

**LAMAR STATE COLLEGE - PORT ARTHUR
ACADEMIC AND CAMPUS EVENT CALENDAR
2020-2021**

FALL 2020

AUGUST

- 3 2019-2020 IE Assessment Reports for Technical Programs submitted to Technical Department Chairs
- 6 New Student Orientation - 1:00 pm @ Parker Center
- 7 New Student Orientation – 5:30 pm @ Student Center
- 13-14 Board of Regents Meeting @ Conroe, TX
- 14 2019-2020 IE Assessment Reports for Tech Departments submitted to Dean of Technical Division
- 17 HB 2504 Course Syllabi are due on-line
- 18 Faculty Development Day (Virtual Teams Meeting 9:00 am – 12:00 noon)
- ~~24 First class day fall semester~~
- 24 HB 2504 *new or updated* Faculty Curriculum Vitae is due on-line
- ~~24 8 Week On-Line Session I begins~~
- 24 Faculty Outside Employment Request form is due to Department Chair
- 25 Faculty Office Hours & Schedule are due to Department Chair
- 26 Virtual Training for Students – *Blackboard Navigation @ 1:00pm* (via Blackboard Collaborate)
- 26 Faculty Outside Employment Request form is due from Department Chair to Dean/VPAA
- 27 Virtual Training for Instructors - *Introduction to Blackboard at 1:00pm* (via Blackboard Collaborate)
- 28 Faculty Information Report (**F2.18**) *new or updated information* is due to HR (form found on website)
- 28 Virtual Training for Students – *Blackboard Navigation @ 1:00pm* (via Blackboard Collaborate)
- 28 Faculty Office Hours & Schedule are due back to faculty for posting
- 28 Faculty Outside Employment Request approved forms are due to HR office
- 28 Faculty Development Leave application is available on website
- 28 2019-2020 IE Assessment Reports for all Academic Affairs offices/departments submitted to VPAA
- 28 2019-2020 IE Assessment Reports for Presidential, F & O, and Support Offices submitted to OIE
- 28 Faculty Senate election of voting representatives conducted by VPAA office (*rescheduled from April*)

SEPTEMBER

- ~~1 8 Week On-Line Session I – Census Date~~
- 1 Application for December 2020 graduation begins
- 1-30 2019-2020 IE Assessment Report evaluations and feedback
- 3 Virtual Training for Instructors – *Intermediate Blackboard at 1:00pm* (via Blackboard Collaborate)
- 4 Faculty Senate meeting (*Virtual meeting at noon*)
- 7 Labor Day – no campus or prison classes - offices and Gates Library closed
- 7 Student-Faculty Relations Committees are appointed by Technical Dean & VPAA
- 7-11 Academic & Technical Division committee elections conducted by VPAA office:
(1) *Promotion Committee* (2) *Recognition of Teaching Excellence” Selection Committee*
- 7-11 Faculty Senate adjunct & staff representative election conducted by VPAA office
- 7-11 Campus Faculty Tenure Committee election conducted by VPAA office
- 8 **First class day fall semester**
- 8 **8-Week On-Line Session I begins**
- ~~9 8 Week On-Line Session I – final day to drop or withdraw without penalty~~

- 9 ~~Census Date (12th class day)~~
 10 Virtual Training for Instructors – *Advanced Blackboard at 1:00pm* (via Blackboard Collaborate)
 11 Fall Semester Faculty **Load Report** & **F3.2's** due from Department Chair to Dean/VPAA
 11 **8-Week On-Line Session I – Census Date (4th class day)**
 14 Faculty Development Leave application is due to Department Chair
 15 Personnel Action Requests (**F3.2**) for fall 2020 payroll are due from VPAA to HR
 17 Virtual Training for Instructors – *Blackboard Grade Center at 1:00pm* (via Blackboard Collaborate)
 21 **Faculty Credentials** form for *new* faculty is due from Department Chair to Dean/VPAA
 21 Faculty Development Leave application is due from Department Chair to Dean/VPAA
 23 **Census Date (12th class day)**
 24 **8-Week On-Line Session I – final day to drop or withdraw *without* penalty**
 25 Virtual Training for Instructors – *Course Review/ADA at 1:00pm* (via Blackboard Collaborate)
 28 Annual Faculty Report (**F2.08**) is due from full-time faculty to Department Chair
 28 Final day to drop or withdraw from classes *without* academic penalty
 30 8-Week On-Line Session I – final day to drop or withdraw with penalty

OCTOBER

- 1 Faculty Development Leave application is due to Faculty Senate Secretary
 1 Departmental Performance Review of Tenured Faculty begins (**PRTF**-Appendix C Faculty Handbook)
 2 Faculty Senate meeting (*Virtual meeting at noon*)
 16 8-Week On-Line Session I – Last Class/Final Exam Day, grades due by 4:00 pm
 19 8-Week On-Line Session II begins
 26 Nov 20 ~~College Survey Services (CSS) student evaluation conducted by VPAA office~~
 27 8-Week On-Line Session II – Census Date
 29 Priority registration for Spring semester begins for graduates and athletes
 30 Annual Faculty Report (**F2.08**) is due from Department Chair to Dean/VPAA

NOVEMBER

- 1 Early registration for Spring semester begins
 2 Department Chair begins Annual Faculty Report (**F2.08A**) process with adjunct faculty
 4 8-Week On-Line Session II – final day to drop or withdraw without penalty
 6 Faculty Senate meeting (*Virtual meeting at noon*)
 6 Faculty Development Leave recommendation due from Development Leave committee to VPAA
 6 Promotion Application (**F2.09A/F2.09T**) is due from faculty to Department Chair
 6 Recommendation for Tenure (**F2.10**) application is due from faculty to Department Chair
 13 Faculty Outside Employment Request form (spring 2021) due from faculty to Department Chair
 19 Final day to drop a course or withdraw with penalty
 19-20 ~~Board of Regents Meeting, Lamar University, Beaumont TX~~ *cancelled*
 20 Last day to apply for fall graduation, pay for diploma, cap & gown
 20 Faculty Outside Employment Request (spring 2021) due from Department Chair to Dean/VPAA
 25 8-Week On-Line Session II – final day to drop or withdraw with penalty
 25 Thanksgiving Holiday begins, offices close at 5 p.m.; no evening classes
 26-27 Thanksgiving Break - no classes - offices and Gates Library closed
 30 Annual Faculty Reports (**F2.08**) are due to VPAA for review
 30 Fall semester classes resume at 8:00 a.m.

DECEMBER

- 1 Faculty Outside Employment Request forms (spring 2021) are due to Human Resources
- 1 Annual Faculty Report **F2.08A** adjunct copies due from Department Chair to Dean/VPAA
- 2 Last class day fall semester
- 3 Final exams begin
- 4 Faculty Senate meeting (*Virtual meeting at noon*)
- 4 Recommendation for Tenure (**F2.10**) application is due from Department Chair to Dean/VPAA
- 4 Promotion Application (**F2.09A/F2.09T**) due from Dept Chair to Division Promotion Committee
- 10 8-Week On-Line Session II – Last Class Day/Final Exam Day
- 10 Final exams end
- 10 Final grades for graduates due by 4:00 pm
- 11 Fall Commencement – Virtual
- 16 Fall 2020 Course Assessment Artifacts submitted to Office of IE campus share-drive
- 21-31 Offices closed for Christmas break – faculty/staff holidays

WINTER MINI 2020**December 2020**

- 11 First Class Day
- 14 Census Date (2nd class day)
- 18 Final day to drop or withdraw without penalty
- 21- Jan 1 Winter Break

January 2021

- 4 Classes resume after winter break
- 8 Final day to drop or withdraw with penalty
- 11 Last Class Day/Final Exam Day
- 13 Final grades due by noon

SPRING 2021**JANUARY**

- 1 New Year's Day Holiday – no classes, offices closed
- 4 Offices reopen
- 11 HB 2504 Course syllabi are due on-line
- 12 Faculty Development Day – virtual meeting 9:00 am - noon
- 18 Martin Luther King Day - no classes, offices closed
- 19 First class day spring semester
- 19 8-Week On-Line Session I begins
- 19 HB 2504 new or updated Faculty Curriculum Vitae due on-line
- 20 Faculty Office Hours & Schedule are due to Department Chair
- 22 Faculty Office Hours & Schedule are returned to faculty for posting
- 26 Application for May 2021 graduation begins
- 27 8-Week On-Line Session I – Census Date

FEBRUARY

- 1 “Recognition of Teaching Excellence” faculty application is due to Dean/VPAA for review
- 1 Promotion Application (**F2.09A/F2.09T**) due from Division Promotion Committee to Dean/VPAA
- 1 Recommendation for Tenure (**F2.10**) *all* applications are due to VPAA
- 1 Performance Review of Tenured Faculty (**PRTF**) documentation is due to Department Chair
- 1 Faculty & Staff Incentive award memo & information distributed by VPAA office
- 3 Census Date (12th class day)
- 4 8-Week On-Line Session I – final day to drop or withdraw without penalty
- 5 Faculty Senate meeting (tba)
- 8 Spring Semester Faculty Load Report & F3.2’s due from Department Chair to Dean & VPAA
- 10 Personnel Action Request (**F3.2**) for spring 2021 payroll are due from VPAA to HR
- 12 “Recognition of Teaching Excellence” *all* application recommendations are due to VPAA
- 12 Promotion Applications (**F2.09A/F2.09T**) *all* applications are due to VPAA
- 12 Recommendation for Tenure (**F2.10**) applications forwarded to Campus Tenure Committee by VPAA
- 15 Faculty & Staff Incentive award application is due to Department Chair and/or Supervisor
- 15 Performance Review of Tenured Faculty (**PRTF**) documentation due from Chairs to Dean/VPAA
- 16 **Faculty Credentials** form for *new* faculty is due from Department Chair to Dean/VPAA
- 18-19 Board of Regents Meeting, TSUS Austin TX
- 25 8-Week On-Line Session I – final day to drop or withdraw with penalty
- 25-27 Texas Community College Teachers Association 74th Annual Convention - Houston
- 26 Annual Faculty Reports (**F2.08**) are returned to Department Chair
- 28 2020-2021 Unit Plans Mid-Year Status Updates completed
- tba Community College Survey of Student Engagement (CCSSE) administered (*Title V office*)
- tba SENSE evaluations administered (*Title V office*)

MARCH

- 1 Performance Review of Tenured Faculty (**PRTF**) documentation/recommendations due to VPAA
- 1 Faculty & Staff Incentive award applications are due from Department Chair to Dean
- 1 Faculty & Staff Incentive award applications are due from Supervisors to VPAA
- 1 “Recognition of Teaching Excellence” Campus Selection Committee is appointed by VPAA
- 1 Last day to drop a course or withdraw without academic penalty
- 4 Southeast Texas Regional Citizen Bee Competition – PAC Theater
- 5 Faculty Senate meeting (tba)
- 5 **All** Faculty & Staff Incentive award applications are due to VPAA
- 5 “Recognition of Teaching Excellence” applications due to Campus Selection Committee from VPAA
- 5 Promotion Applications (**F2.09A/F2.09T**) forwarded to President by VPAA
- 5 Recommendation for Tenure (**F2.10**) application from Campus Tenure Committee to VPAA
- 12 Recommendation for Tenure (**F2.10**) applications due from VPAA to President
- 12 8-Week On-Line Session I – Last Class/Final Exam Day, grades due by 4:00 pm
- 15-19 **Spring Break - no classes, offices and Library are open**
- 19 **Spring Break - offices and Library are closed, faculty/staff holiday**
- 22 Classes resume at 8:00 a.m.
- 22-Apr 12 College Survey Services (CSS) student evaluation conducted
- 22 Promotion Applications (**F2.09A/F2.09T**) due to VPAA office from President
- 22 “Recognition of Teaching Excellence” applications due from Campus Selection Committee to VPAA

- 22 8-Week On-Line Session II begins
- 22-25 Faculty Senate election of voting representatives for 2021 conducted by VPAA office
- 26 Proposed Summer Load Reports are due to VPAA office for budget purposes
- 26 “Recognition of Teaching Excellence” applications due from VPAA to President
- 29 Distribution of Summer & Fall semester class schedule
- 29 Priority registration for Summer & Fall semester begins for graduates & athletes
- 29-31 Final review of Faculty & Staff Incentive Award applications by VPAA
- 30 8-Week On-Line Session II – Census Day

APRIL

- 1 Registration for Summer & Fall begins
- 1 Department Chair begins Annual Faculty Report (**F2.08A**) process with adjunct faculty
- 2 Good Friday – no classes, offices and Library open
- 2 Faculty Senate meeting (tba)
- 2 Faculty & Staff Incentive Award recommendations to President
- 2 “Recognition of Teaching Excellence” applications due from President to VPAA
- 2 Recommendation for Tenure (**F2.10**) applications due from President to VPAA
- 5-23 Noel-Levitz Student Satisfaction Inventory Survey
- 8 8-Week On-Line Session II – final day to drop or withdraw without penalty
- 12 Faculty & Staff Incentive Award **F3.2’s** due to HR/payroll
- 12 Promotion Application (**F2.09A/F2.09T**) copies are due to HR office for reporting purposes
- 12 Recommendation for Tenure (**F2.10**) copies due to HR for reporting purposes
- 16 Final day to drop a course or withdraw *with* academic penalty
- 23 Last day to apply for spring graduation, pay for diploma, cap & gown
- 29 8-Week On-Line Session II – final day to drop or withdraw with penalty

MAY

- 3 Annual Faculty Report (**F2.08A**) adjunct copies due from Department Chair to Dean/VPAA
- 5 Last class day academic courses (Stiles)
- 5 Last class day Spring Semester
- 6 Final exams begin
- 6-13 Final exams for academic courses (Stiles)
- 7 Faculty Senate meeting (tba)
- 13 8-Week On-Line Session II – Last Class Day/Final Exam Day
- 13 Final exams end
- 13 Final grades for graduates due by 4:00 pm
- 14 Final grades for all others due at noon
- 14 Commencement – 5:30 p.m.
- 18 Spring 2021 Course Assessment Artifacts submitted to Office of IE campus share-drive
- 19-21 Board of Regents Meeting, Texas State in San Marcos, TX
- 28 HB 2504 Course Syllabi are due on-line
- 31 Memorial Day – no classes, offices and Library closed
- tba Faculty & Staff Incentive award presentation and reception

SUMMER I 2021**JUNE**

- 7 First Class Day
- 7 First class day academic classes (Stiles)
- 10 Census Date (4th class day)
- 15 Personnel Action Request (**F3.2**) for summer I & III payroll are due to VPAA (am)
- 15 Personnel Action Request (**F3.2**) for summer I & III payroll are due to HR (pm)
- 16 Final day to drop or withdraw without academic penalty
- tba New Student Orientation – Parker Center

JULY

- 1 2020-2021 IE Course Assessment Reports distributed to Academic & Technical departments
- 2 HB 2504 Course Syllabi are due on-line
- 2 Last day to drop or withdraw with penalty
- 5 Independence Day observed, no classes, offices closed
- 12 Last Class Day/Final Exams
- 12 Final grades due by 4:00 pm
- 30 2020-2021 IE Course Actions Plans submitted to Office of IE

SUMMER II 2021**JULY**

- 13 First Class Day
- 16 Census Date (4th class day)
- 19 Personnel Action Request (**F3.2**) for summer II payroll are due to VPAA/ HR
- 22 Last day to drop or withdraw without academic penalty
- tba New Student Orientation – Parker Center

AUGUST

- 9 Last day to drop or withdraw with academic penalty
- 16 Last Class Day/Final Exams
- 16 Final grades due by 4:00 pm
- 23 2020-2021 IE Course Assessment Plans submitted to IE
- tba New Student Orientation evening session, Student Center 1st floor
- tba New Student Orientation – Parker Center 2nd floor

SUMMER III 2021 (11 weeks)

JUNE

- 7 First Class Day
- 16 Census Date
- 21 Last day to drop or withdraw without academic penalty
- tba New Student Orientation – Parker Center

JULY

- 5 Independence Day observed, no classes, offices closed
- tba New Student Orientation – Parker Center

AUGUST

- 9 Last day to drop or withdraw with academic penalty
- 16 Last Class Day/Final Exams
- 16 Final grades due by 4:00 pm
- tba New Student Orientation evening session, Student Center 1st floor
- tba New Student Orientation – Parker Center 2nd floor