
DATA

REPORTING

CALENDAR

FY 2002

MISSISSIPPI PUBLIC UNIVERSITIES

Board of Trustees of State Institutions of Higher Learning
3825 Ridgewood Road
Jackson, MS 39211

Prepared by:
Office of Research and Planning
July 2001

DATA REPORTING CALENDAR

The Board office recognizes that the ultimate responsibility of accurate and timely data are 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 Budget and Financial Analysis.

MIS Delinquent and Preliminary Reporting Policies

Delinquent Reporting Policy

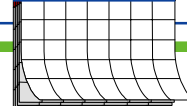
1. An institution's data will be considered delinquent if not received in the Office of Research and Planning by noon on the first working day after its due date.
2. Once data become delinquent, a reminder will be sent by e-mail or fax to the institution's representative on the Council of Institutional 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.

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

FY 2002



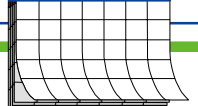
July

Degrees Granted, Academic Year 2000-01 July 1, 2001	<i>Incoming MIS Data</i>
Analysis of Positions Reports - June 2001 3rd Working Day	<i>Incoming Financial Data</i>
LBO Program Performance Measures - FY 2001 July 15, 2001	<i>Incoming MIS Data</i>
LBO Program Expenditure Report - FY 2001 July 25, 2001	<i>Incoming Financial Data</i>
Program Performance Measures and Program Expenditure Report - FY 2001 July 31, 2001	<u>To LBO</u>
Quarterly Report of Employment - April, May, and June July 31, 2001	<i>Incoming Financial Data</i>
Bound Copy of University Operating Budget July 31, 2001	<i>Incoming Financial Data</i>
Annual Development Foundation Operating Budget July 31, 2001	<i>Incoming Financial Data</i>

August

IHL21, 21A, 21B - Developmental Studies, Summer Term August 1, 2001	<i>Incoming MIS Data</i>
Final Copy of 5-Year Strategic Plan 2003 - 2007 - (2 copies) August 1, 2001	<i>Incoming MIS Data</i>
Board Accountability Measures for System Plan of Excellence - FY 2001 August 1, 2001	<i>Incoming MIS Data</i>
Annual Report of Extra Compensation August 1, 2001	<i>Incoming Financial Data</i>
Analysis of Positions Reports - July 2001 3rd Working Day	<i>Incoming Financial Data</i>
Annual Report of Complimentary Athletic Tickets August 10, 2001	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2002 August 10, 2001	<i>Incoming Financial Data</i>

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September

5-Year Strategic Plan - 2003-07
August 15, 2001

To LBO

Summer Developmental Program/Accuplacer Spreadsheet
With Posttest Scores, Course Grades, & Comments Added
August 31, 2001

Incoming MIS Data

Student Enrollment, Combined Summer Report
September 1, 2001

Incoming MIS Data

Analysis of Positions Reports - August 2001
3rd Working Day

Incoming Financial Data

Report on Research and External Funding (Research Catalog)
September 1, 2001

Incoming MIS Data

Annual Financial Report
September 4, 2001

Incoming Financial Data

Operating Budget (by Function) for Enhancement,
Budget Contingency, Restricted and Special Funds
September 7, 2001

Incoming Financial Data

Athletic Expenditures - FY 2001
September 14, 2001

Incoming Financial Data

Employee Demographics, Combined Summer Report
September 15, 2001

Incoming MIS Data

Course Credit Hours, Combined Summer Report
September 15, 2001

Incoming MIS Data

Student Outcomes, Combined Summer Report
(Includes Credit Hours Completed, GPA and Teacher
Education Participants)
September 15, 2001

Incoming MIS Data

Summer Developmental Program/Accuplacer Spreadsheet
Final Changes
September 15, 2001

Incoming MIS Data

Bound Copy of Annual Financial Report
September 28, 2001

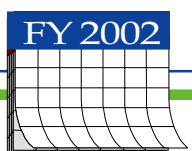
Incoming Financial Data

Fall Enrollment Fact Sheet
September 30, 2001

Publication

University Research Catalog
September 30, 2001

Publication



October

Student Enrollment, Fall Term October 1, 2001	<i>Incoming MIS Data</i>
Student Enrollment, Fall Quarter October 1, 2001	<i>Incoming MIS Data</i>
IHL21, 21A - Developmental Studies, Fall Term October 1, 2001	<i>Incoming MIS Data</i>
Annual Report - Part II - (2 copies) October 1, 2001	<i>Incoming MIS Data</i>
Analysis of Positions Reports - September 2001 3rd Working Day	<i>Incoming Financial Data</i>
Employee Demographics, Fall Term October 15, 2001	<i>Incoming MIS Data</i>
Almanac October 31, 2001	<u><i>Publication</i></u>
Manpower Projection Document - As of 9/30 October 15, 2001	<i>Incoming Financial Data</i>
Quarterly Report of Employment - July, August, and September October 31, 2001	<i>Incoming Financial Data</i>
Quarterly Facilities Maintenance Expenditure Report October 31, 2001	<i>Incoming Financial Data</i>

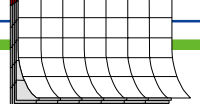
November

Faculty Biographical, Fall Term November 1, 2001	<i>Incoming MIS Data</i>
Scholarships & Financial Aid, Academic Year 2000-01 November 1, 2001	<i>Incoming MIS Data</i>
Analysis of Positions Reports - October 2001 3rd Working Day	<i>Incoming Financial Data</i>
IHL At A Glance November 30, 2001	<u><i>Publication</i></u>

December

Semi-Annual Report of Actual Scholarship and Fellowship Expenditures December 3, 2001	<i>Incoming Financial Data</i>
Analysis of Positions Reports - November 2001 3rd Working Day	<i>Incoming Financial Data</i>
Fall Enrollment Fact Book December 15, 2001	<u><i>Publication</i></u>

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January

IHL System Profile
December 15, 2001

Publication

Annual Report
December 15, 2001

Publication

Student Outcomes, Fall Quarter
(Includes Credit Hours Completed, GPA and
Teacher Education Participants)
December 15, 2001

Incoming MIS Data

Analysis of Positions Reports - December 2001
3rd Working Day

Incoming Financial Data

Student Enrollment, Winter Quarter
January 15, 2002

Incoming MIS Data

Board Accountability Measures
for System Plan of Excellence - FY 2002
January 15, 2001

Incoming MIS Data

LBO Program Performance Measures - FY 2002
January 15, 2002

Incoming MIS Data

LBO Semi-Annual Program Expenditure Report - FY 2002
January 25, 2002

Incoming Financial Data

Program Performance Measures and Program Semi-Annual
Expenditure Report - FY 2002
January 31, 2002

To LBO

Quarterly Report of Employment - October, November,
and December
January 31, 2002

Incoming Financial Data

Financial Report for the Six Months
Ended December 31 - *Ayers*
January 31, 2002

Incoming Financial Data

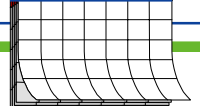
Quarterly Facilities Maintenance Expenditure Report
January 31, 2002

Incoming Financial Data

Delaware Cost Study - FY 2001
January 31, 2002

Incoming Financial Data

FY 2002



February

Student Outcomes, Fall Term
(Includes Credit Hours Completed, GPA and Teacher
Education Participants)
February 1, 2002 *Incoming MIS Data*

IHL21, 21A - Developmental Studies, Spring Term
February 1, 2002 *Incoming MIS Data*

Course Credit Hours, Fall Term
February 1, 2002 *Incoming MIS Data*

Analysis of Positions Reports - January 2002
3rd Working Day *Incoming Financial Data*

Manpower Projection and Fellowship Plan - As of 1/31
February 15, 2002 *Incoming Financial Data*

March

Student Enrollment, Spring Term
March 1, 2002 *Incoming MIS Data*

Analysis of Positions Reports - February 2002
3rd Working Day *Incoming Financial Data*

Employee Demographics, Spring Term
March 15, 2002 *Incoming MIS Data*

April

Student Enrollment, Spring Quarter
April 1, 2002 *Incoming MIS Data*

University Catalogs/Bulletins (2 copies)
April 1, 2002 *Incoming MIS Data*

Analysis of Positions Reports - March 2002
3rd Working Day *Incoming Financial Data*

Quarterly Report of Employment - January, February,
and March
April 30, 2002 *Incoming Financial Data*

Quarterly Financial Report - Ayers
April 30, 2002 *Incoming Financial Data*

Quarterly Facilities Maintenance Expenditure Report
April 30, 2002 *Incoming Financial Data*

May

Gender and Race Brochure
May 1, 2002

Publication

A Guide to Higher Education in Mississippi
May 1, 2002

Publication

Analysis of Positions Reports - April 2002
3rd Working Day

Incoming Financial Data

Analysis of Operating Budget
May 31, 2002

Incoming Financial Data

Annual Athletic Operating Budget
May 31, 2002

Incoming Financial Data

Annual Operating Budget for Operations and
Maintenance, including Plant Funds
May 31, 2002

Incoming Financial Data

Annual Budget of Scholarship and
Fellowship Expenditures - FY 2003
May 31, 2002

Incoming Financial Data

Annual Report of Actual Scholarship and
Fellowship Expenditures - FY 2002
May 31, 2002

Incoming Financial Data

June

Student Outcomes, Spring Quarter
(Includes Credit Hours Completed, GPA and
Teacher Education Participants)
June 1, 2002

Incoming MIS Data

Student Outcomes, Spring Term
(Includes Credit Hours Completed, GPA and
Teacher Education Participants)
June 1, 2002

Incoming MIS Data

Course Credit Hours, Spring Term
June 1, 2002

Incoming MIS Data

Analysis of Positions Reports - May 2002
3rd Working Day

Incoming Financial Data

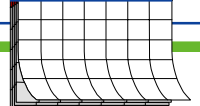
Tables A through F and Accuplacer Pretest Printouts,
Summer Developmental Program Reporting Guide
June 15, 2002

Incoming MIS Data

2004-2008 Strategic Plan and Executive Summary -
Preliminary Draft - (2 copies)
June 21, 2002

Incoming MIS Data

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IPEDS Data

Fall Collection

Data collection opens September 5, 2001 and closes November 2, 2001

Winter Collection

Data collection opens December 3, 2001 and closes February 1, 2002

Spring Collection

Data collection opens February 18, 2002 and closes April 19, 2002

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

Required by LBO

June Payroll Reports

Required by LBO

July Payroll Reports

Required by LBO

December Payroll Reports

Required by LBO

Annual Audit Report of Developmental Foundation

Receipt of Audit Report

For Information Contact:

Office of Research and Planning
(601) 432-6296 ♦ FAX (601) 432-6117

Office of Finance and Administration
(601) 432-6316 ♦ FAX (601) 432-6990

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