

# LIT Institutional Planning Calendar

Includes assessment, planning, and reporting activities.

<b>SEPTEMBER</b>	<p>September:<sup>†</sup></p> <ul style="list-style-type: none"> <li>• Begin the institutional planning cycle (Annual Unit Plan) for the current fiscal year.</li> <li>• Begin the Program Learning Outcomes (PLOs) and Student Learning Outcomes (SLOs) assessment cycle for current fiscal year.</li> <li>• Census Day Enrollment Snapshot for Fall Semester for Texas State University System (TSUS).</li> <li>• Certified Enrollment Report for Summer I &amp; II for TSUS.</li> <li>• Fall (POT2) course evaluations open to students.</li> </ul> <p>September 1:</p> <ul style="list-style-type: none"> <li>• Office of Institutional Effectiveness &amp; Assessment (IEA) informs Department Chairs of program reviews scheduled for the year.</li> </ul> <p>September 15:</p> <ul style="list-style-type: none"> <li>• Student Enrollment Report (CBMOC1) for Summer I &amp; II for Texas Higher Education Coordinating Board (THECB).</li> <li>• Student Schedule Report (CBM0CS) for Summer I &amp; II for THECB.</li> </ul> <p>September 30:</p> <ul style="list-style-type: none"> <li>• Department Chairs announce program reviews to their faculty; establish Program Review Committees; &amp; meet with committees to create review schedule and determine member roles.</li> <li>• Core Curriculum Committee meets to review Core Curriculum Assessment results from previous semester (Spring); Committee arranges follow-up on core courses with Core Program Leads &amp; faculty.</li> </ul>
<b>OCTOBER</b>	<p>October:<sup>†</sup></p> <ul style="list-style-type: none"> <li>• Fall (POT2) course evaluations close to students.</li> <li>• Institutional Characteristics [Basic Institutional Information (Address, Mission, Programs, Services)] for IPEDS.</li> <li>• Degree Completions by Level/CIP/Gender/Race for IPEDS.</li> <li>• Unduplicated Headcount; Credit/Contact Hours; Distance Ed; FTE [12-month Enrollment (July 1 - June 30)] for IPEDS.</li> </ul> <p>October 1:</p> <ul style="list-style-type: none"> <li>• Program Review Committees begin their program reviews.</li> </ul> <p>October 15:</p> <ul style="list-style-type: none"> <li>• Continuing Ed Student Enrollment Report [CBM00A (Quarter 4 = Jun-Aug)] for THECB.</li> <li>• Continuing Ed Student Schedule Report [CBM00C (Quarter 4 = Jun-Aug)] for THECB.</li> </ul> <p>October 31:</p> <ul style="list-style-type: none"> <li>• Annual Unit Planning &amp; Annual Learning Outcomes Assessment reports submitted to President &amp; Executive Team for review.</li> </ul>

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	<ul style="list-style-type: none"> <li>IEA announces Core Curriculum Assessment (Fall) to faculty whose courses are scheduled for assessment.</li> </ul>
<b>NOVEMBER</b>	<p>November:<sup>†</sup></p> <ul style="list-style-type: none"> <li>Certified Enrollment Report for Fall Semester for TSUS.</li> <li>Core Curriculum Assessment (Fall) opens in Xitracs; faculty upload artifacts (4 weeks).</li> <li>Fall (POT1, POT3, POT4) course evaluations open to students.</li> </ul> <p>November 1:</p> <ul style="list-style-type: none"> <li>Texas Success Initiative Report - End of Summer Semester Report (CBM002) for THECB.</li> <li>Student Enrollment - End of Summer Semester Report (CBM0E1) for THECB.</li> <li>Student Schedule - End of Summer Semester Report (CBM00S) for THECB.</li> <li>Facilities Room Inventory Report (CBM011) for THECB.</li> <li>Facilities Building Inventory Report (CBM014) for THECB.</li> </ul> <p>November 15:</p> <ul style="list-style-type: none"> <li>Student Enrollment Report (CBM0C1) for Fall Semester for THECB.</li> <li>Student Schedule Report (CBM0CS) for Fall Semester for THECB.</li> <li>Building and Room Use Report (CBM005) for THECB.</li> <li>Graduation Report (CBM009) for THECB.</li> </ul>
<b>DECEMBER</b>	<p>December:<sup>†</sup></p> <ul style="list-style-type: none"> <li>Core Curriculum Assessment (Fall) continues in Xitracs with final uploading &amp; scoring (1 week) of artifacts.</li> <li>Fall (POT1, POT3, POT4) course evaluations close to students.</li> <li>Program Review Committees complete Self-Study &amp; submit to appropriate Dean of Instruction for review.</li> <li>President's Executive Team evaluate LIT's success in fulfilling its Mission &amp; meeting Strategic Planning Goals for previous academic year (AY); discuss planning priorities &amp; direction for new fiscal year; &amp; share priorities &amp; direction with faculty &amp; staff in an Annual Strategic Planning Report.</li> </ul>
<b>JANUARY</b>	<p>January:<sup>†</sup></p> <ul style="list-style-type: none"> <li>First Class Day Spring Semester Enrollment for TSUS.</li> <li>Unit Leads review current AUP mid-year progress.</li> </ul> <p>January 15:</p> <ul style="list-style-type: none"> <li>Department Leads conduct mid-year progress of Unit Plans for current fiscal year.</li> <li>Program Leads conduct mid-year analysis on PLO/SLO assessments for current fiscal year.</li> </ul>

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	<p>January 20:</p> <ul style="list-style-type: none"> <li>Continuing Ed Student Enrollment Report [CBM00A (Quarter 1 = Sep-Nov)] for THECB.</li> <li>Continuing Ed Student Schedule Report [CBM00C (Quarter 1 = Sep-Nov)] for THECB.</li> </ul> <p>January 30:</p> <ul style="list-style-type: none"> <li>IEA distributes Core Curriculum Assessment (Fall) results to Core Curriculum Committee, Provost &amp; President.</li> </ul>
<b>FEBRUARY</b>	<p>February:<sup>†</sup></p> <ul style="list-style-type: none"> <li>Spring (POT2) course evaluations open to students.</li> <li>Census Day Enrollment Snapshot for Spring Semester for TSUS.</li> <li>Student Financial Aid (Financial Aid Awarded; Military Benefits) for IPEDS.</li> <li>Graduation Rates (Full-time First-time Cohort Completers =150% the normal time) for IPEDS.</li> <li>200% Graduation Rates (Full-time First-time Cohort Completers =200% the normal time) for IPEDS.</li> <li>Outcome Measures (FT/PT/FTIC Cohort Received Award; Still Enrolled; Transferred) for IPEDS.</li> </ul> <p>February 1:</p> <ul style="list-style-type: none"> <li>Department Leads begin development of Unit Plans and budgets for subsequent fiscal year.</li> <li>Program Leads begin development of PLO/SLO assessments for subsequent fiscal year.</li> </ul> <p>February 15:</p> <ul style="list-style-type: none"> <li>Program Review Committees finalize Self-Study based on Dean's comments; submit reports to Academic Quality Committee for review.</li> </ul> <p>February 28:</p> <ul style="list-style-type: none"> <li>Core Curriculum Committee meets to review Core Curriculum Assessment results from previous semester (Fall); Committee arranges follow-up on core courses with Core Program Leads &amp; faculty.</li> </ul>
<b>MARCH</b>	<p>March:<sup>†</sup></p> <ul style="list-style-type: none"> <li>Spring (POT2) course evaluations close to students.</li> <li>Community College Survey of Student Engagement (CCSSE) administered to random stratified sample of LIT classes.</li> <li>AQC conducts program reviews focusing on quality, outcomes, and strategic alignment.</li> </ul> <p>March 1:</p> <ul style="list-style-type: none"> <li>Texas Success Initiative Report - End of Semester Report (CBM002) for THECB.</li> <li>Faculty Report - End of Semester Report (CBM008) for THECB.</li> <li>Student Enrollment - End of Semester Report (CBM0E1) for THECB.</li> </ul>

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	<ul style="list-style-type: none"> <li>Student Schedule - End of Semester Report (CBM0CS) for THECB.</li> </ul> <p>March 31:</p> <ul style="list-style-type: none"> <li>IEA announces Core Curriculum Assessment (Spring) to faculty whose courses are scheduled for assessment.</li> <li>Finance Office distributes budget planning worksheets to departments.</li> </ul>
<b>APRIL</b>	<p>April:<sup>†</sup></p> <ul style="list-style-type: none"> <li>Core Curriculum Assessment (Spring) opens in Xitracs; faculty upload artifacts (4 weeks).</li> <li>Spring (POT1, POT3, POT4) course evaluations open to students.</li> <li>Fall Enrollment (FT/PT Enrollment by Level/Race/Gender/Age; Retention Rate; Student-Faculty Ratio) for IPEDS.</li> <li>Finance (Institutional Revenues; Expenses; Assets/Liabilities; Scholarships) for IPEDS.</li> <li>Human Resources (Employees by Occupation/Status/FT/PT/Gender/Race) for IPEDS.</li> <li>Certified Enrollment Report for Spring Semester for TSUS.</li> </ul> <p>April 15:</p> <ul style="list-style-type: none"> <li>Department Leads review unit plans &amp; adjust strategies as needed for subsequent fiscal year.</li> <li>Student Enrollment Report (CBM0C1) for Spring Semester for THECB.</li> <li>Student Schedule Report (CBM0CS) for Spring Semester for THECB.</li> <li>Continuing Ed Student Enrollment Report [CBM00A (Quarter 2 = Dec-Feb)] for THECB.</li> <li>Continuing Ed Class Enrollment Report [CBM00C (Quarter 2 = Dec-Feb)] for THECB.</li> </ul> <p>April 30:</p> <ul style="list-style-type: none"> <li>Departments Leads submit completed budget worksheets for subsequent fiscal year to Finance Office for review.</li> <li>Program Leads submit PLO/SLO assessments for subsequent fiscal year to IEA for AQC sub-committee review.</li> </ul>
<b>MAY</b>	<p>May:<sup>†</sup></p> <ul style="list-style-type: none"> <li>Core Curriculum Assessment (Spring) continues in Xitracs with final uploading &amp; scoring (1 week) of artifacts.</li> <li>Spring (POT1, POT3, POT4) course evaluations close to students.</li> <li>AQC completes review of Self-Study Reports &amp; submits report to Provost.</li> </ul> <p>May 31:</p> <ul style="list-style-type: none"> <li>Administration review budget requests &amp; justifications for subsequent fiscal year.</li> <li>Program Leads review PLO/SLO assessments for subsequent fiscal year; adjust strategies as needed.</li> </ul>

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<b>JUNE</b>	<p>June:<sup>†</sup></p> <ul style="list-style-type: none"> <li>• Summer I (POT1, POTO) course evaluations open to students.</li> <li>• First Class Day Summer I &amp; II Enrollment for TSUS.</li> <li>• Census Day Enrollment Snapshot for Summer I &amp; II for TSUS.</li> </ul> <p>June 30:</p> <ul style="list-style-type: none"> <li>• IEA distributes Core Curriculum Assessment (Spring) results to President, Provost &amp; Core Curriculum Committee.</li> <li>• Administration sets budget priorities &amp; fund allocations for subsequent fiscal year.</li> </ul>
<b>JULY</b>	<p>July:<sup>†</sup></p> <ul style="list-style-type: none"> <li>• Summer I (POT1, POTO) course evaluations close to students.</li> <li>• Summer II (POT1) course evaluations open to students.</li> <li>• Students/Graduates Taken/Passed Licensure/Certification Exams from previous Fall-Spring (Licensure Report for FY 20**) for THECB.</li> </ul> <p>July 15:</p> <ul style="list-style-type: none"> <li>• Texas Success Initiative Report - End of Semester Report (CBM002) for THECB.</li> <li>• Faculty Report - End of Semester Report (CBM008) for THECB.</li> <li>• Student Enrollment - End of Semester Report (CBM0E1) for THECB.</li> <li>• Student Schedule - End of Semester Report (CBM0CS) for THECB.</li> <li>• Continuing Ed Student Enrollment Report [CBM00A (Quarter 3 = Mar-May)] for THECB.</li> <li>• Continuing Ed Class Enrollment Report [CBM00C (Quarter 3 = Mar-May)] for THECB.</li> </ul> <p>July 31:</p> <ul style="list-style-type: none"> <li>• Program Leads complete outcomes analysis for PLO/SLO assessments for current fiscal year in progress.</li> <li>• CCSSE results are published &amp; distributed to LIT administration, faculty &amp; staff.</li> </ul>
<b>AUGUST</b>	<p>August:<sup>†</sup></p> <ul style="list-style-type: none"> <li>• Summer II (POT1) course evaluations close to students.</li> <li>• President presents proposed budget to TSUS at August Board Meeting; approved budget becomes active on September 1 (start of new fiscal year).</li> <li>• First Class Day Fall Semester Enrollment for TSUS.</li> </ul> <p>August 31:</p> <ul style="list-style-type: none"> <li>• Department Leads submit end-of-year Unit Plan analysis for the current fiscal year.</li> </ul>

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- Program Leads submit PLO/SLO analysis and improvement actions to IEA for AQC sub-committee review.

## Key Deliverables

- |                                       |                |
|---------------------------------------|----------------|
| 1. Annual Unit Assessment Report      | October        |
| 2. Strategic Planning Report          | January        |
| 3. Mid-Year AQC Assessment Review     | January        |
| 4. AQC Program Review Summary         | May            |
| 5. Core Curriculum Assessment Results | January / June |
| 6. Finalized Annual Unit Plans        | August         |
| 7. End-of-Year AQC Assessment Review  | August         |

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