

**LAMAR STATE COLLEGE - PORT ARTHUR  
ACADEMIC AND CAMPUS EVENT CALENDAR  
2016-2017**

**FALL 2016**

**AUGUST**

- 8 HB 2504 Course Syllabi are due on-line
- 17 Faculty Development – 8:00 am @ Parker Center, 2<sup>nd</sup> floor
- 18-19 Board of Regents Meeting, Austin
- 22 HB 2504 new or updated Faculty Curriculum Vitae are due on-line
- 22 First class day fall semester
- 22 First class day academic courses (Stiles)
- 22 8-Week On-Line Session I begins
- 22 Faculty Outside Employment Request form due to Department Chair
- 23 Faculty Office Hours & Schedule are due to Department Chair
- 23 Faculty & Staff Meeting – Parker Center @ 2:00 p.m.
- 23 Faculty Information Report (**F2.18**) due from Faculty to Department Chair
- 24 Faculty Outside Employment Request form due from Department Chair to Dean
- 24-25 Orientation for online courses – Madison Monroe Building
- 25 Faculty Office Hours & Schedule are due from Department Chair to Dean
- 25 Faculty Information Report (**F2.18**) due from Department Chair to Dean
- 26 Faculty Outside Employment Request form due from VPAA to HR
- 26 Faculty Development Leave applications available from website
- 29 Faculty Office Hours & Schedule are returned to faculty for posting; copy to VPAA
- 29 8-Week On-Line Session I - Census Date
- 30 Faculty Information Report (**F2.18**) due from Dean(s) to VPAA office & HR

**SEPTEMBER**

- 1 Application for December 2016 graduation begins
- 2 Submit 2015-2016 Unit Plans with evaluations to Institutional Effectiveness office
- 2 Submit 2016-2017 Operational Unit Plans to Institutional Effectiveness office
- 5 Labor Day – no campus or prison classes - offices and Gates Library closed
- 6 Faculty Senate meeting – SC 422 (2:00 p.m.)
- 7 Census Date (12th class day)
- 7 8-Week On-Line Session I - final day to drop or withdraw *without* penalty
- 9 Fall Semester Faculty Load Report due from Department Chair to Dean
- 9 Personnel Action Request (**F3.2**) for fall 2016 payroll due from Dept Chair to Dean
- 12 Fall Semester Faculty Load Report due from Dean to VPAA
- 12 Personnel Action Request (**F3.2**) for fall 2016 payroll due from Dean to VPAA
- 12 Student-Faculty Relations Committee appointed by Dean
- 12 Spring 2017 Class Scheduling Form (**F2.22**) due from Department Chair to Dean with copy to Connie Nicholas & Stephanie Broussard
- 12-16 Academic & Technical Division committee elections conducted by Dean's office:  
(1) *Promotion Committee* (2) *Recognition of Teaching Excellence" Selection Committee*
- 12-19 Faculty Senate adjunct & staff representative election conducted by VPAA office

- 13-20 Campus Faculty Tenure Committee election conducted by VPAA office
- 14 Personnel Action Requests (**F3.2**) due from VPAA to HR for fall 2016 payroll
- 14 Spring 2017 Class Scheduling Form (**F2.22**) due from Dean to VPAA
- 19 Spring 2017 Class Scheduling Form (**F2.22**) due from VPAA to Admission & Records
- 23 Last class day module 1 HVAC (Stiles)
- 23 Academic & Technical Division election results are due to VPAA
- 26 First class day module 2 HVAC (Stiles)
- 27 Last class day module 1 AUTO (Stiles)
- 28 First class day module 2 AUTO (Stiles)
- 28 Final day to drop or withdraw from classes *without* academic penalty

## OCTOBER

- 3 Faculty & Staff Incentive award memo & information distributed by VPAA office
- 3 Departmental Performance Review of Tenured Faculty begins (**PRTF**-Appendix C Faculty Handbook)
- 4 Faculty Senate meeting – SC 422 (2:00 p.m.)
- 5 8-Week On-Line Session I – final day to drop or withdraw *with* penalty
- 7 Faculty Development Leave applications due to Department Chair
- 12 8-Week On-Line Session I - Last Class/Final Exam Day
- 13 8-Week On-Line Session I - Final grades due by 4:00 pm
- 14 Faculty Development Leave applications due from Department Chair to Dean
- 17 Faculty & Staff Incentive award application is due to Department Chair/Supervisor
- 17 8-Week On-Line Session II begins
- 21 Faculty Development Leave applications due from Dean to Faculty Senate Secretary
- 21 Faculty & Staff Incentive award applications due from Chair/Supervisor to Dean
- 24 8-Week On-Line Session II – Census Date
- 24 Promotion Application (**F2.09/F2.09T**) is due from faculty to Department Chair
- 24 Recommendation for Tenure (**F2.10**) application is due from faculty to Department Chair
- 28 All Faculty & Staff Incentive award applications are due to VPAA
- 28 Distribution of spring 2017 class schedule
- 31-Nov 18 Student Evaluation of Faculty (SUMMA)

## NOVEMBER

- 1 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 1-4 Final review of Faculty & Staff Incentive award applications by VPAA
- 2 8-Week On-Line Session II – final day to drop a course or withdraw *without* penalty
- 2 Last day to apply for December graduation, pay for diploma, cap & gown
- 2 Final day to drop a course or withdraw *with* penalty
- 4 Promotion Application (**F2.09/F2.09T**) due from Dept Chair to Division Promotion Committee
- 4 Faculty Development Leave recommendations due from Faculty Senate to VPAA
- 7 Registration for spring 2017 semester begins
- 7 Department Chair begins Annual Faculty Report (**F2.08A**) process with adjunct faculty
- 9 Faculty & Staff Incentive Award recommendations to President
- 11 Faculty & Staff Incentive Award **F3.2**'s due to HR/Payroll
- 17-18 Board of Regents Meeting, Sam Houston State University
- 21 Faculty Outside Employment Request form for spring 2017 due from faculty to Department Chair
- 23 Faculty Outside Employment Request form for spring 2017 due from Dept Chair to Dean

- 23 Thanksgiving Holiday begins, offices close at 5 p.m.; no evening classes
- 24-25 Thanksgiving Break - no campus or prison classes - offices and Gates Library closed
- 28 Fall semester classes will resume at 8:00 a.m.
- 30 Last class day fall semester
- 30 Last class day academic courses (Stiles)
- 30 8-Week On-Line Session II – final day to drop or withdraw *with* penalty

## **DECEMBER**

- 1 Faculty Outside Employment Request form for spring 2017 due to VPAA
- 1 Final exams begin for day classes
- 1-7 Final exams academic courses (Stiles)
- 2 Annual Faculty Report (**F2.08A**) **adjunct** copies due from Department Chair to Dean
- 2 Last class day Module 2 HVAC/AUTO (Stiles)
- 5 Final exams begin for night classes
- 6 Julie & Ben Rogers Community Service Award @ LU John Gray Library, 3:00 pm
- 6 Faculty Senate meeting, SC 422 (2:00 p.m.)
- 7 Final exams end
- 7 Faculty & Staff Incentive Award presentation & reception
- 7 8-Week On-Line Session II – Last Class/Final Exam Day
- 8 Final grades for graduates due by 8:30 a.m.; all others by 4:00 pm
- 9 Fall 2016 Artifacts are due to Institutional Effectiveness Department
- 9 Recommendation for Tenure (**F2.10**) application is due from Department Chair to Dean
- 9 Annual Faculty Report (**F2.08**) is due, full-time faculty submit copy to Dept Chair & Dean
- 9 Promotion Application (**F2.09/F2.09T**) due from Division Promotion Committee to Dean/VPAA
- 9 Fall Commencement – 6:30 p.m.
- 15 Final day to notify second-year tenure-track faculty member(s) of non-reappointment
- 21 Energy Conservation Day
- 22-30 Offices closed for Christmas break - faculty/staff holidays

## **SPRING 2017**

### **JANUARY**

- 2 Energy Conservation Day
- 3 Offices reopen
- 9 HB 2504 new or updated Faculty Curriculum Vitae due on-line
- 9 HB 2504 Course syllabi are due on-line
- 11 Faculty Development – 8:00 am @ Parker Center, 2<sup>nd</sup> floor
- 16 Martin Luther King Day - no classes, offices closed
- 17 First class day
- 17 First day of academic courses (Stiles)
- 17 First class day module 3 HVAC/AUTO (Stiles)
- 17 8-Week On-Line Session I begins
- 18 Faculty Office Hours & Schedule are due to Department Chair
- 20 Faculty Office Hours & Schedule are due from Department Chair to Dean

- 23 Application for May 2017 graduation begins
- 23 Faculty Office Hours & Schedule are returned to faculty for posting; copy to VPAA
- 24 8-Week On-Line Session I - Census Date
- 31 "Recognition of Teaching Excellence" applications due from Division Committee to Dean/VPAA

## FEBRUARY

- 1 8-Week On-Line Session I – final day to drop a course or withdraw *without* academic penalty
- 1 Census Date (12<sup>th</sup> class day)
- 6 Spring Semester **Faculty Load Report** due from Department Chair to Dean
- 6 Personnel Action Request (**F3.2**) for spring 2017 payroll due from Department Chair to Dean
- 6 Performance Review of Tenured Faculty (**PRTF**) documentation is due to Department Chair
- 6 Recommendation for Tenure (**F2.10**) application(s) are to VPAA
- 6 Annual Faculty Report (**F2.08**) Department Chair evaluation of faculty due to VPAA
- 6 Annual Faculty Report (**F2.08**) Dean's evaluation rating page(s) due to VPAA
- 6 Summer & fall 2017 Class Scheduling Form (**F2.22**) due from Department Chair to Dean with copy to Connie Nicholas & Stephanie Broussard
- 7 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 8 Spring Semester **Faculty Load Reports** & (**F3.2**) are due from Dean to VPAA
- 8 Summer & fall 2017 Class Scheduling Form (**F2.22**) are due from Dean to VPAA
- 9 Mid-Year Progress Reporting of 2016-2017 Unit Plan (deans & department chairs)
- 10 Faculty Promotion Application(s) (**F2.09/F209T**) are due to VPAA
- 10 Personnel Action Requests (**F3.2**) are due from VPAA to HR for spring 2017 payroll
- 13 Summer & fall 2017 Class Scheduling Form (**F2.22**) due from VPAA to Admission & Records
- 13 Recommendation for Tenure (**F2.10**) application(s) from VPAA to Campus Tenure Committee
- 13 Performance Review of Tenured Faculty (**PRTF**) documentation due from Dept Chair to Dean/VPAA
- 14 "Recognition of Teaching Excellence" applications are due to VPAA
- 16-17 Board of Regents Meeting, Austin
- 17 Annual Faculty Report (**F2.08**) copy of Department Chair report due from VPAA to Dean
- 23-25 Texas Community College Teachers Association 70<sup>th</sup> Annual Convention - Austin
- 23-26 Mardi Gras
- 24 Annual Faculty Report (**F2.08**) complete report copies due to Dept Chair from Dean
- 27 Recommendation for Tenure (**F2.10**) application from Campus Tenure Committee to VPAA
- 28 "Recognition of Teaching Excellence" recommendation(s) due from VPAA to President
- 28 8-Week On-Line Session I – final day to drop or withdraw *with* penalty
- 28 Annual Faculty Report (**F2.08**) complete report copies due from Department Chair to faculty

## MARCH

- 1 Final day to notify 1<sup>st</sup> year tenure-track faculty member(s) of non-reappointment
- 1 Performance Review of Tenured Faculty (**PRTF**) documentation/recommendations due to VPAA
- 1 Final day to drop a course or withdraw *without* academic penalty
- 2 Southeast Texas Regional Citizen Bee Competition – PAC Theater, 5:00 pm – 9:30 pm
- 4 UIL One-Act Play District 5-A competition – Theater/Black Box
- 7 Faculty Senate meeting - SC 422 (2:00 p.m.)

- 8 8-Week On-Line Session I - Last Class/Final Exam Day
- 9 8-Week On-Line Session I - Final grades due by 4:00 pm
- 9 UIL One-Act Play District 4-A competition – Theater/Black Box
- 13-17 Spring Break - no classes, offices & Gates Library open
- 17 Energy Conservation Day
- 20 Classes will resume at 8:00 a.m.
- 20 8-Week On-Line Session II begins
- 20 Distribution of Summer & Fall 2017 class schedule
- 20 Promotion Application (**F2.09/F2.09T**)/Recommendation for Tenure (**F2.10**) VPAA to President
- 20-Apr 10 Student Evaluation of Faculty (SUMMA)
- 23 UIL One-Act Play Bi-District 4-A competition – Theater/Black Box
- 27 8-Week On-Line Session II - Census Date
- 30 Last class day module 3 HVAC/AUTO (Stiles)

## APRIL

- 3 Department Chair begins Annual Faculty Report (**F2.08A**) process with adjunct faculty
- 3 Registration for Summer & Fall 2017 begins
- 3 8-Week On-Line Session II – Final day to drop or withdraw *without* penalty
- 3-6 Faculty Senate election of voting representatives for 2017 conducted by VPAA
- 3-21 Noel-Levitz Student Satisfaction Inventory Survey
- 4 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 6 Last day to apply for spring graduation, pay for diploma, cap & gown
- 6 Preliminary 2017-2018 Unit Plans (with budget proposal)
- 10 First class day module 4 AUTO/HVAC (Stiles)
- 14 Good Friday – no classes, offices and Gates Library open
- 19 Final day to drop a course or withdraw *with* penalty
- 20 “Expressions” Reception – 4<sup>th</sup> floor Student Center at 6:30 pm
- 20-21 2017-2018 Unit Plan & Budget Planning hearings
- 26 8-Week On-Line Session II – Final day to drop or withdraw *with* penalty

## MAY

- 1 Begin 2016-2017 budget development
- 1 Notification of employment status due to full-time contract faculty
- 1 Annual Faculty Report (**F2.08A**) adjunct copies due from Department Chair to Dean/VPAA
- 2 Faculty Senate meeting - SC 422 (2:00 pm)
- 3 Last class day
- 3 Last class day academic courses (Stiles)
- 4 Final exams begin for day classes
- 4-10 Final exams for academic courses (Stiles)
- 6 Educational Drama Association’s State Competition – Theater/Black Box/Campus
- 8 Final exams begin for evening classes
- 10 8-Week On-Line Session II - Last Class/Final Exam Day
- 10 Final exams end
- 11 Final grades for graduates due by 8:30 am; all others due by 4:00 pm

- 12 Spring 2017 Artifacts are due to Institutional Effectiveness Department
- 12 Commencement – 6:30 p.m.
- 18-19 Board of Regents Meeting, Texas State University
- 26 HB 2504 Course Syllabi are due on-line
- 29 Memorial Day – no classes, offices and Gates Library closed

**SUMMER I 2017**

**JUNE**

- 5 First Class Day
- 5 8-Week On-Line Session begins
- 5 First class day academic classes (Stiles)
- 8 Census Date (4<sup>th</sup> class day)
- 13 New student orientation
- 13 8-Week On-Line Session - Census Date
- 14 Final day to drop or withdraw without academic penalty
- 19 8-Week On-Line Session – Final day to drop or withdraw *without* penalty
- 26 Last class day Module 4 AUTO/HVAC (Stiles)
- 29 Final day to drop or withdraw with penalty
- 30 HB 2504 Course Syllabi are due on-line

**JULY**

- 4 Independence Day, no classes, offices closed
- 6 Last Class Day/Final Exams
- 7 Final grades due by 8:00 am

**SUMMER II 2017**

**JULY**

- 10 First Class Day
- 10 First class day Module 1 HVAC/AUTO (Stiles)
- 13 Progress Reporting of 2017-2018 Unit Plans
- 13 Census Date (4<sup>th</sup> class day)
- 13 New student orientation
- 19 8-Week On-Line Session – Final day to drop or withdraw *with* penalty
- 19 Final day to drop or withdraw without academic penalty
- 26 Last class day academic courses (Stiles)
- 26 8-Week On-Line Session – Last Class day/Final Exam day
- 27 8-Week On-Line Session – Final grades due by 4:00 pm

**AUGUST**

- 2 Final day to drop or withdraw with penalty
- 10 Last Class Day/Final Exams
- 11 Final grades due by 8:00 am

## **IMPORTANT DATES FOR STUDENT SERVICES & BUSINESS OFFICE**

### **Fall 2016**

Aug 12	Deadline for bacterial meningitis immunization for fall Semester
Aug 15	Students dropped from classes for non-payment
Sept 15	Students dropped from classes for non-payment- 8 week session I
Sept 19	Students dropped from classes for non-payment
Sept 20	First Installment Loan payment due
Sept 21	Semester is 60% complete- <i>critical for financial aid students</i> – 8 week session I
Oct 10	Students dropped from classes for non-payment – 8 week session II
Oct 20	Last day for tuition payment - 8-week Session II
Oct 25	Semester is 60% complete- <i>critical date for financial aid students</i>
Oct 25	Short-term loan payment due
Oct 25	Second installment loan payment due
Oct 25	Book Loan payment due
Nov 10	Students dropped from classes for non-payment – 8 week session II
Nov 16	Semester is 60% complete- <i>critical for financial aid students</i> – 8 week session II

### **Spring 2017**

Jan 7	Deadline for bacterial meningitis immunization for spring semester
Jan 9	Students dropped from classes for non-payment
Feb 6	Students dropped from classes for non-payment – 8 week session I
Feb 13	Students dropped from classes for non-payment
Feb 21	First installment loan payment due
Mar 13	Students dropped from classes for non-payment – 8 week session II
Mar 22	Semester is 60% complete- <i>critical for financial aid students</i>
Mar 28	Semester is 60% complete- <i>critical for financial aid students</i> – 8 week session I
Mar 28	Second installment payment due
Mar 28	Short-term loan payment due
Mar 28	Book Loan payment due
Apr 7	Students dropped from classes for non-payment – 8 week session II
Apr 19	Semester is 60% complete – <i>critical for financial aid students</i> – 8 week session II

### **Summer I 2017**

May 26	Deadline for bacterial meningitis immunization for summer I
May 30	Students dropped from classes for non-payment
June 23	Students dropped from classes for non-payment
June 23	Semester is 60% complete- <i>critical for financial aid students</i>
July 6	Short term loan payment due

### **Summer II 2017**

June 30	Deadline for bacterial meningitis immunization for summer II
July 5	Students dropped from classes for non-payment
July 28	Students dropped from classes for non-payment
July 28	Semester is 60% complete- <i>critical for financial aid students</i>
Aug 10	Short term loan payment due