



Data Reporting Calendar



Prepared by:
Office of Research and Planning

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Data Reporting Calendar

The Board office recognizes that the ultimate responsibility of accurate and timely data is the responsibility of the individual institutions. The Board office's role is to accumulate and format this information for presentation to the Trustees, other policy makers, and the general public. The purpose of this Data Reporting Calendar is to provide a time sequence that will ensure timely information and the opportunity for the individual institutions to report data in an accurate manner.

Data listed as *Incoming MIS Data* should be submitted to the Office of Research and Planning. Data listed as *Incoming Financial Data* should be submitted to the Office of Finance and Administration. Data listed as *Incoming Facilities Data* should be submitted to the Office of Construction and Physical Affairs.

MIS Delinquent and Preliminary Reporting Policies

Delinquent Reporting Policy

1. An institution's data will be considered delinquent if not received in the Office of Research and Planning by noon on the first working day after its due date.
2. Once data become delinquent, a reminder will be sent by e-mail or fax to the institution's representative on the Council of Institutional Research Officers (CIRO).
3. If data are not received after 3 working days from the due date, a written notice will be forwarded to the Commissioner who will subsequently contact the appropriate Institutional Executive Officer.
4. Once MIS data are submitted to the Board office, the Office of Research and Planning will return edit reports to the institutions within three working days.

Preliminary Reporting Policy

5. Any data received, whether it be in electronic or written format, will be considered preliminary for twenty (20) working days after the due date.
6. During this preliminary period, institutions will have the opportunity to audit and revise their data as well as provide written explanations to the Office of Research and Planning for any exceptions occurring in the data.
7. If the data still have a considerable number of problems after the preliminary period has expired, with no written explanations detailing the exceptions, the Commissioner and the appropriate Institutional Executive Officer will be notified of the type and frequency of the problems.
8. Once the preliminary period has expired, the data will become final and published by the Office of Research and Planning. It will subsequently be released to the Board, state legislature, media, and other agencies upon request.
9. To revise final data after the preliminary period has expired, the Institutional Executive Officer should provide a written statement detailing the reason for the requested change.

Note: Facilities, Budget and Financial information do not follow the MIS Delinquent and Preliminary Reporting Policies.

July

Analysis of Positions Reports - June 2007 3rd Working Day	<i>Incoming Financial Data</i>
Quarterly Report of Employment - 04/07 Through 06/07 July 9, 2007	<i>Incoming Financial Data</i>
Degrees Granted, Academic Year 2006-07 July 15, 2007	<i>Incoming MIS Data</i>
LBO Program Performance Measures Annual Report - FY 2007 July 16, 2007	<i>Incoming MIS Data</i>
LBO Program Expenditure Annual Report - FY 2007 July 27, 2007	<i>Incoming Financial Data</i>
Program Performance Measures and Program Expenditure Annual Report - FY 2007 July 31, 2007	To LBO

August

Final Version of 5-Year Strategic Plan 2009 - 2013 - (1 copy) August 1, 2007	<i>Incoming MIS Data</i>
Registration Opens to IPEDS Keyholders for the 2007-2008 Collection Cycle August 1, 2007	IPEDS
Analysis of Positions Reports - July 2007 3rd Working Day	<i>Incoming Financial Data</i>
Cost of Attendance Spreadsheet - 2007-08 August 15, 2007	<i>Incoming MIS Data</i>
5-Year Strategic Plan - 2009-2013 August 15, 2007	To LBO
GASB Financial Statements - FY 2007 (SNA/SRECNA/CF) August 20, 2007	<i>Incoming Financial Data</i>
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 30, 2007	<i>Incoming MIS Data</i>
GASB Financial Statements - FY 2007 (Note Disclosures) August 31, 2007	<i>Incoming Financial Data</i>

September

Bound Copy of University Operating Budget - FY 2008 (4 Copies) August 31, 2007	<i>Incoming Financial Data</i>
Student Enrollment, Combined Summer Report September 1, 2007	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2007 3rd Working Day	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Opens September 5, 2007	IPEDS
Finished GASB Financial Statements - FY 2007 September 14, 2007	<i>Incoming Financial Data</i>
Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2008 Upon Notification	<i>Incoming Financial Data</i>
Course Credit Hours, Combined Summer Report September 15, 2007	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report September 15, 2007	<i>Incoming MIS Data</i>
Report of Research and Sponsored Programs for the Research Catalog - FY 2007 September 17, 2007	<i>Incoming MIS Data</i>
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 17, 2007	<i>Incoming MIS Data</i>
Manpower Projection Document - As of 9/01/07 Upon Notification	<i>Incoming Financial Data</i>
Final Athletic Expenditures - FY 2007 September 24, 2007	<i>Incoming Financial Data</i>
Fall Enrollment Fact Sheet September 28, 2007	Publication
Finished Fund Basis Financial Statements - FY 2007 September 28, 2007	<i>Incoming Financial Data</i>

October

Student Enrollment, Fall Term October 1, 2007	<i>Incoming MIS Data</i>
Student Enrollment, Fall Quarter October 1, 2007	<i>Incoming MIS Data</i>
Intermediate Enrollment, Fall Term October 1, 2007	<i>Incoming MIS Data</i>
Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2007 October 2, 2007	<i>Incoming Financial Data</i>
Annual Report of Complimentary Athletic Tickets - FY 2007 October 2, 2007	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2008 October 2, 2007	<i>Incoming Financial Data</i>
Facilities Maintenance Expenditure Report - July 2006 Through June 2007 October 2, 2007	<i>Incoming Facilities Data</i>
Analysis of Positions Reports - September 2007 3rd Working Day	<i>Incoming Financial Data</i>
Additional Compensation Report - FY 2007 October 5, 2007	<i>Incoming Financial Data</i>
Quarterly Report of Employment - July 2007 Through September 2007 October 8, 2007	<i>Incoming Financial Data</i>
Annual Audit Report of Affiliated Organizations (IHL Significant Organizations Only) October 15, 2007	<i>Incoming Financial Data</i>
University Research Catalog - FY 2007 October 15, 2007	Publication
IPEDS Fall Collection Cycle Closes to Keyholders October 17, 2007	IPEDS
Federal Schedule of Expenditures - FY 2007 October 22, 2007	<i>Incoming Financial Data</i>
Annual Report - Part II (List of Personnel and Salaries) FY 2007 (2 copies) October 31, 2007	<i>Incoming Financial Data</i>

November	Faculty Biographical, Fall Term November 1, 2007	<i>Incoming MIS Data</i>
	Employee Demographics, Fall Term November 1, 2007	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - October 2007 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - July 2007 Through September 2007 November 5, 2007	<i>Incoming Facilities Data</i>
	Faculty Salary Survey November 15, 2007	<i>Incoming MIS Data</i>
	IHL Fast Facts November 30, 2007	Publication
December	Analysis of Positions Reports - November 2007 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Winter Collection Cycle Opens December 5, 2007	IPEDS
	Scholarships and Financial Aid, Academic Year 2006-2007 December 15, 2007	<i>Incoming MIS Data</i>
	Annual Report - FY 2007 December 15, 2007	Publication
	Student Outcomes, Fall Quarter December 15, 2007	<i>Incoming MIS Data</i>
	IPEDS GRS, Degrees Granted, Summer 2007 December 15, 2007	<i>Incoming MIS Data</i>
	IPEDS GRS, Revised Freshman Cohort, Fall 2001 December 15, 2007	<i>Incoming MIS Data</i>
January	Analysis of Positions Reports - December 2007 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - October 2007 Through December 2007 January 7, 2008	<i>Incoming Financial Data</i>

	Annual Audit Report of Affiliated Organizations - FY 2007 January 7, 2008	<i>Incoming Financial Data</i>
	Fall Enrollment Fact Book January 15, 2008	Publication
	LBO Program Performance Measures Semi-Annual Report - FY 2008 January 17, 2008	<i>Incoming MIS Data</i>
	IHL System Profile January 17, 2008	Publication
	Student Enrollment, Winter Quarter January 17, 2008	<i>Incoming MIS Data</i>
	IPEDS Winter Collection Cycle Closes to Keyholders January 23, 2008	IPEDS
	LBO Interim Program Expenditure Report - July 2007 Through December 2007 January 28, 2008	<i>Incoming Financial Data</i>
	Program Performance Measures and Program Expenditure Semi-Annual Report - FY 2008 January 31, 2008	To LBO
February	Student Outcomes, Fall Term February 1, 2008	<i>Incoming MIS Data</i>
	Course Credit Hours, Fall Term February 1, 2008	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - January 2008 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - January 2007 Through December 2007 February 6, 2008	<i>Incoming Facilities Data</i>
	Manpower Projection - As of 1/31/08 Upon Notification	<i>Incoming Financial Data</i>
March	Student Enrollment, Spring Term March 1, 2008	<i>Incoming MIS Data</i>

	Analysis of Positions Reports - February 2007 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Spring Collection Cycle Opens March 5, 2008	<i>IPEDS</i>
April	Student Enrollment, Spring Quarter April 1, 2008	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - March 2008 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - January 2008 Through March 2008 April 7, 2008	<i>Incoming Financial Data</i>
	SREB Longitudinal Progression Report April 15, 2008	<i>Incoming MIS Data</i>
	IPEDS Spring Collection Cycle Closes to Keyholders April 16, 2008	<i>IPEDS</i>
	Facilities Maintenance Expenditure Report July 2007 Through March 2008 April 27, 2008	<i>Incoming Facilities Data</i>
May	Analysis of Positions Reports - April 2008 3rd Working Day	<i>Incoming Financial Data</i>
	Consolidation of Operating Budgets - FY 2009 Upon Notification	<i>Incoming Financial Data</i>
	Annual Athletic Operating Budget - FY 2009 Upon Notification	<i>Incoming Financial Data</i>
	Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2009 Upon Notification	<i>Incoming Facilities Data</i>
	Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2009 Upon Notification	<i>Incoming Financial Data</i>
June	Student Outcomes, Spring Quarter June 1, 2008	<i>Incoming MIS Data</i>

Student Outcomes, Spring Term
June 1, 2008

Incoming MIS Data

Course Credit Hours, Spring Term
June 1, 2008

Incoming MIS Data

Analysis of Positions Reports - May 2008
3rd Working Day

Incoming Financial Data

Tables A through F and Accuplacer Pretest Printouts,
Summer Developmental Program Reporting Guide
June 15, 2008

Incoming MIS Data

Additional Financial Data

The due date for the following data/reports has not been specified. Each institution will be notified when the due date has been determined.

MBRs
June Payroll Reports
July Payroll Reports
December Payroll Reports
Room and Board Rate Increases - FY 2009
Tuition Rate Increases - FY 2009

Required by LBO
Required by LBO
Required by LBO
Required by LBO
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For Information Contact:

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