

LIT Institutional Planning Calendar

<p>SEPTEMBER</p>	<p>September:[†]</p> <ul style="list-style-type: none"> • Census Day Enrollment Snapshot for Fall Semester for TSUS. • Certified Enrollment Report for Summer I & II for TSUS. • Fall (1st Half Term) course evaluations open to students. <p>September 1:</p> <ul style="list-style-type: none"> • Unit Heads implement Annual Unit Plan (AUP) and budget. • Office of Institutional Effectiveness & Assessment (IEA) informs Department Chairs of program reviews scheduled for the year. <p>September 15:</p> <ul style="list-style-type: none"> • Student Enrollment Report (CBMOC1) for Summer I & II for THECB. • Student Schedule Report (CBM0CS) for Summer I & II for THECB. <p>September 30:</p> <ul style="list-style-type: none"> • Department Chairs announce program reviews to their faculty; establish Program Review Committees; & meet with committees to create review schedule & 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.
<p>OCTOBER</p>	<p>October:[†]</p> <ul style="list-style-type: none"> • Fall (1st Half Term) course evaluations open 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. <p>October 1:</p> <ul style="list-style-type: none"> • Program Review Committees begin their program reviews. <p>October 15:</p> <ul style="list-style-type: none"> • Continuing Ed Student Enrollment Report [CBM00A (Quarter 4 = Jun-Aug)] for THECB. • Continuing Ed Student Schedule Report [CBM00C (Quarter 4 = Jun-Aug)] for THECB. <p>October 31:</p> <ul style="list-style-type: none"> • IEA completes Annual Unit Assessment Report for AY & submits report to President & Executive Team for review. • IEA announces Core Curriculum Assessment (Fall) to faculty whose courses are scheduled for assessment.

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<p>NOVEMBER</p>	<p>November:[†]</p> <ul style="list-style-type: none"> • Certified Enrollment Report for Fall Semester for TSUS. • Core Curriculum Assessment (Fall) opens in Xitracs; faculty upload artifacts (4 weeks). • Fall (Full Term, 2nd Half Term, Late Start) course evaluations open to students. <p>November 1:</p> <ul style="list-style-type: none"> • Texas Success Initiative Report - End of Semester Report (CBM002) for THECB. • Student Enrollment - End of Semester Report (CBM0E1) for THECB. • Student Schedule - End of Semester Report (CBM0CS) for THECB. • Facilities Room Inventory Report (CBM011) for THECB. • Facilities Building Inventory Report (CBM014) for THECB. <p>November 15:</p> <ul style="list-style-type: none"> • Student Enrollment Report (CBMOC1) 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.
<p>DECEMBER</p>	<p>December:[†]</p> <ul style="list-style-type: none"> • Core Curriculum Assessment (Fall) continues in Xitracs with final uploading & scoring (1 week) of artifacts. • Fall (Full Term, 2nd Half Term, Late Start) course evaluations open to students. • Program Review Committees complete Self-Study & submit to appropriate Dean for review.
<p>JANUARY</p>	<p>January:[†]</p> <ul style="list-style-type: none"> • First Class Day Spring Semester Enrollment for TSUS. • Unit Heads assess current AUP mid-year progress. • President’s Executive Team evaluate LIT’s success in fulfilling its Mission & meeting Strategic Planning Goals for previous academic year (AY); discuss planning priorities & desired direction for new AY; & share priorities & direction with faculty & staff in an Annual Strategic Planning Report. <p>January 20:</p> <ul style="list-style-type: none"> • Continuing Ed Student Enrollment Report [CBM00A (Quarter 1 = Sep-Nov)] for THECB. • Continuing Ed Student Schedule Report [CBM00C (Quarter 1 = Sep-Nov)] for THECB. <p>January 30:</p> <ul style="list-style-type: none"> • IEA distributes Core Curriculum Assessment (Fall) results to Core Curriculum Committee, Provost & President.

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FEBRUARY	<p>February:[†]</p> <ul style="list-style-type: none"> • Spring (1st Half Term) 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. <p>February 15:</p> <ul style="list-style-type: none"> • Program Review Committees finalize Self-Study based on Dean’s comments; Department Chairs submit updated reports to Academic Quality Committee for review. <p>February 28:</p> <ul style="list-style-type: none"> • 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	<p>March:[†]</p> <ul style="list-style-type: none"> • Spring (1st Half Term) course evaluations open to students. • Community College Survey of Student Engagement (CCSSE) administered to random stratified sample of LIT classes. <p>March 1:</p> <ul style="list-style-type: none"> • 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. <p>March 15:</p> <ul style="list-style-type: none"> • Unit Heads develop AUP and budgets for upcoming AY (prior to budget hearings). <p>March 31:</p> <ul style="list-style-type: none"> • IEA announces Core Curriculum Assessment (Spring) to faculty whose courses are scheduled for assessment. • Finance Office distributes budget planning worksheets to departments for upcoming AY.

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<p style="text-align: center;">APRIL</p>	<p>April:[†]</p> <ul style="list-style-type: none"> • Core Curriculum Assessment (Spring) opens in Xitracs; faculty upload artifacts (4 weeks). • Spring (Full Term, 2nd Half Term, Late Start) 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. <p>April 15:</p> <ul style="list-style-type: none"> • Student Enrollment Report (CBMOC1) 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. <p>April 30:</p> <ul style="list-style-type: none"> • Departments return budget planning worksheets to Finance Office for review by President & Executive Team.
<p style="text-align: center;">MAY</p>	<p>May:[†]</p> <ul style="list-style-type: none"> • Core Curriculum Assessment (Spring) continues in Xitracs with final uploading & scoring (1 week) of artifacts. • Spring (Full Term, 2nd Half Term, Late Start) course evaluations open to students. • Department Heads present upcoming AY AUP and budget requests at scheduled budget hearings. • Academic Quality Committee completes review of Self-Study Reports & submits report to Provost.
<p style="text-align: center;">JUNE</p>	<p>June:[†]</p> <ul style="list-style-type: none"> • Summer I (Full Term, Carryover) course evaluations open to students. • First Class Day Summer I & II Enrollment for TSUS. • Census Day Enrollment Snapshot for Summer I & II for TSUS. <p>June 30:</p> <ul style="list-style-type: none"> • IEA distributes Core Curriculum Assessment (Spring) results to President, Provost & Core Curriculum Committee. • President & Executive Team discuss budget requests, set budget priorities & determine fund allocations for upcoming AY.

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JULY	<p>July:[†]</p> <ul style="list-style-type: none"> • Summer I (Full Term, Carryover) course evaluations open to students. • Summer II (Full Term) course evaluations open to students. • Students/Graduates Taken/Passed Licensure/Certification Exams from previous Fall-Spring (Licensure Report for FY 20**) for THECB. <p>July 15:</p> <ul style="list-style-type: none"> • 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. <p>July 31:</p> <ul style="list-style-type: none"> • CCSSE results are published & distributed to LIT administration, faculty & staff.
AUGUST	<p>August:[†]</p> <ul style="list-style-type: none"> • Summer II (Full Term) course evaluations open 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. <p>August 31:</p> <ul style="list-style-type: none"> • Unit Heads finalize prior AY AUP and upcoming AY AUP, & submit to IEA.

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