



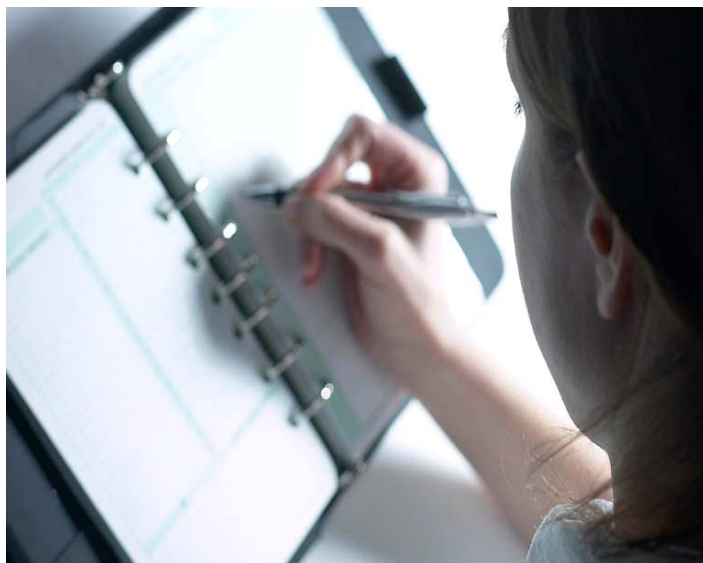
Board of Trustees
of State
Institutions of
Higher Learning



David Potter
Commissioner

FY 2005

Data Reporting Calendar



Prepared by:
Office of Research and Planning

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.

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 2003-04 July 1, 2004	<i>Incoming MIS Data</i>
Analysis of Positions Reports - June 2004 3rd Working Day	<i>Incoming Financial Data</i>
LBO Program Performance Measures Annual Report - FY 2004 July 15, 2004	<i>Incoming MIS Data</i>
LBO Program Expenditure Annual Report - FY 2004 July 26, 2004	<i>Incoming Financial Data</i>
Registration Opens to IPEDS Keyholders for the 2004-2005 Collection Cycle July 28, 2004	IPEDS
Program Performance Measures and Program Expenditure Annual Report - FY 2004 July 30, 2004	To LBO
Quarterly Report of Employment - April Through June July 30, 2004	<i>Incoming Financial Data</i>
Bound Copy of University Operating Budget - FY 2005 July 30, 2004	<i>Incoming Financial Data</i>
Annual Development Foundation and Athletic Club Operating Budgets - FY 2005 July 30, 2004	<i>Incoming Financial Data</i>

August

IHL21, 21A, 21B - Developmental Studies, Summer Term August 2, 2004	<i>Incoming MIS Data</i>
Final Copy of 5-Year Strategic Plan and Summary 2006 - 2010 - (2 copies) August 2, 2004	<i>Incoming MIS Data</i>
Analysis of Positions Reports - July 2004 3rd Working Day	<i>Incoming Financial Data</i>
5-Year Strategic Plan - 2006-2010 August 13, 2004	To LBO
Annual Report of Complimentary Athletic Tickets August 30, 2004	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2005 August 30, 2004	<i>Incoming Financial Data</i>

September

Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 30, 2004	<i>Incoming MIS Data</i>
Student Enrollment, Combined Summer Report September 1, 2004	<i>Incoming MIS Data</i>
Report for Research and Sponsored Projects (Research Catalog) FY 2004 September 1, 2004	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2004 3rd Working Day	<i>Incoming Financial Data</i>
Operating Budget (by Function) for Enhancement, Budget Contingency, Restricted and Special Funds - FY 2005 September 6, 2004	<i>Incoming Financial Data</i>
GASB 35 Financial Statements - FY 2004 September 7, 2004	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Opens September 8, 2004	<i>IPEDS</i>
Employee Demographics, Combined Summer Report September 15, 2004	<i>Incoming MIS Data</i>
Course Credit Hours, Combined Summer Report September 15, 2004	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report (Includes Credit Hours Completed, GPA and Teacher Education Participants) September 15, 2004	<i>Incoming MIS Data</i>
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 15, 2004	<i>Incoming MIS Data</i>
Final Actual Athletic Expenditures - FY 2004 September 20, 2004	<i>Incoming Financial Data</i>
Fall Enrollment Fact Sheet September 30, 2004	<i>Publication</i>
University Research Catalog - FY 2004 September 30, 2004	<i>Publication</i>

October

Student Enrollment, Fall Term October 1, 2004	<i>Incoming MIS Data</i>
Student Enrollment, Fall Quarter October 1, 2004	<i>Incoming MIS Data</i>
IHL21, 21A - Developmental Studies, Fall Term October 1, 2004	<i>Incoming MIS Data</i>
Annual Report - Part II (List of Personnel and Salaries - FY 2004) (2 copies) October 1, 2004	<i>Incoming Financial Data</i>
Analysis of Positions Reports - September 2004 3rd Working Day	<i>Incoming Financial Data</i>
Manpower Projection Document - As of 9/30/04 October 11, 2004	<i>Incoming Financial Data</i>
FY 2004 Bound Financial Statements (Pre-GASB 35 Format) October 15, 2004	<i>Incoming Financial Data</i>
Facilities Maintenance Expenditure Report - July 2003 Through June 2004 October 15, 2004	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Closes to Keyholders October 20, 2004	IPEDS
Quarterly Report of Employment - July 2004 Through September 2004 October 29, 2004	<i>Incoming Financial Data</i>
Facilities Maintenance Expenditure Report - July 2004 Through September 2004 October 29, 2004	<i>Incoming Financial Data</i>

November

Faculty Biographical, Fall Term November 1, 2004	<i>Incoming MIS Data</i>
Employee Demographics, Fall Term November 1, 2004	<i>Incoming MIS Data</i>
Analysis of Positions Reports - October 2004 3rd Working Day	<i>Incoming Financial Data</i>

	Faculty Salary Survey November 15, 2004	<i>Incoming MIS Data</i>
	IHL At A Glance November 30, 2004	<i>Publication</i>
December	IPEDS Winter Collection Cycle Opens December 1, 2004	<i>IPEDS</i>
	Analysis of Positions Reports - November 2004 3rd Working Day	<i>Incoming Financial Data</i>
	Semi-Annual Report of Actual Scholarship and Fellowship Expenditures - July 2004 Through December 2004 December 6, 2004	<i>Incoming Financial Data</i>
	Scholarships and Financial Aid, Academic Year 2003-2004 December 15, 2004	<i>Incoming MIS Data</i>
	Annual Report - FY 2004 December 15, 2004	<i>Publication</i>
	Student Outcomes, Fall Quarter (Includes Credit Hours Completed, GPA and Teacher Education Participants) December 15, 2004	<i>Incoming MIS Data</i>
	IPEDS GRS, Degrees Granted, Summer 2004 December 15, 2004	<i>Incoming MIS Data</i>
	IPEDS GRS, Revised Freshman Cohort, Fall 1998 December 15, 2004	<i>Incoming MIS Data</i>
January	Analysis of Positions Reports - December 2004 3rd Working Day	<i>Incoming Financial Data</i>
	Fall Enrollment Fact Book January 17, 2005	<i>Publication</i>
	IHL System Profile January 17, 2005	<i>Publication</i>
	Student Enrollment, Winter Quarter January 17, 2005	<i>Incoming MIS Data</i>

	LBO Program Performance Measures Semi-Annual Report - FY 2005 January 17, 2005	<i>Incoming MIS Data</i>
	LBO Program Expenditure Semi-Annual Report - July 2004 Through December 2004 January 24, 2005	<i>Incoming Financial Data</i>
	IPEDS Winter Collection Cycle Closes to Keyholders January 26, 2005	IPEDS
	Program Performance Measures and Program Expenditure Semi-Annual Report - FY 2005 January 31, 2005	To LBO
	Quarterly Report of Employment - October 2004 Through December 2004 January 31, 2005	<i>Incoming Financial Data</i>
	Interim Financial Report- July 2004 Through December 2004 TBA	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - January 2004 Through December 2004 January 31, 2005	<i>Incoming Financial Data</i>
February	Student Outcomes, Fall Term (Includes Credit Hours Completed, GPA and Teacher Education Participants) February 1, 2005	<i>Incoming MIS Data</i>
	IHL21, 21A - Developmental Studies, Spring Term February 1, 2005	<i>Incoming MIS Data</i>
	Course Credit Hours, Fall Term February 1, 2005	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - January 2005 3rd Working Day	<i>Incoming Financial Data</i>
	Manpower Projection and Fellowship Plan - As of 1/31/05 February 14, 2005	<i>Incoming Financial Data</i>
March	Student Enrollment, Spring Term March 1, 2005	<i>Incoming MIS Data</i>

	Analysis of Positions Reports - February 2005 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Spring Collection Cycle Opens March 9, 2005	<i>IPEDS</i>
	Employee Demographics, Spring Term March 15, 2005	<i>Incoming MIS Data</i>
April	Student Enrollment, Spring Quarter April 1, 2005	<i>Incoming MIS Data</i>
	University Undergraduate and Graduate Catalogs/Bulletins (2 copies) April 1, 2005	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - March 2005 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Spring Collection Cycle Closes to Keyholders April 20, 2005	<i>IPEDS</i>
	Quarterly Report of Employment - January 2005 Through March 2005 April 29, 2005	<i>Incoming Financial Data</i>
	Interim Financial Report - July 2004 Through March 2005 April 29, 2005	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report July 2004 Through March 2005 April 29, 2005	<i>Incoming Financial Data</i>
May	Analysis of Positions Reports - April 2005 3rd Working Day	<i>Incoming Financial Data</i>
	Analysis of Operating Budget - FY 2006 May 31, 2005	<i>Incoming Financial Data</i>
	Annual Athletic Operating Budget - FY 2006 May 31, 2005	<i>Incoming Financial Data</i>
	Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2006 May 31, 2005	<i>Incoming Financial Data</i>

Annual Budget of Scholarship and
Fellowship Expenditures - FY 2005
May 31, 2005

Incoming Financial Data

Annual Report of Actual Scholarship and
Fellowship Expenditures - FY 2005
May 31, 2005

Incoming Financial Data

June

Student Outcomes, Spring Quarter
(Includes Credit Hours Completed, GPA and
Teacher Education Participants)
June 1, 2005

Incoming MIS Data

Student Outcomes, Spring Term
(Includes Credit Hours Completed, GPA and
Teacher Education Participants)
June 1, 2005

Incoming MIS Data

Course Credit Hours, Spring Term
June 1, 2005

Incoming MIS Data

Analysis of Positions Reports - May 2005
3rd Working Day

Incoming Financial Data

Tables A through F and Accuplacer Pretest Printouts,
Summer Developmental Program Reporting Guide
June 14, 2005

Incoming MIS Data

2007-2011 Strategic Plan and Executive Summary -
Preliminary Draft - (2 copies)
June 20, 2005

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
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

For Information Contact:

Office of Research and Planning: (601) 432-6742
Office of Finance and Administration: (601) 432-6662
