Louisiana State University at Eunice

LSUE

EUNICE

Campus Labs Planning Module
Training Manual

Section VI:
General Information for Editing
including
General Philosophy,
Formatting, and
Use of Acronyms

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Section VI: General Information in Preparation for Editing

This section covers:

General Philosophy
Text Defaults and General Formatting
Use of Acronyms

General Philosophy

The general philosophy for the Office of Institutional Effectiveness and Accreditation is to prepare documents that are rather straightforward to follow for a SACSCOC IE reviewer that is from out of state and is not familiar with LSU Eunice. SACSCOC IE reviewers are trained to look for specific characteristics in planning and IE documentation. A reviewer reads hundreds of pages in the short time that they have to review an institution. As a result, it is generally unwise for a reviewer to have to look for specific information in the hundreds of pages provided to them. This means, in part, that LSU Eunice IE documents are formatted so that important points are easy for the reviewer to find. In addition, specific items such as site information and the total number of students tested or surveyed are often highlighted so the reviewer can identify that each site and as many students as possible are being assessed in the same manner.

Next, while certain sections of the goals and objectives are "rolled over" from year to year to make it easy for LSU Eunice users, it may be necessary to change an objective or methodology to reflect current practice in Outcome Assessment Objectives and General Education Objectives. In addition, progress reports and improvement plans may not be a cut and paste from year to year and not all improvement plans may be the same. The Director of Institutional Effectiveness specifically looks for this when reviewing documents and rejects common text requiring an individual user to edit their own documents a second time. Using a cut and paste generally results in a finding of non-compliance from SACSCOC creating more work for all users.

Another issue that often surfaces is the use of "monitor results" in the improvement plan for the Assessment Plan and General Education Objectives. SACSCOC IE reviewers specifically look for this phrase and will usually ask what happens when this phrase is used. As a result, users across campus should be aware that the Director of Institutional Effectiveness will question the use of the phrase and require that it be explained or changed.
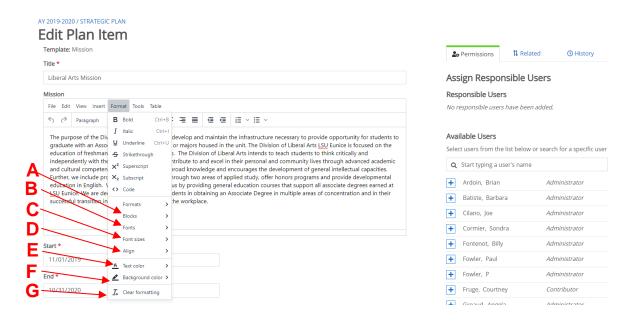
Finally, it should be noted that a SACSCOC IE reviewer has a right to ask to see the data in order to back up the text of the institutional effectiveness documents. LSU Eunice's Director of Institutional Effectiveness actually witnessed this during an on-site review for SACSCOC. The institution provided the data in order to make their case for compliance and were subsequently found in compliance. The point is that all data should be stored for five years. Users who do not have the ability to store data, either in paper or electronic form, should notify the Director of IE so that the data may be stored appropriately.

Further best practices for institutional effectiveness will be discussed in Section VIII: Editing an Existing Outcome Assessment Goal in the Plans Tab and Section IX: Editing an Existing Outcome Assessment Objective in the Plans Tab.
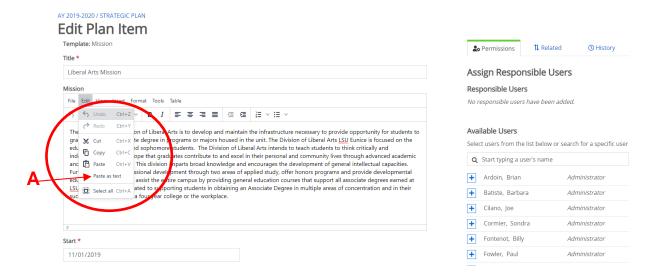
Text Defaults and General Formatting

The formatting in the planning system is set to defaults; however, various formatting elements can inadvertently be changed by cutting and pasting. <mark>Please conform to the following defaults for the text boxes in all planning items</mark> (see screen shot below):

A. Paragraph: format > blocks > paragraph (Please do not use any other type of block formatting for the text of any planning item. For example, headings are not needed.)

B. Fonts: format > fonts > Helvetica

C. Size: format > font sizes > 12 pt

D. Alignment of Paragraphs: format > align > align left

E. Text Color: Text color may be changed if necessary and is typically used to draw a SACSCOC reviewer's attention to a particular point. Red text is generally used for Director of IE notes relating to specific goals or objectives.

F. Highlighting or Background Color: Highlighting may be used if necessary and is typically used to draw a SACSCOC reviewer's attention to a particular point.

G. Clear Formatting: If having difficulty with formatting, use "clear formatting" to restore the defaults.

Some users will often prepare the text for the planning items in word and then transfer the text to the planning system. In Microsoft Word, both cut and copy may be used from the ribbon. However, this is problematic in the planning system. While paste does exist in the planning system, it is always best to **A)** paste as plain text in order to have text pasted to system defaults. This will prevent the appearance of multiple formats within one planning document from the deans, directors, and coordinators using the system.

Alternately, keyboard shortcuts can be used that are preprogrammed in Microsoft Windows. Pasting in plain text will preserve the system defaults.

A. CTRL c = Copy
B. CTRL x = Cut
C. CTRL v = Paste
D. CTRL + SHIFT v = Paste in plain text.
E. Questions on formatting should be directed to the Director of IE.

Finally, a short note on tables. Transferring tables from Microsoft Excel to the planning system may prove difficult depending on the table properties. Users are advised to contact the Director of IE for assistance with tables as needed.

Use of Acronyms

Planning system users should explain any use of acronyms because SACSCOC IE reviewers may or may not be familiar with them. For example, the use of The National Association for Developmental Education (NADE) or The Louisiana Board of Regents (BOR) should spelled out in the text the first time in each objective with the acronym behind it in parentheses.