



Board of Trustees of State
Institutions of Higher Learning

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 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.

July

Degrees Granted, Academic Year 2002-03 July 1, 2003	<i>Incoming MIS Data</i>
Analysis of Positions Reports - June 2003 3rd Working Day	<i>Incoming Financial Data</i>
LBO Program Performance Measures Annual Report - FY 2003 July 15, 2003	<i>Incoming MIS Data</i>
LBO Program Expenditure Annual Report - FY 2003 July 25, 2003	<i>Incoming Financial Data</i>
Program Performance Measures and Program Expenditure Annual Report - FY 2003 July 31, 2003	To LBO
Quarterly Report of Employment - April 2003 Through June 2003 July 31, 2003	<i>Incoming Financial Data</i>
Bound Copy of University Operating Budget - FY 2004 July 31, 2003	<i>Incoming Financial Data</i>
Annual Development Foundation and Athletic Club Operating Budgets - FY 2004 July 31, 2003	<i>Incoming Financial Data</i>

August

IHL21, 21A, 21B - Developmental Studies, Summer Term August 1, 2003	<i>Incoming MIS Data</i>
Final Copy of 5-Year Strategic Plan and Summary 2005 - 2009 - (2 copies) August 1, 2003	<i>Incoming MIS Data</i>
Analysis of Positions Reports - July 2003 3rd Working Day	<i>Incoming Financial Data</i>
Annual Report of Complimentary Athletic Tickets August 29, 2003	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2003 August 29, 2003	<i>Incoming Financial Data</i>
5-Year Strategic Plan - 2005-2009 August 15, 2003	To LBO
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 29, 2003	<i>Incoming MIS Data</i>

September

Student Enrollment, Combined Summer Report September 1, 2003	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2003 3rd Working Day	<i>Incoming Financial Data</i>
Report on Research and External Funding (Research Catalog) September 1, 2003	<i>Incoming MIS Data</i>
GASB 35 Financial Statements - FY 2003 September 5, 2003	<i>Incoming Financial Data</i>
Operating Budget (by Function) for Enhancement, Budget Contingency, Restricted and Special Funds - FY 2004 September 5, 2003	<i>Incoming Financial Data</i>
Final Actual Athletic Expenditures - FY 2003 September 8, 2003	<i>Incoming Financial Data</i>
Employee Demographics, Combined Summer Report September 15, 2003	<i>Incoming MIS Data</i>
Course Credit Hours, Combined Summer Report September 15, 2003	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report (Includes Credit Hours Completed, GPA and Teacher Education Participants) September 15, 2003	<i>Incoming MIS Data</i>
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 15, 2003	<i>Incoming MIS Data</i>
Fall Enrollment Fact Sheet September 30, 2003	Publication
University Research Catalog September 30, 2003	Publication

October

Student Enrollment, Fall Term October 1, 2003	<i>Incoming MIS Data</i>
Student Enrollment, Fall Quarter October 1, 2003	<i>Incoming MIS Data</i>
IHL21, 21A - Developmental Studies, Fall Term October 1, 2003	<i>Incoming MIS Data</i>

	Annual Report - Part II (List of Personnel and Salaries - FY 2003 (2 copies) October 1, 2003	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - September 2003 3rd Working Day	<i>Incoming Financial Data</i>
	Manpower Projection Document - As of 9/30/03 October 10, 2003	<i>Incoming Financial Data</i>
	FY 2003 Bound Financial Statements (Pre-GASB 35 Format) October 15, 2003	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - July 2002 Through June 2003 October 15, 2003	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - July 2003 Through September 2003 October 31, 2003	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - July 2003 Through September 2003 October 31, 2003	<i>Incoming Financial Data</i>
November	Faculty Biographical, Fall Term November 1, 2003	<i>Incoming MIS Data</i>
	Employee Demographics, Fall Term November 1, 2003	<i>Incoming MIS Data</i>
	Scholarships and Financial Aid, Academic Year 2002-03 November 1, 2003	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - October 2003 3rd Working Day	<i>Incoming Financial Data</i>
	IHL At A Glance November 30, 2003	Publication
December	Semi-Annual Report of Actual Scholarship and Fellowship Expenditures - July 2003 Through December 2003 December 8, 2003	<i>Incoming Financial Data</i>
	Analysis of Positions Reports - November 2003 3rd Working Day	<i>Incoming Financial Data</i>

January

Fall Enrollment Fact Book December 15, 2003	<i>Publication</i>
IHL System Profile December 15, 2003	<i>Publication</i>
Annual Report - FY 2003 December 15, 2003	<i>Publication</i>
Student Outcomes, Fall Quarter (Includes Credit Hours Completed, GPA and Teacher Education Participants) December 15, 2003	<i>Incoming MIS Data</i>
Analysis of Positions Reports - December 2003 3rd Working Day	<i>Incoming Financial Data</i>
Student Enrollment, Winter Quarter January 15, 2004	<i>Incoming MIS Data</i>
LBO Program Performance Measures Semi-Annual Report - FY 2004 January 15, 2004	<i>Incoming MIS Data</i>
LBO Program Expenditure Semi-Annual Report - July 2003 Through December 2003 January 26, 2004	<i>Incoming Financial Data</i>
Program Performance Measures and Program Expenditure Semi-Annual Report - FY 2004 January 30, 2004	To LBO
Quarterly Report of Employment - October 2003 Through December 2003 January 30, 2004	<i>Incoming Financial Data</i>
Interim Financial Report- July 2003 Through December 2003 January 30, 2004	<i>Incoming Financial Data</i>
Facilities Maintenance Expenditure Report - January 2003 Through December 2003 January 30, 2004	<i>Incoming Financial Data</i>
Delaware Cost Study January 30, 2004	<i>Incoming Financial Data</i>

February	Student Outcomes, Fall Term (Includes Credit Hours Completed, GPA and Teacher Education Participants) February 1, 2004	<i>Incoming MIS Data</i>
	IHL21, 21A - Developmental Studies, Spring Term February 1, 2004	<i>Incoming MIS Data</i>
	Course Credit Hours, Fall Term February 1, 2004	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - January 2004 3rd Working Day	<i>Incoming Financial Data</i>
	Manpower Projection and Fellowship Plan - As of 1/31/03 February 13, 2004	<i>Incoming Financial Data</i>
March	Student Enrollment, Spring Term March 1, 2004	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - February 2004 3rd Working Day	<i>Incoming Financial Data</i>
	Employee Demographics, Spring Term March 15, 2004	<i>Incoming MIS Data</i>
April	Student Enrollment, Spring Quarter April 1, 2004	<i>Incoming MIS Data</i>
	University Undergraduate and Graduate Catalogs/Bulletins (2 copies) April 1, 2004	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - March 2004 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - January 2004 Through March 2004 April 30, 2004	<i>Incoming Financial Data</i>
	Interim Financial Report - July 2003 Through March 2004 April 30, 2004	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - July 2003 Through March 2004 April 30, 2004	<i>Incoming Financial Data</i>

May

Gender and Race Brochure

Publication

May 1, 2004

Analysis of Positions Reports - April 2004
3rd Working Day*Incoming Financial Data*Analysis of Operating Budget - FY 2005
May 31, 2004*Incoming Financial Data*Annual Athletic Operating Budget - FY 2005
May 31, 2004*Incoming Financial Data*Annual Operating Budget for Operations and
Maintenance, including Plant Funds - FY 2005
May 31, 2004*Incoming Financial Data*Annual Budget of Scholarship and
Fellowship Expenditures - FY 2005
May 31, 2004*Incoming Financial Data*Annual Report of Actual Scholarship and
Fellowship Expenditures - FY 2004
May 31, 2004*Incoming Financial Data***June**Student Outcomes, Spring Quarter
(Includes Credit Hours Completed, GPA and
Teacher Education Participants)
June 1, 2004*Incoming MIS Data*Student Outcomes, Spring Term
(Includes Credit Hours Completed, GPA and
Teacher Education Participants)
June 1, 2004*Incoming MIS Data*Course Credit Hours, Spring Term
June 1, 2004*Incoming MIS Data*Analysis of Positions Reports - May 2004
3rd Working Day*Incoming Financial Data*Tables A through F and Accuplacer Pretest Printouts,
Students Applying for Fall 2004
June 14, 2004*Incoming MIS Data*2006-2010 Strategic Plan and Executive Summary -
Preliminary Draft - (2 copies)
June 18, 2004*Incoming MIS Data*

IPEDS Data

Fall Collection

Data collection opens September 10, 2003 and closes October 22, 2003

Winter Collection

Data collection opens December 3, 2003 and closes January 28, 2004

Spring Collection

Data collection opens March 10, 2004 and closes April 21, 2004

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
and Athletic Clubs

Receipt of Audit Report

Additional MIS Data

IHL Management Report - Deadlines to be send under separate cover since measures and due dates have not yet been determined.

