

**I. Purpose:**

To assess the community and/or technical College's compliance with the requirements and guidelines of the Louisiana State PTEC AAS Degree Program.

**II. Scope:**

The PTEC Program components will be measured against the requirements set by the Louisiana Community & Technical College System and the guidelines established by the Louisiana State PTEC Advisory Committee.

The PTEC Program Audit instrument utilizes feedback from all aspects of the PTEC program: the educational institution and administrators, instructors and professors, students, and industry representatives.

**III. Standards:**

1. The audit team will be comprised of representatives from:
  - Members of the regional PTEC Advisory Committee and other regional PTEC committees (regional chairs)
  - LCTCS auditor's office
  - PTEC Program Educational Provider (other than the institution being audited)
2. The PTEC Program Audit document will be the instrument used.
3. A final report will be issued by the Audit Leader to the LCTCS, State PTEC Advisory Committee and the regional PTEC Advisory Committee for the educational institution.
4. The educational institution and LCTCS will develop an action plan to address specified gaps and work to completion the assigned action items.
5. The educational institution will provide a quarterly status of the action plan developed to address any deficiencies. This will be given to the LCTCS and their regional PTEC Advisory Committee.
6. Portions of the audit may be done individually, with a timetable of all sections being completed over a three year period. If the program is in initial stages or being revised to a great extent, the audit tool will likely be used annually to assess the program.

**IV. Definitions:**

1. PTEC – Process Technology Program
2. AAS - 2-year Associate of Applied Science degree.
3. Louisiana State PTEC Advisory Committee – The state advisory board comprised of representatives from:
  - Industry - the three regions of the PTEC program educational institutions (regional chairs)
  - LCTCS
  - Governor's Office
  - Board of Regents
  - LCA (Louisiana Chemical Association)
  - Chaired by industry representative.
4. LCTCS – Louisiana Community and Technical College System
5. Regional PTEC Advisory Committee - The regional advisory board for the specified educational institution (comprised of industry, educational institution, local government, and local public education representatives).

## V. Roles & Responsibilities

1. Regional PTEC Advisory Committee
  - a. Identify the need for the audit. May be driven by need for gap analysis of PTEC Program, less than adequate results of students or graduates, two-year timetable, etc.
  - b. Identify the timeframe for the audit, working with the educational institution to determine best timeframe, instructor and student availability, testing schedule, etc.
  - c. Identify the auditors to be used. See Standards #1.
  - d. Identify the audit leader.
2. Audit Leader
  - a. Notify the educational institution of the audit date.
  - b. Conduct a pre-audit meeting to divide audit responsibilities and develop an action plan to conduct audit.
  - c. Facilitate /lead the opening meeting the day of the audit.
  - d. Facilitate and lead the audit close-out meeting to discuss informally the findings.
  - e. Assemble final audit report and send to LCTCS, State and regional advisory committees.
3. Audit Team
  - a. Conduct the audit using the audit instrument.
  - b. Document findings in a clear, concise manner to be included in final report. Where applicable, provide examples that may be used to clarify statements and useful in developing plans to address deficiencies.
  - c. Participate in the close-out meeting.
4. LCTCS – Louisiana Community and Technical College System
  - a. Provide an auditor from the LCTCS office.
  - b. Provide feedback using the audit report to the educational institution.
  - c. Work with the educational institution to develop an action plan to address the audit deficiencies.
  - d. Track the educational institution's progress against the plan.
  - e. Provide details of action plan to regional Advisory Committee to assist in follow-up activities.
5. Educational Institution
  - a. Complete a self-assessment using the audit tool, filling in the information identified electronically. This allows the auditors to verify the data entered and makes the day of the audit more efficient.
  - b. Provide the auditors with the requested information and documentation.
  - c. Participate in the development of the action plan with the LCTCS to address deficiencies.
  - d. Complete assigned action items from the audit action plan.
  - e. Provide updates of action items progress to their Regional PTEC Advisory Committee

## VI. Process

1. See Process Flowchart (page 4).

**VII. Audit Section Assignments**

Section	Auditor(s) Assigned	Date	School /Industry Representatives
1. Advisory Committee	_____	_____	_____
2. Educational Institution Management	_____	_____	_____
3. Program Coordinators/Instructors	_____	_____	_____
4. Schedule of Program	_____	_____	_____
5. State PTEC Curriculum/Requirements	_____	_____	_____
6. Teaching Aids/Resources	_____	_____	_____
7. Students in Program	_____	_____	_____
8. Student Interviews	_____	_____	_____
9. PTEC Curriculum – academic	_____	_____	_____
10. PTEC Curriculum – PTEC courses	_____	_____	_____
11. Company Interviews	_____	_____	_____

