

LIT Institutional Planning Calendar

Includes assessment, planning, and reporting activities.

SEPTEMBER	September:[†] • Begin the institutional planning cycle (Annual Unit Plan) for the current fiscal year. • Begin the Program Learning Outcomes (PLOs) and Student Learning Outcomes (SLOs) assessment cycle for current fiscal year. • Census Day Enrollment Snapshot for Fall Semester for Texas State University System (TSUS). • Certified Enrollment Report for Summer I & II for TSUS. • Fall (POT2) course evaluations open to students. September 1: • Office of Institutional Effectiveness & Assessment (IEA) informs Department Chairs of program reviews scheduled for the year. September 15: • Student Enrollment Report (CBMOC1) for Summer I & II for Texas Higher Education Coordinating Board (THECB). • Student Schedule Report (CBM0CS) for Summer I & II for THECB. September 30: • Department Chairs announce program reviews to their faculty; establish Program Review Committees; & meet with committees to create review schedule and determine member roles. • 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 & faculty.
OCTOBER	October:[†] • Fall (POT2) course evaluations close to students. • Institutional Characteristics [Basic Institutional Information (Address, Mission, Programs, Services)] for IPEDS. • Degree Completions by Level/CIP/Gender/Race for IPEDS. • Unduplicated Headcount; Credit/Contact Hours; Distance Ed; FTE [12-month Enrollment (July 1 - June 30)] for IPEDS. October 1: • Program Review Committees begin their program reviews. October 15: • Continuing Ed Student Enrollment Report [CBM00A (Quarter 4 = Jun-Aug)] for THECB. • Continuing Ed Student Schedule Report [CBM00C (Quarter 4 = Jun-Aug)] for THECB. October 31: • Annual Unit Planning & Annual Learning Outcomes Assessment reports submitted to President & Executive Team for review.

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	IEA announces Core Curriculum Assessment (Fall) to faculty whose courses are scheduled for assessment.
NOVEMBER	November:[†] - Certified Enrollment Report for Fall Semester for TSUS. - Core Curriculum Assessment (Fall) opens in Xitracs; faculty upload artifacts (4 weeks). - Fall (POT1, POT3, POT4) course evaluations open to students. November 1: - Texas Success Initiative Report - End of Summer Semester Report (CBM002) for THECB. - Student Enrollment - End of Summer Semester Report (CBM0E1) for THECB. - Student Schedule - End of Summer Semester Report (CBM00S) for THECB. - Facilities Room Inventory Report (CBM011) for THECB. - Facilities Building Inventory Report (CBM014) for THECB. November 15: - Student Enrollment Report (CBM0C1) for Fall Semester for THECB. - Student Schedule Report (CBM0CS) for Fall Semester for THECB. - Building and Room Use Report (CBM005) for THECB. - Graduation Report (CBM009) for THECB.
DECEMBER	December:[†] - Core Curriculum Assessment (Fall) continues in Xitracs with final uploading & scoring (1 week) of artifacts. - Fall (POT1, POT3, POT4) course evaluations close to students. - Program Review Committees complete Self-Study & submit to appropriate Dean of Instruction for review. - President's Executive Team evaluate LIT's success in fulfilling its Mission & meeting Strategic Planning Goals for previous academic year (AY); discuss planning priorities & direction for new fiscal year; & share priorities & direction with faculty & staff in an Annual Strategic Planning Report.
JANUARY	January:[†] - First Class Day Spring Semester Enrollment for TSUS. January 15: - Department Leads conduct mid-year progress of Unit Plans for current fiscal year. - Program Leads conduct mid-year analysis on PLO/SLO assessments for current fiscal year. January 20:

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	- Continuing Ed Student Enrollment Report [CBM00A (Quarter 1 = Sep-Nov)] for THECB. - Continuing Ed Student Schedule Report [CBM00C (Quarter 1 = Sep-Nov)] for THECB. January 30: - IEA distributes Core Curriculum Assessment (Fall) results to Core Curriculum Committee, Provost & President. - Program Leads submit mid-year PLO/SLO assessments for current fiscal year to IEA for AQC sub-committee review.
FEBRUARY	February:[†] - Spring (POT2) course evaluations open to students. - Census Day Enrollment Snapshot for Spring Semester for TSUS. - Student Financial Aid (Financial Aid Awarded; Military Benefits) for IPEDS. - Graduation Rates (Full-time First-time Cohort Completers =150% the normal time) for IPEDS. 200% Graduation Rates (Full-time First-time Cohort Completers =200% the normal time) for IPEDS. - Outcome Measures (FT/PT/FTIC Cohort Received Award; Still Enrolled; Transferred) for IPEDS. February 1: - Department Leads begin development of Unit Plans and budgets for subsequent fiscal year. - Program Leads begin development of PLO/SLO assessments for subsequent fiscal year. February 15: - Program Review Committees finalize Self-Study based on Dean's comments; submit reports to Academic Quality Committee for review. February 28: - 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 & faculty.
MARCH	March:[†] - Spring (POT2) course evaluations close to students. - Community College Survey of Student Engagement (CCSSE) administered to random stratified sample of LIT classes. - AQC conducts program reviews focusing on quality, outcomes, and strategic alignment. March 1: - Texas Success Initiative Report - End of Semester Report (CBM002) for THECB. - Faculty Report - End of Semester Report (CBM008) for THECB.

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	• Student Enrollment - End of Semester Report (CBM0E1) for THECB. • Student Schedule - End of Semester Report (CBM0CS) for THECB. March 31: • IEA announces Core Curriculum Assessment (Spring) to faculty whose courses are scheduled for assessment. • Finance Office distributes budget planning worksheets to departments.
APRIL	April:[†] • Core Curriculum Assessment (Spring) opens in Xitracs; faculty upload artifacts (4 weeks). • Spring (POT1, POT3, POT4) course evaluations open to students. • Fall Enrollment (FT/PT Enrollment by Level/Race/Gender/Age; Retention Rate; Student-Faculty Ratio) for IPEDS. • Finance (Institutional Revenues; Expenses; Assets/Liabilities; Scholarships) for IPEDS. • Human Resources (Employees by Occupation/Status/FT/PT/Gender/Race) for IPEDS. • Certified Enrollment Report for Spring Semester for TSUS. April 15: • Department Leads review unit plans & adjust strategies as needed for subsequent fiscal year. • Student Enrollment Report (CBM0C1) for Spring Semester for THECB. • Student Schedule Report (CBM0CS) for Spring Semester for THECB. • Continuing Ed Student Enrollment Report [CBM00A (Quarter 2 = Dec-Feb)] for THECB. • Continuing Ed Class Enrollment Report [CBM00C (Quarter 2 = Dec-Feb)] for THECB. April 30: • Departments Leads submit completed budget worksheets for subsequent fiscal year to Finance Office for review.
MAY	May:[†] • Core Curriculum Assessment (Spring) continues in Xitracs with final uploading & scoring (1 week) of artifacts. • Spring (POT1, POT3, POT4) course evaluations close to students. • AQC completes review of Self-Study Reports & submits report to Provost. May 31: • Administration review budget requests & justifications for subsequent fiscal year. • Program Leads review PLO/SLO assessments for subsequent fiscal year; adjust strategies as needed.

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JUNE	June:[†] • Summer I (POT1, POTO) course evaluations open to students. • First Class Day Summer I & II Enrollment for TSUS. • Census Day Enrollment Snapshot for Summer I & II for TSUS. June 30: • IEA distributes Core Curriculum Assessment (Spring) results to President, Provost & Core Curriculum Committee. • Administration sets budget priorities & fund allocations for subsequent fiscal year.
JULY	July:[†] • Summer I (POT1, POTO) course evaluations close to students. • Summer II (POT1) course evaluations open to students. • Students/Graduates Taken/Passed Licensure/Certification Exams from previous Fall-Spring (Licensure Report for FY 20**) for THECB. July 15: • Texas Success Initiative Report - End of Semester Report (CBM002) for THECB. • Faculty Report - End of Semester Report (CBM008) for THECB. • Student Enrollment - End of Semester Report (CBM0E1) for THECB. • Student Schedule - End of Semester Report (CBM0CS) for THECB. • Continuing Ed Student Enrollment Report [CBM00A (Quarter 3 = Mar-May)] for THECB. • Continuing Ed Class Enrollment Report [CBM00C (Quarter 3 = Mar-May)] for THECB. July 31: • Program Leads complete outcomes analysis for PLO/SLO assessments for current fiscal year in progress. • CCSSE results are published & distributed to LIT administration, faculty & staff.
AUGUST	August:[†] • Summer II (POT1) course evaluations close to students. • President presents proposed budget to TSUS at August Board Meeting; approved budget becomes active on September 1 (start of new fiscal year). • First Class Day Fall Semester Enrollment for TSUS. August 31: • Department Leads submit subsequent fiscal year Unit Plan to IEA.

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- Department Leads submit end-of-year Unit Plan analysis for the current fiscal year.
- Program Leads submit PLO/SLO analysis and improvement actions to IEA for AQC sub-committee review.

Key Deliverables

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| 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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