### OIE Reporting Deadlines

**Fall 2020 - Spring 2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>August 15:</strong></td>
<td>Course coordinators review documents and upload course coordinators report into Taskstream.</td>
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<td><strong>September 15:</strong></td>
<td>Chairs authentication of gen ed courses in Taskstream.</td>
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<tr>
<td><strong>January 15:</strong></td>
<td>Instructors teaching fall gen ed courses will submit the syllabi and assessment report to the course coordinator.</td>
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**May 30:**
- Instructors teaching spring gen ed courses will submit the syllabi and assessment report to the course coordinator.

**Changes:**
- The May 30 reporting deadline has been changed for all future years; original deadline was May 1.

**Note:**
- It is expected that all semesters (Fall 19, Spring 20, Summer 20) during an academic year are included in the Course Coordinators Report. Assessment data for Spring 20 was optional. If courses were only offered in Spring 20 and no assessment occurred due to COVID-19, please document this in the Course Coordinators Report.

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**August 15:**
- Instructors teaching summer ILC courses will complete and send the section-level data collection form to the course coordinator.

**October 31:**
- Finalize 2019-20. Course coordinators will combine 2019-20 section-level data collection forms and upload into Taskstream.

**January 15:**
- Instructors teaching fall ILC course sections will complete and send the section-level data collection form to the course coordinator.

**May 30:**
- Instructors teaching spring ILC courses will complete and send the section-level data collection form to the course coordinator.

**Note:**
- It is expected that all sections of a course each semester (Fall 19, Spring 20, Summer 20) during an academic year are included in the Data Collection Form. Assessment data collection for Spring 20 was optional. If courses were only offered in Spring 20 and no assessment occurred due to COVID-19, please inform our office by emailing gened@lsu.edu.

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**September 30:**
- Finalize 2019-20. Finalize the Student Learning Assessment Report (SLAR) by completing all reporting requirements in Taskstream (program mission, SLOs, assessment methodology, findings & analysis, and action plan).

**May 30:**
- Target completion date for the 2020-21 degree program SLOs, Assessment Methodology, and Findings & Analysis components of the SLAR; this includes the uploading of data collection/files generated from assessment for fall and spring semesters.

**Note:**
- It is expected that all semesters (Fall 19, Spring 20, Summer 20) during an academic year are included in the annual report. Assessment data collection for Spring 20 was optional. If courses were only offered in Spring 20 and no assessment occurred due to COVID-19, document this in the annual report and inform our office by emailing toeke@lsu.edu.

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**September 30:**
- Units Reporting to President or EVP & CFO: Finalize 2019-20.

**October 15:**

**November 1:**
- 2020-21 Planning Cycle in Taskstream is open and available for all units.

**Note:**
- To finalize the 2019-20 planning cycle, all reporting requirements should be completed in Taskstream including: standing requirements (uploaded strategic plan, entered mission statement, indicated at least 3 outcomes), all annual planning cycle elements (entered measures/targets and findings/use of findings for each priority outcome).