



Office of Technical Education- Accountability and Institutional Effectiveness

## TIPS FOR PAR SUCCESS

- Assure the VP/Director of IE is the focal point for questions of relevancy and coordination with TCSG.
- Identify documentation needed and choose the right individual to provide it, i.e., the person who has functional (not just administrative) responsibility for the area.
- Label documentation clearly.
- All documentation should be centralized in a crate, notebook, folders or electronic files.
- Have all Perkins documentation in a centralized location in the workroom. (Note: Perkins budgets)
- CHECK THAT PROGRAMS HAVE ADVISORY COMMITTEE DOCUMENTATION FOR THREE YEARS. (6 sets, or 5 sets and documentation for upcoming AY meeting)  
This should include minutes and approved programs of work. Typical problems include:
  - dates missing,
  - minutes not existing for all three years,
  - committees not meeting twice a year, and
  - no physical evidence of a program of work or progress toward a program of work.
- Remind instructors to have work ethic documentation available.
- Have warranty information documented and available.
- Be sure all sample documentation that requires a student signature are signed.
- Be sure **ALL** faculty and staff are aware of the importance of PAR and understands his/her role and responsibilities as it relates to PAR.
- Ensure that the direction from the President and senior administration is that no recommendations are expected.
- Encourage faculty within programs/divisions to check and share documentation, and assist each other.
- Assign a documents/exhibit team to review and insure that check list mandated/suggested documentation is in place. CONDUCT A MOCK PAR USING A CROSS-SECTION OF ADMINISTRATORS, STAFF AND INSTRUCTORS ON THE TEAMS.
- Clean/spruce up the campus.
- Communicate with other institutions and with TCSG System Office Staff.

REMEMBER: Complete files with relevant information indicate that programs and the Local Application are in compliance with State standards, policies and federal regulations. Teams want files that provide necessary documentation in an organized format.

**DOCUMENT..DOCUMENT..DOCUMENT..DOCUMENT!!!!**