

# 2016-2017 Assessment Cycle VPAF\_Operational Review

## Mission (due 1/20/17)

### University Mission

The University of Louisiana at Lafayette offers an exceptional education informed by diverse worldviews grounded in tradition, heritage, and culture. We develop leaders and innovators who advance knowledge, cultivate aesthetic sensibility, and improve the human condition.

### University Values

We strive to create a community of leaders and innovators in an environment that fosters a desire to advance and disseminate knowledge. We support the mission of the university by actualizing our core values of equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

### University Vision

We strive to be included in the top 25% of our peer institutions by 2020, improving our national and international status and recognition.

### College / Department / Program Mission

#### College Mission

*Provide the college mission in the space provided. If none is available, write "None Available in 2016-2017."*

We provide high-quality, cost-effective services in support of the research, education, and service missions of the University of Louisiana at Lafayette.

The Division is responsible for the University's physical environment and business operations that contribute to providing exceptional experiences for our students, faculty, staff, and visitors.

#### Department / Program Mission

*Provide the department / program mission in the space provided. If none is available, write "None Available in 2016-2017".*

The objective of the Office of Operational Review is to support the University through contractual and operational review, creating policies templates, ensuring compliance with University policies, and state and federal law. The Department of Operational Review works closely with administrators, faculty, and employees throughout the University to establish a culture of compliance with University policies, state, and federal regulations. Operational Review is responsible for contractual, operational, and performance standards review and development. Development of instruments and processes which protect the University's interest is a primary function of the Department. Operational Review assists with reviewing, drafting, and negotiating certain University contracts. Operational Review also assists in the development, revision, interpretation, and maintenance of University policies and procedures. The Director also serves as liaison between the University and outside legal counsel where necessary.

## Assessment Plan (due 1/20/17)

### Assessment List (Goals / Objectives, Assessment Measures and Criteria for Success)

#### Assessment List

Goal/Objective	Policy Resources. Policy Coordinator will continue to work with Policy work-group; identify functional fields; develop mission for work-group. The objective of the work-group is to identify,
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## Results & Improvements (due 9/15/17)

### Results and Improvement Narratives

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## Reflection (Due 9/15/17)

### Reflection

#### 1) How were assessment results shared in the unit?

*Please select all that apply. If "other", please use the text box to elaborate.*

- Distributed via email
- Presented formally at staff / department / committee meetings
- Discussed informally (selected)
- Other (explain in text box below)

- a. Ongoing monitoring
- b. Assess effectiveness of processes and modify where necessary

#### 2) How frequently were assessment results shared in the unit?

- Frequently (>4 times per cycle) (selected)
- Periodically (2-4 times per cycle)
- Once per cycle
- Results were not shared this cycle

#### 3) With whom were assessment results shared?

*Please select all that apply.*

- Department Head (selected)
- Dean / Asst. or Assoc. Dean
- Departmental assessment committee
- Other faculty / staff

#### 4) What were the measurable or perceivable effects on your current (2016-2017) findings based on prior action plans (created in 2015-2016)?

- a. Goal 1: After work with all relevant parties, Research-related contracts are now routed through all appropriate reviewers and negotiations are more stream-lined. This allows Operational Review's evaluation of agreements to go more smoothly as more individuals within the University begin to understand what the University can or cannot accept in various types of agreements.
- b. Goal 2: In compliance with UL System policy, the University has a Litigation Hold Officer (Director of Operational Review). That officer works with others, including outside counsel, to determine which individuals within the University should receive the Litigation Hold Notices and what types of information should be shared and saved.
- c. Goal 3: This Goal was not fully realized this year because Operational Review was short-staffed. Now that we have the position filled this Goal will become a top priority.

#### 5) What has the unit learned from the current assessment cycle?

- a. Goal 1: review process for Research-related contracts has been fine-tuned so that contracts are being routed to Operational Review only after other appropriate individuals within the University have given input. This has resulted in the process happening more efficiently.
- b. Goal 2: confirmed that Director of Operational Review is Litigation Hold Officer and that the UL System Policy related to Litigation Holds is enforced and followed. More consistent litigation hold notices are being implemented and monitored.
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## Attachments

### Attachments

**Upload any supporting documents related to your assessment plans, results, or improvements. Documents may include rubrics, survey questions, reports, etc. There is no limit to the number of documents you can upload.**

**Click "Select File" to upload document(s)**