget Committee and will inform its deliberations, as well as the work of the Chancellor, in preparing the University's budget request to the state for the 2003-2004 fiscal year.

Available resources:

Question about assessment measures or performance indicators:

Call Bobby Matthews at The Center for Assessment and Evaluation (51 Himes Hall, 8-1145).

How-to workshops on the electronic update process will be available:

Tuesday	April 23	1:30-2:30
Wednesday	April 24	10:00-11:00
Friday	April 26	2:00-3:00
Tuesday	April 30	9:30-10:30
Thursday	May 2	1:30-2:30

All sessions will be held in the Fred C. Frey Computing Center, rooms 206 & 207. Personnel who will enter the electronic updates are strongly encouraged to attend one of the training sessions. Please email Nicole Geske at nicole@lsu.edu to reserve your seat.

Online training: An electronic slide show tutorial on the electronic update process is available via the "help button" of the unit plan web page. Options include online viewing of an instructional slide show or downloading of a PowerPoint tutorial.

Technical assistance questions on the electronic reporting process:

Call the Application Service Center (4-2775) or Peggy Miller (8-1519).

Questions or comments may be addressed directly to me, to the UPC as a whole (at UPC@lsu.edu), or to its individual members. A list of current members and their email addresses follows . . .

Current Membership of the University Planning Council

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cc: Chancellor Emmert