LIT Institutional Planning Calendar

Includes assessment, planning, and reporting activities.

AUGUST	August:[†] • Start of the assessment/planning cycle with institutional updates to faculty/staff
SEPTEMBER	September:[†] • 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: • Unit Leads implement Annual Unit Plan (AUP) and budget. • Office of Institutional Effectiveness & Assessment (IEA) informs Department Chairs of program reviews scheduled for the year. September 15: • Student Enrollment Report (CBM0C1) 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.

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	October 31: • Annual Unit Planning & Annual Outcomes Assessment reports submitted to President & Executive Team for review. • 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.
JANUARY	January:† • First Class Day Spring Semester Enrollment for TSUS. • Unit Leads review 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. January 15: • Faculty/Program Leads submit mid-year PLO & SLO assessments & operational goals.

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	January 20: • Academic Quality Council (AQC) Subcommittee reviews progress on Program Learning Outcomes (PLO) & Student Learning Outcomes (SLO) assessment & address identified gaps. • 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.
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 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. • Student Enrollment - End of Semester Report (CBM0E1) for THECB. • Student Schedule - End of Semester Report (CBM0CS) for THECB.

[†]Dates are subject to change.   Updated February 2025

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	March 15: • Unit Leads begin development of AUP and budgets for upcoming AY (prior to budget hearings). **March 31:** • 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.
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:** • Unit Leads monitor implementation of plans & adjust strategies as needed. • 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 submit completed budget worksheets 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. • Finance, Administration, and Unit Leads review budget requests & justifications for upcoming fiscal year. • AQC completes review of Self-Study Reports & submits report to Provost. **May 15:** • Faculty/Program Leads complete data & analysis for PLO & SLO assessments.

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	May 30: • All Units reflect on AUP's; plan for next year's goals; & ensure alignment with strategic priorities.
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 upcoming AY.
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:** • 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.

[†]Dates are subject to change.

	August 15: • AQC Subcommittee reviews results, evaluates achievement of outcomes and planned improvement actions. August 31: • Unit Leads finalize prior AY AUP and upcoming AY AUP & submit to IEA.

Key Deliverables

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