








## Annual Planning and Evaluation Calendar

<p><b>October</b></p> <p></p>	<p><b>Review / Revise Institutional Strategic Plan</b>  Each year the LSUE 5-Year Plan: A Blueprint for the Future is reviewed based upon the prior year performance and revised as necessary.</p>
<p><b>November</b></p> <p></p>	<p><b>Set Institutional Goals and Objectives for next academic year.</b>  Institutional goals and objectives are set and published based upon the LSUE 5-Year Plan: A Blueprint for the Future. Goals and objectives may also be added as a result of other institutional planning projects such as the Noel Levitz studies and state mandated performance indicators as found in LaPAS, the Louisiana Performance Accountability System.</p>
<p><b>January – March</b></p>	<p><b>Review / Revise Unit Objectives and Forecasts for current year.</b>  Many factors contribute to the successes required to reach institutional as well as unit goals and objectives. The LSUE Planning and Evaluation process recognizes this and allows campus units to adjust their objectives and forecasts as needed during the year.</p>
<p><b>January – March</b></p> <p></p>	<p><b>Set Unit Goals for following academic year.</b>  Based upon published institutional goals and each unit's individual mission, goals are set for the upcoming year.</p>
<p><b>January – March</b></p> <p></p>	<p><b>Develop following academic year's Unit Objectives and Operating Budgets</b>  Complete and return Planning Forms for each established unit objective. These should be tied to institutional goals and objectives and reflect the individual mission of the unit. Appropriate budget requests should be included as part of the planning forms when the success of the objective is contingent upon appropriate funding.</p>
<p><b>April</b></p> <p></p>	<p><b>Budget Review Process</b>  The budget review committee meets to review and prioritize unit budget requests for the upcoming year. The committee recommendations are used to allocate any additional funds received over those of the previous year.</p>
<p><b>May – June</b></p>	<p><b>Conduct Unit Performance Reviews</b>  While assessment of performance is an ongoing endeavor, planning units should begin to gather and review the data needed to perform their annual review.</p>



## Annual Planning and Evaluation Calendar (continued)

June	<p><b>Assess Performance and Outcomes</b> Outcomes Assessment forms are to be completed for each unit objective submitted during the planning cycle. Special consideration should be given to the documentation of activities that fulfilled expected outcomes created as a result of previous year's deficiencies. This is often referred to as "Closing the Loop".</p>
June	<div style="display: flex; align-items: center; justify-content: center;"> <input checked="" style="margin-right: 10px;" type="checkbox"/> </div> <p><b>Legislature Approves Executive Budget</b> The Louisiana Executive Budget is normally approved by the legislature before adjournment of their scheduled annual session in June of each year.</p>
July	<p><b>Annual Summary Report on Institutional Effectiveness</b> The Office of Institutional Research and Effectiveness will compile and distribute the Annual Report on Institutional Effectiveness Indicators and Short-Term Goals</p>
September	<p><b>Assessment Day: Presentation of Prior Year's Outcomes</b> The Administrative Council meets annually in August to review the outcomes of the previous year's activities and make appropriate recommendations regarding the upcoming years cycle.</p>
September	<p><b>Final Budget Approved and Received from the State</b> Upon approval of the Governor, the Board of Regents, and the LSU Board of Supervisors; LSUE receives official notification of its budgetary allocation for the year.</p>



**Denotes planning activities for next academic year.**