



POLICY TITLE

Program Accountability & Demand Assessment Policy

POLICY NUMBER

1-001

Responsible Unit: Office of Strategic Planning, Policy, and Institutional Effectiveness	Effective Date: 08/24/2018
Responsible Official: Vice President for Strategic Planning, Policy, and Institutional Effectiveness	Last Reviewed Date: 08/24/2018
Policy Classification: Academic Affairs	Origination Date: 08/24/2018

I. POLICY STATEMENT AND RATIONALE

This *Program Accountability and Demand Assessment* policy examines a program's performance in terms of its alignment with regional and statewide workforce demands, while recognizing the need for fiscal sustainability. The results of this annual assessment will support decisions related to the overall health and viability of academic programs.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all academic, career and technical instructional programs (programs, hereafter) at all Southern University System Campuses.

III. POLICY COMPLIANCE

All academic and career and technical programs shall be required to conduct an annual program accountability and demand assessment.

IV. POLICY DEFINITIONS

Classification of Instructional Programs (CIP): The CIP provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, and 2000.

Louisiana Star Job Rating: The Louisiana Workforce Investment Council's Star Jobs Rating System ranks occupations in Louisiana a combination of long term and short term employment projections by occupation, available openings, and wages. 4- and 5-Star Jobs are recognized as offering the best opportunities for career growth and high wages to Louisiana job seekers.

Partnerships: In this context, the term “partnership” describes support efforts that may include service on advisory committees, student scholarships, internships, apprenticeships, full-time student placements, cash donations, equipment/land donations, etc.

V. POLICY IMPLEMENTATION PROCEDURES

All program assessments will be conducted in the fall based on data from the previous academic year. The attached template will be used as the reporting instrument, the format of which can be adjusted by the System President as appropriate. It is expected that the assessment process will be completed in December. Assessment reports will be presented to the President-Chancellor in January for final review and approval. Upon receipt of a completed campus report with recommendations from each campus’s Chancellor, the System President-Chancellor will make a final determination on a program’s overall health and demand, and will brief the Southern University Board of Supervisors accordingly. This effort will be coordinated by the staff in the Office of Strategic Planning, Policy, and Institutional Effectiveness working in conjunction with the Chief Academic Officers, as well as the senior leadership for Research, Workforce, Economic Development, Finance/Administration, Enrollment Management, and Institutional Research staff, on each campus.

VI. POLICY RELATED INFORMATION

The Louisiana Department of Economic Development, Workforce Commission, and Board of Regents all serve as key stakeholders determining workforce demands and occupational forecasts for the State of Louisiana.


VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy. The effective date of this policy is determined by the approval dates and signatures of the Chair of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System. This policy is subject to the System and Board approved five-year policy review cycle.

VIII. POLICY URL

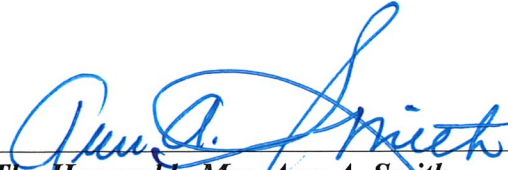
This section identifies the Southern University System website where the Board policies are archived – www.sus.edu.

IX. POLICY APPROVAL



President-Chancellor Ray L. Belton, Ph.D.
Southern University and A&M College System

09/10/2018
Effective Date of Policy



The Honorable Mrs. Ann A. Smith
Chair - Southern University System Board of Supervisors

9/10/18
Effective Date of Policy



PROGRAM ACCOUNTABILITY & DEMAND ASSESSMENT

(REPORTING TEMPLATE)

ACADEMIC YEAR (AY): (SUMMER / FALL / SPRING)	
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SOUTHERN UNIVERSITY SYSTEM CAMPUS:	
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ACADEMIC DIVISION / COLLEGE:	
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NAME OF PROGRAM:	
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PROGRAM CIP CODE:	
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PROGRAM STAR RATING:				
<input type="checkbox"/> 5 Stars	<input type="checkbox"/> 4 Stars	<input type="checkbox"/> 3 Stars	<input type="checkbox"/> 2 Stars	<input type="checkbox"/> 1 Star

MEASURES OF STUDENT SUCCESS:	
PASSAGE ON LICENSURE EXAMS	
RETENTION RATES	
GRADUATION RATES	
STUDENT PLACEMENT	
<ul style="list-style-type: none"> • NUMBER OF INTERNSHIPS/APPRENTICESHIPS 	
<ul style="list-style-type: none"> • NUMBER OF FULL-TIME PLACEMENTS 	

NUMBER OF STUDENTS ENROLLED BY STUDENT LEVEL & TYPE:

	Total Number of Students Enrolled	Adult Students Enrolled (25 Years+)		Pell Students Enrolled		Transfer Students Enrolled		Cross Enrolled Students	
	#	#	%	#	%	#	%	#	%
Preparatory/ Dual Enrollment									
Freshman									
Sophomore									
Junior									
Senior									
Graduate – Masters									
Graduate – Doctoral									
Professional									
Other Graduate									
TOTAL									

TOTAL STUDENT CREDIT HOURS (SCHs) GENERATED:	SUMMER	FALL	SPRING	TOTAL

AWARDS OFFERED:

<input type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree	<input type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Career Technical Certificate (C.T.C.) <input type="checkbox"/> Certificate of Technical Studies (C.T.S.) <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)	<input type="checkbox"/> Bachelor's Degrees (B.A. / B.S. / B.S.N.) <input type="checkbox"/> Master's Degrees (M.A./ M.S./ M.P.A. / M.S.N.) <input type="checkbox"/> Doctoral Degrees (Ph.D./ Ed.D. /D.N.P.) <input type="checkbox"/> Professional Degree (J.D.)
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NUMBER OF STUDENT COMPLETERS BY AWARD LEVEL & STUDENT TYPE:

	Total Number of Student Completers		Adult Completers (25 Years+)		Pell Student Completers		4 & 5 Star Program Completers		Transfer Student Completers	
	#		#	%	#	%	#	%	#	%
Certificates										
Diploma										
Associates										
Bachelors										
Masters										
Doctoral										
Professional										
Other Graduate										
TOTAL										

TIME-TO-AWARD/TIME-TO-DEGREE: AVERAGE NUMBER OF MONTHS TO COMPLETION:

Certificate	Diploma	Associate	Bachelors	Masters	Doctorate	Professional

GRANT FUNDED RESEARCH AND SCHOLARLY WORKS / PUBLICATIONS:			
	Number	Dollar Value	Funding Agency
Research Grant Proposals Submitted			
Research Grant Proposals Funded			
Publications – Scholarly Works Generated			
TOTAL			

NUMBER OF PARTNERSHIPS WITH BUSINESS & INDUSTRY:

DESCRIBE EACH TYPE OF PARTNERSHIP SUPPORT SECURED FOR PROGRAM INITIATIVES (FOR EXAMPLE – SERVICE ON ADVISORY COMMITTEES, STUDENT SCHOLARSHIPS, INTERNSHIPS, APPRENTICESHIPS, FULL-TIME STUDENT PLACEMENTS, CASH DONATIONS, EQUIPMENT/LAND/FURNITURE DONATIONS, OTHER):

TOTAL VALUE OF FOUNDATION SUPPORT:

ESTIMATED COST OF PROGRAM COMPLETION FOR A STUDENT (TUITION & FEES):

INSTITUTIONAL COST TO OFFER PROGRAM (MOST RECENT FY):	<input type="text"/>
TOTAL REVENUE GENERATED FROM PROGRAM (MOST RECENT FY):	<input type="text"/>
REVENUE MINUS COST (NET REVENUE):	<input type="text"/>

CHANCELLOR'S RECOMMENDATION ON PROGRAM DEMAND & OVERALL HEALTH:

APPROVAL SIGNATURES:

Program Leader/Unit Head/Chair

Date

Division/College Dean

Date

Chief Academic Officer

Date

Campus Chancellor

Date

President - Chancellor

Date