

LIT Institutional Planning Calendar

Includes assessment, planning, and reporting activities.

SEPTEMBER	<p>September:[†]</p> <ul style="list-style-type: none">• 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. <p>September 1:</p> <ul style="list-style-type: none">• 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 Texas Higher Education Coordinating Board (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 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	<p>October:[†]</p> <ul style="list-style-type: none">• 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. <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">• Annual Unit Planning & Annual Learning Outcomes Assessment reports submitted to President & Executive Team for review.

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	<ul style="list-style-type: none"> IEA announces Core Curriculum Assessment (Fall) to faculty whose courses are scheduled for assessment.
NOVEMBER	<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 (POT1, POT3, POT4) course evaluations open to students. <p>November 1:</p> <ul style="list-style-type: none"> 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. <p>November 15:</p> <ul style="list-style-type: none"> 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	<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 (POT1, POT3, POT4) course evaluations close to students. Program Review Committees complete Self-Study & submit to appropriate Dean 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	<p>January:[†]</p> <ul style="list-style-type: none"> First Class Day Spring Semester Enrollment for TSUS. 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. <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.

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	<p>January 30:</p> <ul style="list-style-type: none"> • 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 review.
FEBRUARY	<p>February:[†]</p> <ul style="list-style-type: none"> • 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. <p>February 1:</p> <ul style="list-style-type: none"> • 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. <p>February 15:</p> <ul style="list-style-type: none"> • Program Review Committees finalize Self-Study based on Dean’s comments; submit 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 (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. • Program Leads submit PLO/SLO assessments for subsequent fiscal year to IEA for AQC sub-committee review. <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.

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	<ul style="list-style-type: none"> • Student Schedule - End of Semester Report (CBM0CS) for THECB. <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.
APRIL	<p>April:[†]</p> <ul style="list-style-type: none"> • 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. <p>April 15:</p> <ul style="list-style-type: none"> • 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. <p>April 30:</p> <ul style="list-style-type: none"> • Departments Leads submit completed budget worksheets for subsequent fiscal year to Finance Office for review.
MAY	<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 (POT1, POT3, POT4) course evaluations close to students. • AQC completes review of Self-Study Reports & submits report to Provost. <p>May 31:</p> <ul style="list-style-type: none"> • Administration review budget requests & justifications for subsequent fiscal year. • Program Leads review PLO/SLO assessments for subsequent fiscal year; adjust strategies as needed.
JUNE	<p>June:[†]</p> <ul style="list-style-type: none"> • Summer I (POT1, POTO) course evaluations open to students. • First Class Day Summer I & II Enrollment for TSUS.

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	<ul style="list-style-type: none"> • 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. • Administration sets budget priorities & fund allocations for subsequent fiscal year.
JULY	<p>July:[†]</p> <ul style="list-style-type: none"> • 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. <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"> • 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	<p>August:[†]</p> <ul style="list-style-type: none"> • 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. <p>August 31:</p> <ul style="list-style-type: none"> • Department Leads submit subsequent fiscal year Unit Plan to IEA. • Department Leads submit end-of-year Unit Plan analysis for the current fiscal year. • Program Leads submit PLO/SLO analysis and improvement actions for current fiscal year to IEA for AQC sub-committee review.

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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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