



ASSESSMENT PLAN TEMPLATE

College: Law School

Academic Year: 2012-2013

Academic Department: CLE

Submission Date: May 20, 2013

1. BRIEF EXECUTIVE SUMMARY OF KEY ASSESSMENT/PROGRAMMATIC ENHANCEMENT INITIATIVES:

Founded in 1984, the purpose of The Institute for Continuing Legal Education is to keep practitioners abreast of new legal developments and trends in the legal community. The Institute works to improve lawyer understanding of ethical and professional responsibilities encountered in the practice of law.

2. TOP STUDENT LEARNING OUTCOMES/GOALS (SLO) OR KEY PERFORMANCE INDICATORS (KPI) ADDRESSED IN THIS ASSESSMENT PLAN (What are the top SLOs that your department is focusing on for the current year? Example: Students will be able to ... upon completion of the program.)

We offer programming on a wide range of topics and scheduling option to fit any attorney's schedules, including one day programs, two days programs, Saturday morning and online offerings. Some classes are accredited not only with the Louisiana Committee for Mandatory Continuing Legal Education, but also with the Texas and Mississippi State Bar, as well as for other professionals such as CPA's, physicians, insurance professionals and mental health professionals.

3. ASSESSMENT (What measures/tools are you using to assess your top SLOs or KPIs cited above, and what are the corresponding target goals?):

We use a written evaluation form handed out to all participants at the end of each CLE.

4. ASSESSMENT/DATA LOCATION (Where are the assessments/data located, or is the data being generated?):

The evaluations are held within in the CLE department on the server and hard copies are kept in storage.

5. EVALUATION METHODS (How are the assessment results evaluated, or what criteria/rubrics are you using to determine progress or success or need for improvement relevant to the SLOs and KPIs cited above?):

The evaluations are compiled and the data is analyzed by the director and planning committees (if applicable.) If a topic or speaker receives a score of less than 6.0 we discontinue use.

6. SUMMARY OF RESULTS/OUTCOMES (What have you learned from the data, and how have these results informed your enhancement actions?):

We read the comments very closely that are at the end of the evaluations and take them into consideration when planning the next year's course.

7. USE OF RESULTS [Assessment use CODE: 1. Curricular Revision/Enhancement; 2. Course Revision/Enhancement; 3. Pedagogical Enhancement; 4. Program Review Process Revision; 5. Student Goals Revision & Articulation of SLOs; 6. Assessment Criteria Revision; 7. Assessment Methodology Revision; 8. Other (e.g. Website Updates, Intranet Enhancements, & Source document Uploads); A. New Protocol/Process Implementation; B. New Assessment Methodology Implementation; C. New Policy Implementation; D. Budget Adjustment; E. Faculty/Staff Development/Training; F. Student Academic Support/Services Enhancement; G. Strategic Planning Initiative/Reprioritization of Action Plan; H. Other] Please indicate all that apply:

Based on the scores and comments in the evaluations we determine if the course, topic, speaker or facility has met our expectations, as well as the CLE's needs and decide if we want to continue use. Some courses have been eliminated from our schedule, and based on the comments we have created new courses to fit the needs of the legal community.

8. RESOURCES/TIMELINE/APPROVALS (Based upon the modifications/adjustments and program/course changes included in the USE OF RESULTS section identify the timeline (implementation dates), resources, and approvals required to implement programmatic changes.):

The new programs we choose to add to the calendar are determined by the Director and the advisory committees. Program changes happen within the next year's cycle.

