LSU

ARTICLE 1: CHARTER

1.1 Name
The Institutional Effectiveness Council (IEC), under the direction of the Office of Academic Affairs (OAA), serves as a steering committee to provide oversight for institutional effectiveness functions across academic, support, and administrative units. The IEC replaces the University Review and Assessment Council (URAC).

1.2 Purpose
The IEC provides recommendations for guiding institutional effectiveness policies and procedures by promoting a continuous improvement framework to achieve expected outcomes and to meet related SACSCOC expectations, including:

1.2.a. Student Learning Outcomes
The IEC provides guidance in developing and implementing appropriate policies and procedures to enhance the assessment of student learning outcomes for all degree programs, stand-alone academic certificates, and units defined as academic support and student services. [Note: Oversight for general education program assessment is provided by the Faculty Senate Integrated Learning Core Committee with support from the Office of Institutional Effectiveness.]

1.2.b. Administrative/Operational Outcomes
The IEC provides guidance in developing and implementing appropriate policies and procedures to enhance the assessment of administrative/operational outcomes in conjunction with the university's strategic planning annual reporting requirements.

1.2.c. Program Review
The IEC provides oversight for the academic program review process, which is required for all degree programs and stand-alone academic certificates. The IEC recognizes those degree programs with specialized accreditation may be eligible for a modified program review. In addition, administrative program review is handled on an ad hoc basis as requested by the administration or the unit.

1.3 Charge
To accomplish the purpose, the IEC is charged with the following:

- Advising the Office of Institutional Effectiveness (OIE) for opportunities to strengthen the institution's continuous improvement activities.

- Assisting in reviews of annual outcomes activities (i.e., plans, reports, etc.) to provide a comprehensive feedback loop.

- Communicating with associated groups across campus to promote assessment efforts and to help inform of processes, timelines, etc.

- Leading the internal review process for academic and administrative program reviews, including approving external reviewers, serving as chair for an internal committee, and developing recommendations based on the internal review.

- Recommending considerations for professional development opportunities related to institutional effectiveness (e.g., workshops, speakers, topical resources).

- Reviewing policies, procedures, structures, and systems periodically to seek opportunities for improvements across all facets of institutional effectiveness.
- Serving on functional IEC work groups to accomplish the charge.

1.4 Support

The Office of Institutional Effectiveness (OIE) provides administrative support for the IEC and its work groups.

1.5 Annual Report

The co-chairs of the IEC, with the support of the OIE, shall develop an annual report of the Council's activities and recommendations for submission to the Office of Academic Affairs. The report shall also be made available to the campus community via the OIE website.

1.6 Amendments

The IEC will conduct an annual review of the Charter and Bylaws to ensure continued effectiveness. Proposed amendments will be submitted to the OAA for approval.

ARTICLE 2: BYLAWS

2.1. Composition

The IEC membership is representative of the academic, support, and administrative units so as to promote collaboration, enhance communication, and facilitate institutional effectiveness activities.

Members should have experience and/or an expressed interest in institutional effectiveness activities. Ideally, members will be responsible for assessment or other related activities in their current position.

The IEC membership composition includes the following members:

[1] Associate Dean Academic Council (ADAC) Representative
[12] Faculty Representatives (appointed by College)
[1] Faculty Senate Integrative Learning Core Committee (FSILCC) Representative
[1] University Libraries
[1] Academic Programs & Support Services
[1] Diversity
[1] Enrollment Management
[1] Student Affairs
[1] Digital & Continuing Education
[1] Finance & Administration
[1] Research & Economic Development
[1] Strategic Communications
[1] Institutional Effectiveness (Ex Officio – Non-Voting)
[1] Institutional Research (Ex Officio – Non-Voting)

The IEC is co-chaired by the Associate Vice Provost for Institutional Effectiveness and the representative of the Associate Dean Academic Council.

2.2. Responsibilities

2.2.a. Members

All IEC members are expected to meet the following responsibilities in support of the charge:

- Active participation, including preparation, attendance, and discussion
- Liaison to representational area to disseminate information and to report concerns back to IEC for consideration
- Serve as the chair for a program review internal panel, as needed
- Participate in a work group, as needed

2.2.b. Co-Chairs

The co-chairs, with support from OIE, are responsible for setting meetings, developing the agenda, and convening the meeting. In addition, the co-chairs, with support from OIE, shall develop the annual report.

2.3 Meeting Schedule

The IEC shall meet at least twice during the academic year. The co-chairs may schedule additional meetings as needed. The agenda and related materials shall be distributed to the membership at least one week in advance of the scheduled meeting to allow time for review and meeting preparation.

2.4 Voting

A quorum shall consist of not less than a simple majority of the voting members. A motion carries when a majority of voting members present cast an affirmative vote.
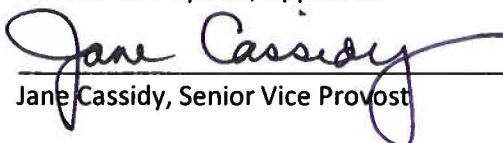
2.5 Terms of Service and Rotation

IEC members shall serve a three-year term that may be renewed. Appointments shall be made to begin effective with the fall semester. If a member leaves the committee prior to the completion of the three-year term, a replacement will be appointed to complete the term.

2.6. Work Groups

The IEC has the authority to establish ad hoc or standing work groups, as needed, to accomplish tasks identified by the IEC. Work groups will include members of the IEC plus additional members to be determined based on the work to be completed. A member of the IEC shall serve as the chair or co-chair of each work group. Work group progress toward the requested deliverables shall be reported to the IEC on a regular basis.

Formation and Amendments:

Charter and Bylaws, Approved

Jane Cassidy   7/25/19

Jane Cassidy, Senior Vice Provost   Date