

QEP Implementation Timeline/Responsibility/Cost

This QEP will begin in August 2004, with implementation complete by May 2006. The following table shows the activities planned to accomplish each objective of LSUA's QEP, the persons responsible for carrying out the activity, the time frame for accomplishment, the costs (when applicable) and the completion status.

Note: This timeline was revised in Spring 2005 after the SACS On-Site Review Committee suggested that LSUA extend the times more for some activities. Changes are highlighted in yellow.

Table 2: Implementation Timeline

Objective 1. Thoroughly review existing literature as well as practices at other institutions to determine best curriculum development and assessment processes.

ACTIVITY	FACULTY/STAFF RESPONSIBLE	TIME FRAME	COST ESTIMATE	STATUS
1.1 Review existing curriculum development process at LSUA	Subcommittee on Policies and Resources	February - April 2004	None	Completed
1.2 Conduct review of existing literature on curriculum development and assessment and examine practices at other institutions to determine best practices.	Subcommittee on Policies and Resources	February 2004 - February 2005	None	Ongoing: Initial review completed April 2004; More in-depth review Sept. 2004 - Feb. 2005
1.3 Provide faculty/staff development regarding the QEP at the Fall faculty/staff meeting.	Leadership Team	August 2004	None	Completed
1.4 Provide faculty development regarding best practices in curriculum development at January faculty meeting.	Academic Vice Chancellor, Deans	January 2005	\$3000 for consultant	Completed
1.5 Compare LSUA's existing curriculum development process to best practices and suggest changes in LSUA process.	QEP Subcommittees	August 2004 - February 2005	None	Initial suggestions have been made by sub-committee on Policy and Resources but will need to be refined as further information and expertise obtained

Objective 2. Review basic bachelor degree requirements and definitions (e.g., major, concentration, and so forth) and revise as necessary.

ACTIVITY	FACULTY/STAFF RESPONSIBLE	TIME FRAME	COST ESTIMATE	STATUS
2.1 Review any definitions and/or degree requirements established by the Louisiana Board of Regents.	QEP Subcommittee on Education and Standards	February - April 2004	None	Completed
2.2 Review definitions and basic bachelor degree requirements at other Louisiana Universities.	QEP Subcommittee on Education and Standards	February - April 2004	None	Completed
2.3 Review LSUA's definitions and requirements in view of the finding in 2.1 and 2.2. and make recommendations for changes.	QEP Subcommittee on Education and Standards, Academic Departments, Coordinating Committees	February - December 2004	None	Completed for BGS in March 2004; September - December 2004 for other degrees
2.4 Propose/gain approval for needed changes in LSUA's definitions and requirements through the normal campus process.	Departmental Faculty, Coordinating Committees, Courses and Curriculum Committee.	April - December 2004	None	Initial changes for BGS degree completed April 2004; remainder ongoing

Objective 3. Define criteria for including classes in the general education core based on each class' contribution to the established general education learning outcomes.

ACTIVITY	FACULTY/STAFF RESPONSIBLE	TIME FRAME	COST ESTIMATE	STATUS
3.1 Research best practices in defining general education courses and linking these courses to learning outcomes established for the general education program.	General Education Assessment Committee	February - April 2004	None	Completed
3.2 Develop a campus definition of an "educated person" and recommend this definition as the basis of LSUA's general education program and general education learning outcomes.	QEP Education and Standards Subcommittee	February - April 2004	None	Completed
3.3 Revise LSUA's learning outcomes for general education, if needed, based on the definition of an "educated person."	General Education Assessment Committee	September - February 2005	None	
3.4 Develop a method/rubric for deciding which courses should be general education courses that is based on a linkage between course content and the general education learning outcomes.	General Education Assessment Committee	February - April 2004 Must be redone in Spring 2005	None	Completed
3.5 Propose/gain approval for this method through the normal campus process.	General Education Assessment Committee; Courses and Curricula Committee	May 2005	None	GEAC submitted to Courses and Curriculum Committee April 2004

Objective 4. Develop (or revise) learning outcomes and assessments for all bachelor degree programs.

ACTIVITY	FACULTY/STAFF RESPONSIBLE	TIME FRAME	COST ESTIMATE	STATUS
4.1 Provide professional development for faculty and selected students on the topic of developing and assessing learning outcomes.	Vice Chancellor for Academic Affairs; Director of Institutional Research and Effectiveness	August 2005	\$3000 for consultant	
4.2 Review learning outcomes and assessments for existing bachelor degree programs and revise as necessary.	Departmental Faculty; Coordinating Committees; Students	end of September 2005	\$1500 for retreat	
4.3 Develop learning outcomes for new bachelor degree programs/majors prior to designing the curriculum for the program.	Departmental Faculty; Coordinating Committees; Students	Ongoing after October 1, 2005	None	

Objective 5. Develop clear connections between courses contributing to the major and learning outcomes expected of graduates.

ACTIVITY	FACULTY/STAFF RESPONSIBLE	TIME FRAME	COST ESTIMATE	STATUS
5.1 Review existing bachelor degree curricula to ensure connections between the majors courses required in the curriculum and the learning outcomes established in 4.2.	Departmental faculty; Coordinating Committees	January - April 2006	\$1500 for retreat	
5.2 As new bachelor degrees are developed, establish learning outcomes and linkages to required majors courses as a standard part of the curriculum development and approval process.	Departmental faculty and prospective students	Ongoing after October 2005	None	

Objective 6. Revise existing curricula as needed to incorporate changes in the general education core and to ensure inclusion of major courses appropriate for established student learning outcomes.

ACTIVITY	FACULTY/STAFF RESPONSIBLE	TIME FRAME	COST ESTIMATE	STATUS
6.1 Review existing list of general education courses with respect to new standards for inclusion of courses on the list. Revise list as necessary.	General Education Assessment Committee; Courses and Curricula Committee	May 2005-December 2006	None	
6.2 Revise existing bachelor degree curricula based on newly-revised general education course list	Departmental Faculty; Coordinating Committees; Courses and Curricula Committee	January - May 2007	None	
6.3 Revise existing bachelor degree curricula based on newly-established linkages between learning outcomes and courses required for the major (see 5.1)	Departmental Faculty; Coordinating Committees; Courses and Curricula Committee	Ongoing after May 2006	None (see 5.1)	

Objective 7. Ensure that library resources are appropriate to support bachelor degree programs.

ACTIVITY	FACULTY/STAFF RESPONSIBLE	TIME FRAME	COST ESTIMATE	STATUS
7.1 Review existing process at LSUA for acquiring library resources as new courses and programs are developed.	QEP Chair; QEP Subcommittee on Policies and Resources; Director of Library	February - April 2004	None	Completed
7.2 Recommend changes to existing curriculum development process so that consideration of library resources needed to achieve student learning outcomes is part of the process.	QEP Subcommittee on Polices and Resources; Library Personnel; Courses and Curriculum Committee	April - December 2004	None	Initial suggestions completed April 2004 but need to be enhanced in Fall 2004
7.3 Review library resources relative to existing bachelor degrees to document adequacy or request needed materials	Departmental Faculty; Librarians; Library Committee	September 2004 - May 2005	\$5,000 for analysis	

Objective 8. Define criteria for a campus-wide Honors Program.

ACTIVITY	FACULTY/STAFF RESPONSIBLE	TIME FRAME	COST ESTIMATE	STATUS
8.1 Research Honors Programs at other institutions and best practices in administering Honors Programs.	Honors Program Committee	February - October 2005	\$3500 for 3 people to attend National Honors Conference in New Orleans	Ongoing
8.2 Propose an Honors Program structure for LSUA and solicit campus input.	Honors Program Committee; Faculty; Vice Chancellor for Academic Affairs	December 2005 - February 2006	None	
8.3 Finalize Honors Program structure and processes	Honors Program Committee; Faculty; Courses and Curricula Committee; Administration	February-April 2006	None	
8.4 Develop honors courses	Departmental Faculty; Courses and Curricula Committee	September 2006 - March 2007	None	
8.5 Offer Honors Program/Courses beginning with the 2006-2007 Catalog and Fall 2006 Schedule of Classes	Department Chairs; Deans; Vice Chancellor for Academic Affairs	April 2006 Delay one year - April 2007 for 0708 catalog	None	
8.6 Develop Honors courses and components for new curricula during the curriculum development process	Departmental Faculty	Ongoing after Spring 2006	None	

Objective 9. Expose students in all curricula to creative use of technology throughout the learning process.

ACTIVITY	FACULTY/STAFF RESPONSIBLE	TIME FRAME	COST ESTIMATE	STATUS
9.1 Review current status of use of technology in learning at LSUA.	QEP Subcommittee on Education and Standards; Director of Educational Technology	February - December 2004; extend to December 2005	None	Initial work completed by May 2004; will be resumed in September 2004
9.2 Research best practices in use of technology in learning.	QEP Subcommittee on Education and Standards; Educational Technology Staff	September 2004 - March 2005; extend to September 2005	None	
9.3 Recommend a "desired status" for use of technology in learning at LSUA..	QEP Committee; Educational Technology Staff; Students	March - May 2005; extend to December 2005	None	
9.4 Develop a technology plan to enable LSUA to reach the "desired status."	QEP Committee: Information Technology Advisory Committee	September 2005 - March 2006; extend to January 2006 to September 2007	None	
9.5 Incorporate a review of use of technology in LSUA's standard program and course review so as to ensure that courses and programs achieve "desired status" in use of technology.	Vice Chancellor for Academic Affairs; Department Chairs; Departmental Faculty	Ongoing after September 2007	None	
9.6 Incorporate consideration of technology needs and use in learning as part of the course and curricular review for new courses and programs.	Vice Chancellor for Academic Affairs; Department Chairs; Departmental Faculty; Courses and Curriculum Committee	Ongoing after September 2007	None	

Source: Leadership Team