

## LOUISIANA TECH BUDGET PLANNING SCHEDULE

APC = Administrative and Planning Council  
BoR = Board of Regents

BoS = Board of Supervisors  
DoA = Division of Administration

FPC = Financial Planning Committee  
IEC = Institutional Effectiveness Coordinator

UAC = University Assessment Committee  
ULS = University of Louisiana System

Month	Operating Budget Planning	Assessment Planning <sup>1</sup>	Legislative Budget Planning	Capital Outlay Budget Planning
July	Budget is submitted to ULS.	Reporting phase of previous Assessment cycle continues. Planning phase for current Assessment cycle continues.		The Physical Plants staff of the BoS and BoR begin on-site visits for review of project requests.

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<sup>1</sup>The Assessment Cycle follows the sequence of the Academic Year for purposes of reporting: Summer, Fall, Winter, Spring. Therefore, as one Assessment Cycle ends, the next Cycle begins, resulting in concurrent activities of preparing Assessment Reports for the completed Cycle and designing Assessment Plans for the new (current) Cycle.

<p>August</p>	<p>BoS takes action on budget request. Budget is approved, distributed, and implemented.</p>	<p>Reporting phase of previous Assessment cycle continues. Planning phase for current Assessment cycle continues.</p>		<p>Capital Outlay Plan presented to a joint meeting of the BoS and BoR Capital Outlay Committee.</p>
<p>September</p>	<p>APC reviews Strategic Plan reports.</p>	<p>Units/Departments provide completed Assessment Reports showing Use of Results and current Assessment Plans to IEC. IEC submits Reports and Plans to UAC for review.</p>	<p>Review with DoA and BoS requirements for preparation of the annual Legislative Budget Request.</p>	<p>The BoS and BoR conduct formal hearings on capital outlay and prepare recommendations for a prioritized listing of capital projects for all Louisiana public higher education institutions.</p>
<p>October</p>	<p>Prepare for BoR hearings on the Operating Budget.</p>	<p>UAC reviews completed Assessment Reports and current Assessment Plans. UAC submits Summary Report to APC and begins dialogue with Unit Heads/Deans regarding current Assessment Plans.</p>	<p>Assemble data necessary to complete the Legislative Budget Request.</p>	<p>The state-wide plan for capital outlay is forwarded to the DoA for review.</p>

November		Units/Departments continue implementation of current Assessment Plans.	Complete and submit the Legislative Budget Request to BoS.	State agencies review capital outlay plan.
December		Units/Departments continue implementation of current Assessment Plans.	Prepare for BoS hearings on Legislative Budget Requests.	
<b>Month</b>	<b>Operating Budget Planning</b>	<b>Assessment Planning</b>	<b>Legislative Budget Planning</b>	<b>Capital Outlay Budget Planning</b>
January	Prepare for Legislative Budget Committee hearings on the Operating Budget.	Units/Departments submit interim Progress Report through IEC to UAC.	Prepare for BoR hearings on the Legislative Budget Request.	Joint Legislative Committee for Capital Outlay conducts hearings on Capital Outlay Plan and prepares Capital Outlay bill.

February	Faculty/Staff and Department Heads submit budget needs to appropriate Dean or Director.	UAC submits Interim Progress Report to APC and continues dialogue with Unit Heads/Deans regarding current Assessment Plans.	Prepare for Legislative Budget Committee hearings on the Legislative Budget Request.	
March	Deans and Directors submit budget requests to appropriate Vice Presidents.	Vice Presidents meet with Unit Heads/Deans to review UAC Progress Reports.	Information requested is submitted to the various Legislative Committees.	Capital Outlay Bill is finalized for introduction to the Legislative session . Capital Outlay status reviewed with APC.
April	Vice Presidents submit budget requests to President. FPC reviews Strategic and Assessment Plans and other relevant information to determine appropriate action priorities for next budget year, and makes recommendations to APC.		Submit information requested by DoA in support of request for ensuing years' appropriation.	Legislative hearings begin to review Bill for Governor's signature.

<p>May</p>	<p>Vice Presidents present division budget requests to President. APC considers recommendation of FPC regarding budgeting priorities.</p>	<p>Units/Departments complete collection of data for current Assessment cycle and begin development of Assessment Plans for next Assessment cycle.</p>		<p>Division Head and Deans relate any special requirements they may have to the President for additional or modified space to accommodate current or projected program needs.</p> <p>The Vice President for Administrative Services meets with the President to update the annual capital outlay request. New projects may be added during these discussions. The Plan is then consolidated and returned to the President for preliminary approval of project priorities.</p>
<p>June</p>	<p>Budget is finalized for the various divisions.</p>	<p>Reporting phase of previous Assessment cycle begins. Planning phase for current Assessment cycle continues.</p>		