

**Board of Trustees of State  
Institutions of Higher Learning**

**DATA**  
**REPORTING**  
**CALENDAR**

**FY  
2  
0  
0  
3**

**Mississippi  
Public Universities**

**Prepared by:  
Office of Research and Planning**

**July 2002**

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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 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.

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## July

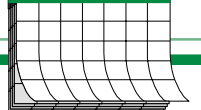
Degrees Granted, Academic Year 2001-02 July 1, 2002	<i>Incoming MIS Data</i>
Analysis of Positions Reports - June 2002 3rd Working Day	<i>Incoming Financial Data</i>
LBO Program Performance Measures Annual Report - FY 2002 July 15, 2002	<i>Incoming MIS Data</i>
LBO Program Expenditure Annual Report - FY 2002 July 26, 2002	<i>Incoming Financial Data</i>
Program Performance Measures and Program Expenditure Annual Report - FY 2002 July 31, 2002	<b><u>To LBO</u></b>
Quarterly Report of Employment - April Through June July 31, 2002	<i>Incoming Financial Data</i>
Bound Copy of University Operating Budget July 31, 2002	<i>Incoming Financial Data</i>
Annual Development Foundation and Athletic Club Operating Budgets July 31, 2002	<i>Incoming Financial Data</i>

## August

IHL21, 21A, 21B - Developmental Studies, Summer Term August 1, 2002	<i>Incoming MIS Data</i>
Final Copy of 5-Year Strategic Plan and Summary 2004 - 2008 - (2 copies) August 1, 2002	<i>Incoming MIS Data</i>
IHL Management Report Indicators for System Plan of Excellence - FY 2002 August 1, 2002	<i>Incoming MIS Data</i>
Analysis of Positions Reports - July 2002 3rd Working Day	<i>Incoming Financial Data</i>
Annual Report of Complimentary Athletic Tickets August 30, 2002	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2003 August 30, 2002	<i>Incoming Financial Data</i>
5-Year Strategic Plan - 2004-2008 August 15, 2002	<b><u>To LBO</u></b>
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 30, 2002	<i>Incoming MIS Data</i>

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**FY 2003**



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## September

Student Enrollment, Combined Summer Report September 1, 2002	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2002 3rd Working Day	<i>Incoming Financial Data</i>
Report on Research and External Funding (Research Catalog) September 1, 2002	<i>Incoming MIS Data</i>
GASB 35 Financial Statements - FY 2002 September 3, 2002	<i>Incoming Financial Data</i>
Operating Budget (by Function) for Enhancement, Budget Contingency, Restricted and Special Funds September 6, 2002	<i>Incoming Financial Data</i>
Final Actual Athletic Expenditures - FY 2002 September 11, 2002	<i>Incoming Financial Data</i>
Employee Demographics, Combined Summer Report September 15, 2002	<i>Incoming MIS Data</i>
Course Credit Hours, Combined Summer Report September 15, 2002	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report (Includes Credit Hours Completed, GPA and Teacher Education Participants) September 15, 2002	<i>Incoming MIS Data</i>
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 15, 2002	<i>Incoming MIS Data</i>
Fall Enrollment Fact Sheet September 30, 2002	<u><b>Publication</b></u>
University Research Catalog September 30, 2002	<u><b>Publication</b></u>

## October

Student Enrollment, Fall Term October 1, 2002	<i>Incoming MIS Data</i>
Student Enrollment, Fall Quarter October 1, 2002	<i>Incoming MIS Data</i>
IHL21, 21A - Developmental Studies, Fall Term October 1, 2002	<i>Incoming MIS Data</i>

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Annual Report - Part II (List of Personnel and Salaries - FY 2002  
(2 copies)  
October 1, 2002 *Incoming MIS Data*

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

Employee Demographics, Fall Term  
October 15, 2002 *Incoming MIS Data*

Manpower Projection Document - As of 9/30  
October 11, 2002 *Incoming Financial Data*

FY 2002 Bound Financial Statements (Pre-GASB 35 Format)  
October 15, 2002 *Incoming Financial Data*

Quarterly Facilities Maintenance Expenditure Report -  
April Through June 2002  
October 15, 2002 *Incoming Financial Data*

Almanac *Publication*  
October 31, 2002

Quarterly Report of Employment - July Through  
September  
October 31, 2002 *Incoming Financial Data*

Quarterly Facilities Maintenance Expenditure Report -  
July Through September  
October 31, 2002 *Incoming Financial Data*

## **November**

Faculty Biographical, Fall Term  
November 1, 2002 *Incoming MIS Data*

Scholarships and Financial Aid, Academic Year 2001-02  
November 1, 2002 *Incoming MIS Data*

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

IHL At A Glance *Publication*  
November 30, 2002

## **December**

Semi-Annual Report of Actual Scholarship and  
Fellowship Expenditures - July Through December  
December 6, 2002 *Incoming Financial Data*

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

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**January**

Fall Enrollment Fact Book  
December 15, 2002

**Publication**

IHL System Profile  
December 15, 2002

**Publication**

Annual Report - FY 2001  
December 15, 2002

**Publication**

Student Outcomes, Fall Quarter  
(Includes Credit Hours Completed, GPA and  
Teacher Education Participants)  
December 15, 2002

*Incoming MIS Data*

Analysis of Positions Reports - December 2002  
3rd Working Day

*Incoming Financial Data*

Student Enrollment, Winter Quarter  
January 15, 2003

*Incoming MIS Data*

LBO Program Performance Measures  
Semi-Annual Report - FY 2003  
January 15, 2003

*Incoming MIS Data*

LBO Program Expenditure Semi-Annual Report -  
July Through December  
January 24, 2003

*Incoming Financial Data*

Program Performance Measures and Program Expenditure  
Semi-Annual Report - FY 2003  
January 31, 2003

**To LBO**

Quarterly Report of Employment -  
October Through December  
January 31, 2003

*Incoming Financial Data*

Six-Month Financial Report- July Through December  
January 31, 2003

*Incoming Financial Data*

Quarterly Facilities Maintenance Expenditure Report -  
October Through December  
January 31, 2003

*Incoming Financial Data*

Delaware Cost Study - FY 2002  
January 31, 2003

*Incoming Financial Data*

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## February

Student Outcomes, Fall Term  
(Includes Credit Hours Completed, GPA and Teacher  
Education Participants)  
February 1, 2003

*Incoming MIS Data*

IHL21, 21A - Developmental Studies, Spring Term  
February 1, 2003

*Incoming MIS Data*

Course Credit Hours, Fall Term  
February 1, 2003

*Incoming MIS Data*

Analysis of Positions Reports - January 2003  
3rd Working Day

*Incoming Financial Data*

Manpower Projection and Fellowship Plan - As of 1/31  
February 14, 2003

*Incoming Financial Data*

## March

Student Enrollment, Spring Term  
March 1, 2003

*Incoming MIS Data*

Analysis of Positions Reports - February 2003  
3rd Working Day

*Incoming Financial Data*

Employee Demographics, Spring Term  
March 15, 2003

*Incoming MIS Data*

## April

Student Enrollment, Spring Quarter  
April 1, 2003

*Incoming MIS Data*

University Undergraduate and Graduate  
Catalogs/Bulletins (2 copies)  
April 1, 2003

*Incoming MIS Data*

Analysis of Positions Reports - March 2003  
3rd Working Day

*Incoming Financial Data*

Quarterly Report of Employment - January Through  
March  
April 30, 2003

*Incoming Financial Data*

Quarterly Financial Report - January Through March  
April 30, 2003

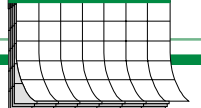
*Incoming Financial Data*

Quarterly Facilities Maintenance Expenditure Report  
(January Through March)  
April 30, 2003

*Incoming Financial Data*

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**FY 2003**



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## May

Gender and Race Brochure  
May 1, 2003

Publication

Analysis of Positions Reports - April 2003  
3rd Working Day

*Incoming Financial Data*

Analysis of Operating Budget - FY 2003  
May 30, 2003

*Incoming Financial Data*

Annual Athletic Operating Budget - FY 2003  
May 30, 2003

*Incoming Financial Data*

Annual Operating Budget for Operations and  
Maintenance, including Plant Funds - FY 2003  
May 30, 2003

*Incoming Financial Data*

Annual Budget of Scholarship and  
Fellowship Expenditures - FY 2003  
May 30, 2003

*Incoming Financial Data*

Annual Report of Actual Scholarship and  
Fellowship Expenditures - FY 2003  
May 30, 2003

*Incoming Financial Data*

## June

Student Outcomes, Spring Quarter  
(Includes Credit Hours Completed, GPA and  
Teacher Education Participants)  
June 1, 2003

*Incoming MIS Data*

Student Outcomes, Spring Term  
(Includes Credit Hours Completed, GPA and  
Teacher Education Participants)  
June 1, 2003

*Incoming MIS Data*

Course Credit Hours, Spring Term  
June 1, 2003

*Incoming MIS Data*

Analysis of Positions Reports - May 2003  
3rd Working Day

*Incoming Financial Data*

Tables A through F and Accuplacer Pretest Printouts,  
*Summer Developmental Program Reporting Guide*  
June 14, 2003

*Incoming MIS Data*

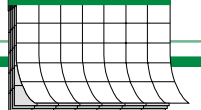
2005-2009 Strategic Plan and Executive Summary -  
Preliminary Draft - (2 copies)  
June 20, 2003

*Incoming MIS Data*

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FY 2003



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## IPEDS Data

### Fall Collection

Data collection opens September 9, 2002 and closes October 22, 2002

### Winter Collection

Data collection opens November 25, 2002 and closes January 22, 2003

### Spring Collection

Data collection opens March 5, 2003 and closes April 16, 2003

## 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

Annual Audit Report of Developmental Foundation  
and Athletic Clubs

*Required by LBO*

*Required by LBO*

*Required by LBO*

*Required by LBO*

*Receipt of Audit Report*