

**LAMAR STATE COLLEGE - PORT ARTHUR  
ACADEMIC AND CAMPUS EVENT CALENDAR  
2015-2016**

**FALL 2015**

**AUGUST**

- 13-14 Board of Regents Meeting, Sul Ross State University - Alpine
- 14 Summer Commencement – 6:30 p.m.
- 14 HB 2504 Course Syllabi are due on-line
- 19-20 Faculty Development – 9:00 am @ Parker Center, 2<sup>nd</sup> floor
- 24 First class day fall semester
- 24 First class day academic courses (Stiles)
- 24 HB 2504 new or updated Faculty Curriculum Vitae are due on-line
- 24 8-Week On-Line Session I begins
- 24 Faculty Outside Employment Request due to Department Chair
- 25 Faculty Office Hours & Schedule are due to Department Chair
- 25 Faculty & Staff Meeting – Parker Center @ 2:00 p.m.
- 25 Faculty Information Report (**F2.18**) due from Faculty to Department Chair
- 26 Faculty Outside Employment Request due - from Department Chair to Dean
- 26-27 Orientation for online courses – Madison Monroe Building
- 27 Final day for schedule revisions and/or late registration with penalty fee
- 27 Faculty Office Hours & Schedule are due from Department Chair to Dean
- 28 Faculty Outside Employment Request due – from VPAA to HR
- 28 Faculty Development Leave applications available from website
- 31 Faculty Office Hours & Schedule are returned to faculty for posting; copy to VPAA
- 31 8-Week On-Line Session I - Census Date

**SEPTEMBER**

- 1 Faculty Senate meeting – SC 422 (2:00 p.m.)
- 1 Faculty Information Report (**F2.18**) due from Department Chair to Dean/VPAA/HR
- 1 Application for December 2015 graduation begins
- 4 Faculty Information Report (**F2.18**) due from Dean to VPAA and HR
- 7 Labor Day – no campus or prison classes - offices and Gates Library closed
- 9 Census Date (12th class day)
- 9 8-Week On-Line Session I - final day to drop or withdraw *without* penalty
- 10 Fall Semester Faculty Load Report due from Department Chair to Dean
- 10 Personnel Action Request (**F3.2**) for fall 2015 payroll due from Dept Chair to Dean
- 11 Fall Semester Faculty Load Report due from Dean to VPAA
- 11 Personnel Action Request (**F3.2**) for fall 2015 payroll due from Dean to VPAA
- 14 Spring 2016 Class Scheduling Form (**F2.22**) due from Department Chair to Dean with copies to Connie Nicholas & Stephanie Broussard
- 14 Personnel Action Requests (**F3.2**) due from VPAA to HR for fall 2015 payroll
- 14 Faculty Senate adjunct & staff representative election ballots distributed by VPAA office
- 14-18 Academic & Technical Division committee elections conducted by Dean's office:  
(1) *Promotion Committee* (2) *Recognition of Teaching Excellence" Selection Committee*

- 15 Mid County College Night – Parker Center @ 6:00 pm
- 15-21 Campus Faculty Tenure Committee election conducted by VPAA office
- 16 Spring 2016 Class Scheduling Form (**F2.22**) due from Dean to VPAA
- 18 Last class day module 1 HVAC (Stiles)
- 21 Fall 12-week session begins
- 22 Spring 2016 Class Scheduling Form (**F2.22**) due from VPAA to Admission & Records
- 22 Last class day module 1 AUTO (Stiles)
- 24 First class day module 2 HVAC (Stiles)
- 25 Academic & Technical Division election results are due to VPAA
- 28 First class day module 2 AUTO (Stiles)
- 30 Final day to drop or withdraw from classes without academic penalty

## OCTOBER

- 1 Submit final 2014-2015 Institutional Effectiveness plan evaluations to IE Office
- 1 Faculty & Staff Incentive award memo & information distributed by VPAA office
- 1 Fall 12-week session – Census Date
- 1 Departmental Performance Review of Tenured Faculty begins (**PRTF**-Appendix C Faculty Handbook)
- 6 Faculty Senate meeting – SC 422 (2:00 p.m.)
- 7 8-Week On-Line Session I – final day to drop or withdraw *with* penalty
- 9 Faculty Development Leave applications due to Department Chair
- 14 Faculty & Staff Incentive award application is due to Department Chair/Supervisor
- 15 Submit revised 2015-2016 Institutional Effectiveness plans to IE Office
- 15 Fall 12-week session – final day to drop or withdraw *without* academic penalty
- 16 Faculty Development Leave applications due from Department Chair to Dean
- 16 8-Week On-Line Session I - Last Class/Final Exam Day
- 19 8-Week On-Line Session I - Final grades due by 4:00 pm
- 19 8-Week On-Line Session II begins
- 23 Commencement Attendance Lists for Faculty (fall & spring) due from Dean to VPAA
- 23 Faculty Development Leave applications due from Dean to Faculty Senate Secretary
- 23 Distribution of spring 2016 Class Schedule
- 23 Faculty Incentive award applications are due from Department Chair to Dean
- 23 Staff Incentive award applications are due from Supervisor(s) to VPAA
- 26 8-Week On-Line Session II – Census Date
- 26 Promotion Application (**F2.09/F2.09T**) is due from faculty to Department Chair
- 26 Recommendation for Tenure (**F2.10**) application is due from faculty to Department Chair
- 26 Advising begins for spring 2016 semester
- 30 Faculty Incentive award applications are due from Dean to VPAA

## NOVEMBER

- 2 Registration begins for spring 2016
- 2 Department Chair begins Annual Faculty Report (**F2.08A**) process with adjunct faculty
- 2 2016-2017 catalog changes due from Department Chair to Dean
- 2-6 Final review of Faculty & Staff Incentive award applications by VPAA
- 2-23 Student Evaluation of Faculty (SUMMA)
- 3 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 4 8-Week On-Line Session II – final day to drop a course or withdraw *without* penalty

- 4 Final day to apply for December graduation, pay for diploma, cap & gown
- 4 Ben & Julie Rogers Community Service Award - John Gray Library Reception Center, LUB
- 6 Promotion Application (**F2.09/F2.09T**) due from Dept Chair to Division Promotion Committee
- 6 Faculty Development Leave recommendations due from Faculty Senate to VPAA
- 9 Faculty & Staff Incentive Award recommendations to President
- 12 Faculty & Staff Incentive Award **F3.2's** due to HR/Payroll
- 12-13 Board of Regents Meeting, Texas State University - San Marcos
- 18 Final day to drop a course or withdraw with penalty
- 18 Fall 12-week session – final day to drop a course or withdraw *with* penalty
- 23 Faculty Outside Employment Request for spring 2016 due to Department Chair
- 23 Dean forwards 2016-2017 catalog changes to Academic Standards & Curriculum Committee
- 25 Day classes will meet; no classes after 5:00 p.m. (campus and prisons)
- 25 Faculty Outside Employment Request for spring 2016 due from Dept Chair to Dean
- 25 Annual Faculty Report (**F2.08A**) adjunct copies due from Department Chair to Dean
- 25 Thanksgiving Holiday begins, offices close at 5 p.m.; no evening classes
- 26-27 Thanksgiving Break - no campus or prison classes - offices and Gates Library closed
- 30 8-Week On-Line Session II – final day to drop or withdraw *with* penalty
- 30 Fall semester classes will resume at 8:00 a.m.

**DECEMBER**

- 1 Faculty Senate meeting, SC 422 (2:00 p.m.)
- 2 Faculty Outside Employment Request for spring 2016 due from Dean to VPAA
- 2 Last class day Module 2 AUTO/HVAC (Stiles)
- 2 Last class day academic courses (Stiles)
- 2 Last class day fall semester
- 2 Artifacts are due to Institutional Effectiveness Department
- 3-9 Final exams academic courses (Stiles)
- 3 Final exams begin for day classes
- 7 Final exams begin for evening classes
- 8 Fall 12-week session final exams begin
- 9 Final exams end
- 9 Faculty & Staff Incentive Award presentation/reception-SC 4<sup>th</sup> floor @ 10:30 am
- 9 8-Week On-Line Session II – Last Class/Final Exam Day
- 10 Final grades for graduates due by 8:30 a.m.; all others by 4:00 pm
- 11 Recommendation for Tenure (**F2.10**) application is due from Department Chair to Dean
- 11 Annual Faculty Report (**F2.08**) is due, full-time faculty submit copy to Dept Chair & Dean
- 11 Promotion Application (**F2.09/F2.09T**) due from Division Promotion Committee to Dean
- 11 Fall Commencement – 6:30 p.m.
- 15 Final day to notify second-year tenure-track faculty member of non-reappointment
- 21-22 Energy Conservation Days
- 23-31 Offices closed for Christmas break - faculty/staff holidays

## SPRING 2016

### **JANUARY**

- 1 New Year's Day – faculty/staff holiday
- 4 Offices reopen
- 11 HB 2504 new or updated Faculty Curriculum Vitae due on-line
- 11 HB 2504 Course syllabi are due on-line
- 13 Faculty Development – 8:00 am @ Parker Center, 2<sup>nd</sup> floor
- 18 Martin Luther King, Jr. Birthday observed - no campus or prison classes (employee holiday)
- 19 First class day spring semester
- 19 First day of academic courses (Stiles)
- 19 First class day module 3 AUTO/HVAC (Stiles)
- 19 8-Week On-Line Session I begins
- 20 Faculty Office Hours & Schedule are due to Department Chair
- 22 Final day for schedule revisions/late registration with penalty fee
- 22 Faculty Office Hours & Schedule are due from Department Chair to Dean
- 25 Application for spring 2016 graduation begins
- 26 8-Week On-Line Session I - Census Date
- 26 Faculty Office Hours & Schedule are returned to faculty for posting; copy to VPAA
- 29 “Recognition of Teaching Excellence” applications are due from Division Committee to Dean
- 29 Progress reporting of 2015-2016 Institutional Effectiveness Plan (deans & department chairs)

### **FEBRUARY**

- 1 Performance Review of Tenured Faculty (**PRTF**) documentation is due to Department Chair
- 1 Recommendation for Tenure (**F2.10**) application is due from Dean to VPAA
- 1 Annual Faculty Report (**F2.08**) Department Chair evaluation of faculty due to VPAA
- 1 Annual Faculty Report (**F2.08**) Dean's evaluation rating page(s) due to VPAA
- 2 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 3 8-Week On-Line Session I – final day to drop a course or withdraw *without* academic penalty
- 3 Census Date (12<sup>th</sup> class day)
- 4-7 Mardi Gras
- 5 Final changes for 2016-2017 catalog due to VP for Student Services
- 5 Spring Semester Faculty Load Report due from Department Chair to Dean
- 5 Personnel Action Request (**F3.2**) for spring 2016 payroll due from Dept Chair to Dean
- 8 Recommendation for Tenure (**F2.10**) application from VPAA to Campus Tenure Committee
- 8 Summer & Fall Class Scheduling Form (**F2.22**) due from Department Chair to Dean with copies to Connie Nicholas & Stephanie Broussard
- 8 Performance Review of Tenured Faculty (**PRTF**) documentation due from Dept Chair to Dean
- 9 Spring Semester Faculty Load Report due from Dean to VPAA
- 9 Personnel Action Request (**F3.2**) for spring 2016 payroll due from Dean to VPAA
- 9 8-Week Session I – Final Day to drop or withdraw *without* penalty
- 10 Summer & Fall Class Scheduling Form (**F2.22**) are due from Dean to VPAA
- 11 Personnel Action Request (**F3.2**) due from VPAA to HR for spring 2016 payroll
- 12 “Recognition of Teaching Excellence” applications are due from Dean to VPAA
- 12 Promotion Application (**F2.09/F209T**) forwarded from Dean to VPAA

- 15 Annual Faculty Report (**F2.08**) copy of Department Chair report due from VPAA to Dean
- 15 Spring 12-Week Session begins
- 16 Summer & Fall Class Scheduling Form (**F2.22**) due from VPAA to Admission & Records
- 18-19 Board of Regents Meeting, Lamar University - Beaumont
- 22 Annual Faculty Report (**F2.08**) complete report copies due to Dept Chair from Dean
- 25-27 Texas Community College Teachers Association Annual Convention - Houston
- 25 Spring 12-Week Session - Census Date
- 26 Recommendation for Tenure (**F2.10**) application from Campus Tenure Committee to VPAA
- 26 "Recognition of Teaching Excellence" recommendation(s) due from VPAA to President
- 29 8-Week On-Line Session I – final day to drop or withdraw *with* penalty
- 29 Final day to notify 1<sup>st</sup> year tenure-track faculty member of non-reappointment
- 29 Annual Faculty Report (**F2.08**) complete report copies due from Department Chair to faculty

### **MARCH**

- 1 Performance Review of Tenured Faculty (**PRTF**) documentation due from Dean to VPAA
- 1 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 2 Final day to drop a course or withdraw *without* academic penalty
- 3 Citizen Bee
- 4 Final day to drop or withdraw without academic penalty
- 9 8-Week On-Line Session I - Last Class/Final Exam Day
- 10 8-Week On-Line Session I - Final grades due by 4:00 pm
- 14-18 Spring Break - no campus or prison classes - offices & Library open
- 21 Classes will resume at 8:00 a.m.
- 21 Spring 12-Week Session – final day to drop a course or withdraw *without* academic penalty
- 21 8-Week On-Line Session II begins
- 21 Promotion Application (**F2.09/F2.09T**)/Recommendation for Tenure (**F2.10**) VPAA to President
- 21-24 UIL One-Act Play Competition Region III District 24-4A
- 21-Apr 11 Student Evaluation of Faculty (SUMMA)
- 25 Good Friday – no classes (campus & Stiles); offices and Library open
- 25 Distribution of Summer/Fall 2016 Class Schedule
- 28 Advising begins for Summer I, II & Fall 2016
- 28-30 UIL One-Act Play Competition Region III Bi-District 4A
- 29 8-Week On-Line Session II - Census Date
- 31 Last class day module 3 AUTO/HVAC (Stiles)

### **APRIL**

- TBA High School Art Contest/Reception @ PAC Theater
- 1 Department Chair begins Annual Faculty Report (**F2.08A**) process with adjunct faculty
- 1-7 Faculty Senate election of voting representatives for 2016-2017 conducted by VPAA
- 4 Registration begins for Summer I, II & Fall 2016
- 4-22 Noel-Levitz Student Satisfaction Inventory Survey
- 5 Faculty Senate meeting - SC 422 (2:00 p.m.)
- 6 8-Week On-Line Session II – Final day to drop or withdraw *without* penalty
- 6 Final day to apply for spring 2016 graduation, pay for diploma, cap & gown
- 11 First class day module 4 AUTO/HVAC

- 15 Submit preliminary 2016-2017 Institutional Effectiveness Plans (with budget proposal) to IE Office
- 20 Final day to drop a course or withdraw *with* penalty
- 20-21 2016-2017 Institutional Effectiveness Plan & Budget planning hearings
- 21 “Expressions” Reception - 4<sup>th</sup> floor SC @ 6:30 pm
- 27 Spring 12-Week Session – final day to drop a course or withdraw *with* penalty

**MAY**

- 2 Begin 2016-2017 budget development
- 2 8-Week On-Line Session II – Final day to drop or withdraw *with* penalty
- 2 Notification of employment status due to full-time contract faculty
- 2 Annual Faculty Report (**F2.08A**) adjunct copies due from Department Chair to Dean
- 3 Faculty Senate meeting - SC 422 (2:00 pm)
- 4 Last class day academic courses (Stiles)
- 4 Last class day Spring Semester
- 4 Artifacts are due to Institutional Effectiveness Department
- 5-11 Final exams for academic courses (Stiles)
- 5 Final exams begin for day classes
- 9 Final exams begin for evening classes
- 10 Spring 12-Week Session – Final exams begin
- 11 8-Week On-Line Session II - Last Class/Final Exam Day
- 11 Final exams end
- 12 Final grades for graduates due by 8:30 am; all others due by 4:00 pm
- 13 Spring Commencement – 6:30 p.m.
- 26-27 Board of Regents Meeting, Texas State University – Round Rock
- 27 HB 2504 Course Syllabi are due on-line
- 30 Memorial Day – no campus or prison classes – offices and Library closed

**SUMMER I 2016**

**JUNE**

- 6 Summer I day/evening classes begin
- 6 8-Week On-Line Session begins
- 6 First class day academic classes (Stiles)
- 9 Census Date (4<sup>th</sup> class day)
- 14 8-Week On-Line Session - Census Date
- 15 Final day to drop or withdraw without academic penalty
- 20 8-Week On-Line Session – Final day to drop or withdraw *without* penalty
- 24 Last class day Module 4 AUTO/HVAC
- 30 Final day to drop or withdraw with penalty

**JULY**

- 1 HB 2504 Course Syllabi are due on-line
- 4 Fourth of July Holiday, offices closed
- 5 Summer I final class day

- 6 Evening Final Exams
- 7 Day Final Exams
- 8 Final grades due by 8:00 am

## SUMMER II 2016

### **JULY**

- 11 Summer II day/evening classes begin
- 12 Final day for schedule revisions/late registration with penalty fee
- 18 8-Week On-Line Session – Final day to drop or withdraw *with* penalty
- 14 Census Date (4<sup>th</sup> class day)
- 14 New Student Orientation
- 20 Final day to drop or withdraw without academic penalty
- 27 Last class day academic courses (Stiles)
- 27 8-Week On-Line Session – Last Class day/Final Exam day
- 28 8-Week On-Line Session – Final grades due by 4:00 pm

### **AUGUST**

- 3 Final day to drop or withdraw with penalty
- 4 New Student Orientation
- 9 Summer II final class day
- 10 Final Exams evening classes
- 11 Final Exams day classes
- 12 Final grades due by 8:00 am

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

### **Fall 2015**

Aug 14	Deadline for bacterial meningitis immunization for fall Semester
Sept 11	Deadline for bacterial meningitis immunization for 12-week late start session
Sept 22	First tuition and fee installment payment due
Sept 24	8-Week Session I 60% complete- <i>critical for financial aid students</i>
Oct 20	8-week Session II final day for tuition payment
Oct 27	16-week courses 60% complete- <i>critical for financial aid students</i>
Oct 27	Second & final tuition and fee installment payment due
Oct 27	Final day to pay short-term loan
Nov 8	12-Week Session 60% complete- <i>critical for financial aid students</i>
Nov 22	8-Week Session II 60% complete- <i>critical for financial aid students</i>

### **Spring 2016**

Jan 9	Deadline for bacterial meningitis immunization for spring semester
Jan 20	Final day for tuition payment
Feb 1	Deadline for bacterial meningitis immunization for 12-week late start session
Feb 18	8-Week On-Line Session I is 60% complete- <i>critical for financial aid students</i>
Feb 29	First tuition and fee installment payment due
Mar 25	16 week courses 60% complete- <i>critical for financial aid students</i>
Mar 29	Second & final tuition and fee installment payment due
Mar 29	Final day to pay short-term loan
April 5	12-week Late Start session is 60% complete- <i>critical for financial aid students</i>

### **Summer I 2016**

May 27	Deadline for bacterial meningitis immunization for summer I
June 24	Summer I is 60% complete- <i>critical for financial aid students</i>

### **Summer II 2016**

July 1	Deadline for bacterial meningitis immunization for summer II
July 7	8-week summer session is 60% complete- <i>critical for financial aid students</i>
July 29	Summer II is 60% complete- <i>critical for financial aid students</i>