

# FY 2006 Data Reporting Calendar



Prepared by:  
Office of Research and Planning



Board of Trustees  
of State  
Institutions of  
Higher Learning



Richard Crofts  
Commissioner

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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.

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

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**July**

Degrees Granted, Academic Year 2004-05 July 1, 2005	<i>Incoming MIS Data</i>
Analysis of Positions Reports - June 2005 3rd Working Day	<i>Incoming Financial Data</i>
Quarterly Report of Employment - 04/05 Through 06/05 July 8, 2005	<i>Incoming Financial Data</i>
LBO Program Performance Measures Annual Report - FY 2005 July 15, 2005	<i>Incoming MIS Data</i>
LBO Program Expenditure Annual Report - FY 2005 July 25, 2005	<i>Incoming Financial Data</i>
Registration Opens to IPEDS Keyholders for the 2005-2006 Collection Cycle July 27, 2005	<b>IPEDS</b>
Program Performance Measures and Program Expenditure Annual Report - FY 2005 July 29, 2005	<b>To LBO</b>
Annual Development Foundation and Athletic Club Operating Budgets - FY 2006 July 29, 2005	<i>Incoming Financial Data</i>

**August**

Final Copy of 5-Year Strategic Plan and Summary 2007 - 2011 - (2 copies) August 1, 2005	<i>Incoming MIS Data</i>
IHL21, 21A, 21B - Developmental Studies, Summer Term August 2, 2005	<i>Incoming MIS Data</i>
Analysis of Positions Reports - July 2005 3rd Working Day	<i>Incoming Financial Data</i>
Bound Copy of University Operating Budget - FY 2006 (4 Copies) August 15, 2005	<i>Incoming Financial Data</i>
5-Year Strategic Plan - 2007-2011 August 15, 2005	<b>To LBO</b>
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 30, 2005	<i>Incoming MIS Data</i>

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## September

Student Enrollment, Combined Summer Report  
September 1, 2005 *Incoming MIS Data*

Analysis of Positions Reports - August 2005  
3rd Working Day *Incoming Financial Data*

Operating Budget (by Function) for Enhancement,  
Budget Contingency, Restricted and Special Funds - FY 2006  
(4 Copies) *Incoming Financial Data*  
September 6, 2005

IPEDS Fall Collection Cycle Opens *IPEDS*  
September 7, 2005

GASB 35 Financial Statements - FY 2005 *Incoming Financial Data*  
September 12, 2005

Report of Research and Sponsored Projects for the Research Catalog  
FY 2005 *Incoming MIS Data*  
September 15, 2005

Employee Demographics, Combined Summer Report *Incoming MIS Data*  
September 15, 2005

Course Credit Hours, Combined Summer Report *Incoming MIS Data*  
September 15, 2005

Student Outcomes, Combined Summer Report *Incoming MIS Data*  
(Includes Credit Hours Completed, GPA and Teacher  
Education Participants)  
September 15, 2005

Summer Developmental Program/Accuplacer Spreadsheet *Incoming MIS Data*  
Final Changes  
September 15, 2005

Final Athletic Expenditures - FY 2005 *Incoming Financial Data*  
September 26, 2005

Fall Enrollment Fact Sheet *Publication*  
September 30, 2005

## October

Student Enrollment, Fall Term *Incoming MIS Data*  
October 1, 2005

Student Enrollment, Fall Quarter *Incoming MIS Data*  
October 1, 2005

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IHL21, 21A - Developmental Studies, Fall Term *Incoming MIS Data*  
October 1, 2005

Annual Report - Part II (List of Personnel and Salaries - FY 2005) *Incoming Financial Data*  
(2 copies)  
October 3, 2005

Annual E&G Scholarship Report (07/04 through 06/05) *Incoming Financial Data*  
October 3, 2005

Annual Report of Complimentary Athletic Tickets *Incoming Financial Data*  
October 3, 2005

Annual Report of Participation/Optional Fees - FY 2006 *Incoming Financial Data*  
October 3, 2005

Analysis of Positions Reports - September 2005 *Incoming Financial Data*  
3rd Working Day

Manpower Projection Document - As of 9/30/05 *Incoming Financial Data*  
October 5, 2005

Quarterly Report of Employment - July 2005 Through *Incoming Financial Data*  
September 2005  
October 7, 2005

FY 2005 Bound Financial Statements (Pre-GASB 35 Format) *Incoming Financial Data*  
October 14, 2005

Facilities Maintenance Expenditure Report - *Incoming Financial Data*  
July 2004 Through June 2005  
October 14, 2005

University Research Catalog - FY 2005 *Publication*  
October 17, 2005

IPEDS Fall Collection Cycle Closes to Keyholders *IPEDS*  
October 19, 2005

## **November**

Faculty Biographical, Fall Term *Incoming MIS Data*  
November 1, 2005

Employee Demographics, Fall Term *Incoming MIS Data*  
November 1, 2005

Analysis of Positions Reports - October 2005 *Incoming Financial Data*  
3rd Working Day

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	Facilities Maintenance Expenditure Report - July 2005 Through September 2005 November 4, 2005	<i>Incoming Financial Data</i>
	Faculty Salary Survey November 15, 2005	<i>Incoming MIS Data</i>
	IHL At A Glance November 30, 2005	<b>Publication</b>
<b>December</b>	Analysis of Positions Reports - November 2005 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Winter Collection Cycle Opens December 7, 2005	<b>IPEDS</b>
	Scholarships and Financial Aid, Academic Year 2004-2005 December 15, 2005	<i>Incoming MIS Data</i>
	Annual Report - FY 2005 December 15, 2005	<b>Publication</b>
	Student Outcomes, Fall Quarter (Includes Credit Hours Completed, GPA and Teacher Education Participants) December 15, 2005	<i>Incoming MIS Data</i>
	IPEDS GRS, Degrees Granted, Summer 2005 December 15, 2005	<i>Incoming MIS Data</i>
	IPEDS GRS, Revised Freshman Cohort, Fall 1999 December 15, 2005	<i>Incoming MIS Data</i>
<b>January</b>	Analysis of Positions Reports - December 2005 3rd Working Day	<i>Incoming Financial Data</i>
	Interim E&G Scholarship Report July 2005 Through December 2005 January 6, 2006	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - October 2005 Through December 2005 January 6, 2006	<i>Incoming Financial Data</i>
	Fall Enrollment Fact Book January 17, 2006	<b>Publication</b>



LBO Program Performance Measures  
Semi-Annual Report - FY 2006  
January 16, 2006 *Incoming MIS Data*

IHL System Profile  
January 17, 2006 **Publication**

Student Enrollment, Winter Quarter  
January 17, 2006 *Incoming MIS Data*

LBO Interim Program Expenditure Report -  
July 2005 Through December 2005  
January 25, 2006 *Incoming Financial Data*

IPEDS Winter Collection Cycle Closes to Keyholders  
January 25, 2006 **IPEDS**

Program Performance Measures and Program Expenditure  
Semi-Annual Report - FY 2006  
January 31, 2006 **To LBO**

## **February**

Student Outcomes, Fall Term  
(Includes Credit Hours Completed, GPA and Teacher  
Education Participants)  
February 1, 2006 *Incoming MIS Data*

IHL21, 21A - Developmental Studies, Spring Term  
February 1, 2006 *Incoming MIS Data*

Course Credit Hours, Fall Term  
February 1, 2006 *Incoming MIS Data*

Analysis of Positions Reports - January 2006  
3rd Working Day *Incoming Financial Data*

Facilities Maintenance Expenditure Report -  
January 2005 Through December 2005  
February 6, 2006 *Incoming Financial Data*

Room and Board Fee Increase Request (30 Day Review)  
(Effective Fall 2006)  
February 8, 2006 *Incoming Financial Data*

Manpower Projection and Fellowship Plan - As of 1/31/06  
February 17, 2006 *Incoming Financial Data*



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<b>March</b>	Student Enrollment, Spring Term March 1, 2006	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - February 2006 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Spring Collection Cycle Opens March 8, 2006	<b>IPEDS</b>
	Employee Demographics, Spring Term March 15, 2006	<i>Incoming MIS Data</i>
<b>April</b>	Student Enrollment, Spring Quarter April 1, 2006	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - March 2006 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - January 2006 Through March 2006 April 7, 2006	<i>Incoming Financial Data</i>
	Tuition Increase Requests (30 Day Review) (Effective Fall 2006) April 7, 2006	<i>Incoming Financial Data</i>
	IPEDS Spring Collection Cycle Closes to Keyholders April 19, 2006	<b>IPEDS</b>
	Facilities Maintenance Expenditure Report July 2005 Through March 2006 April 28, 2006	<i>Incoming Financial Data</i>
<b>May</b>	Analysis of Positions Reports - April 2006 3rd Working Day	<i>Incoming Financial Data</i>
	Analysis of Operating Budget - FY 2007 May 31, 2006	<i>Incoming Financial Data</i>
	Annual Athletic Operating Budget - FY 2007 May 31, 2006	<i>Incoming Financial Data</i>
	Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2007 May 31, 2006	<i>Incoming Financial Data</i>

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Annual Budget of E&G Scholarship  
Expenditures - FY 2007  
May 31, 2006

*Incoming Financial Data*

**June**

Student Outcomes, Spring Quarter  
(Includes Credit Hours Completed, GPA and  
Teacher Education Participants)  
June 1, 2006

*Incoming MIS Data*

Student Outcomes, Spring Term  
(Includes Credit Hours Completed, GPA and  
Teacher Education Participants)  
June 1, 2006

*Incoming MIS Data*

Course Credit Hours, Spring Term  
June 1, 2006

*Incoming MIS Data*

Analysis of Positions Reports - May 2006  
3rd Working Day

*Incoming Financial Data*

Tables A through F and Accuplacer Pretest Printouts,  
*Summer Developmental Program Reporting Guide*  
June 15, 2006

*Incoming MIS Data*

2008-2012 Strategic Plan and Executive Summary -  
Preliminary Draft - (2 copies)  
June 20, 2006

*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  
Additional Compensation Report (FY 2005)

*Required by LBO*  
*Required by LBO*  
*Required by LBO*  
*Required by LBO*  
*Receipt of Audit Report*  
*TBA*

**For Information Contact:**

**Office of Research and Planning: (601) 432-6742**  
**Office of Finance and Administration: (601) 432-6147**

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