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. Data listed as *Incoming Facilities Data* should be submitted to the Office of Construction and Physical Affairs.

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

Analysis of Positions Reports - June 2006
3rd Working Day

Quarterly Report of Employment - 04/06 Through 06/06
July 7, 2006

Degrees Granted, Academic Year 2005-06
July 15, 2006

LBO Program Performance Measures Annual Report - FY 2006
July 15, 2006

LBO Program Expenditure Annual Report - FY 2006
July 24, 2006

Program Performance Measures and Program Expenditure Annual Report - FY 2006
July 31, 2006

Annual Development Foundation and Athletic Club Operating Budgets - FY 2007
July 31, 2006

August

Final Version of 5-Year Strategic Plan
2008 - 2012 - (2 copies)
August 1, 2006

Registration Opens to IPEDS Keyholders for the 2006-2007 Collection Cycle
August 2, 2006

Analysis of Positions Reports - July 2006
3rd Working Day

Cost of Attendance Spreadsheet - 2006-07
August 15, 2006

5-Year Strategic Plan - 2008-2012
August 15, 2006

GASB Financial Statements - FY 2006
August 20, 2006

Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 30, 2006
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31, 2006</td>
<td>Bound Copy of University Operating Budget - FY 2007 (4 Copies)</td>
<td><em>Incoming Financial Data</em></td>
</tr>
<tr>
<td>September 1, 2006</td>
<td>Student Enrollment, Combined Summer Report</td>
<td><em>Incoming MIS Data</em></td>
</tr>
<tr>
<td>September 1, 2006</td>
<td>GASB 35 Financial Statement Note Disclosures - FY 2006</td>
<td><em>Incoming Financial Data</em></td>
</tr>
<tr>
<td>September 3rd</td>
<td>Analysis of Positions Reports - August 2006</td>
<td><em>Incoming Financial Data</em></td>
</tr>
<tr>
<td>September 15, 2006</td>
<td>IPEDS Fall Collection Cycle Opens</td>
<td><em>IPEDS</em></td>
</tr>
<tr>
<td>September 15, 2006</td>
<td>Operating Budget (by Function) for Enhancement, Budget Contingency and Restricted Funds - FY 2007</td>
<td><em>Incoming Financial Data</em></td>
</tr>
<tr>
<td>September 15, 2006</td>
<td>Report of Research and Sponsored Programs for the Research Catalog - FY 2006</td>
<td><em>Incoming MIS Data</em></td>
</tr>
<tr>
<td>September 15, 2006</td>
<td>Course Credit Hours, Combined Summer Report</td>
<td><em>Incoming MIS Data</em></td>
</tr>
<tr>
<td>September 15, 2006</td>
<td>Student Outcomes, Combined Summer Report</td>
<td><em>Incoming MIS Data</em></td>
</tr>
<tr>
<td>September 15, 2006</td>
<td>Teacher Education Report, Combined Summer Report</td>
<td><em>Incoming MIS Data</em></td>
</tr>
<tr>
<td>September 15, 2006</td>
<td>Summer Developmental Program/Accuplacer Spreadsheet Final Changes</td>
<td><em>Incoming MIS Data</em></td>
</tr>
<tr>
<td>September 15, 2006</td>
<td>Manpower Projection Document - As of 9/01/06</td>
<td><em>Incoming Financial Data</em></td>
</tr>
<tr>
<td>September 25, 2006</td>
<td>Final Athletic Expenditures - FY 2006</td>
<td><em>Incoming Financial Data</em></td>
</tr>
<tr>
<td>September 29, 2006</td>
<td>Fund Basis Financial Statement - FY 2006</td>
<td><em>Incoming Financial Data</em></td>
</tr>
<tr>
<td>September 30, 2006</td>
<td>Fall Enrollment Fact Sheet</td>
<td><em>Publication</em></td>
</tr>
</tbody>
</table>
October

Student Enrollment, Fall Term
October 1, 2006

Student Enrollment, Fall Quarter
October 1, 2006

Intermediate Enrollment, Fall Term
October 1, 2006

Institutional Scholarship, Fellowship and Tuition Waiver
Report - FY 2006
October 2, 2006

Annual Report of Complimentary Athletic Tickets - FY 2006
October 2, 2006

Annual Report of Participation/Optional Fees - FY 2007
October 2, 2006

Facilities Maintenance Expenditure Report -
July 2005 Through June 2006
October 2, 2006

Analysis of Positions Reports - September 2006
3rd Working Day

Annual Report - Part II (List of Personnel and Salaries)
FY 2006 (2 copies)
October 6, 2006

Additional Compensation Report - FY 2006
October 6, 2006

Quarterly Report of Employment - July 2006 Through
September 2006
October 6, 2006

Annual Audit Report of Developmental Foundation
and Athletic Clubs
October 15, 2006

University Research Catalog - FY 2006
October 16, 2006

IPEDS Fall Collection Cycle Closes to Keyholders
October 18, 2006

Incoming MIS Data
Incoming MIS Data
Incoming MIS Data
Incoming Financial Data
Incoming Financial Data
Incoming Financial Data
Incoming Facilities Data
Incoming Financial Data
Incoming Financial Data
Incoming Financial Data
Incoming Financial Data
Incoming Financial Data
Publication
IPEDS
<table>
<thead>
<tr>
<th>Month</th>
<th>Document Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Faculty Biographical, Fall Term</td>
<td>November 1, 2006</td>
</tr>
<tr>
<td></td>
<td>Employee Demographics, Fall Term</td>
<td>November 1, 2006</td>
</tr>
<tr>
<td></td>
<td>Analysis of Positions Reports - October 2006</td>
<td>3rd Working Day</td>
</tr>
<tr>
<td></td>
<td>Faculty Salary Survey</td>
<td>November 15, 2006</td>
</tr>
<tr>
<td></td>
<td>IHL Fast Facts</td>
<td>November 30, 2006</td>
</tr>
<tr>
<td>December</td>
<td>Analysis of Positions Reports - November 2006</td>
<td>3rd Working Day</td>
</tr>
<tr>
<td></td>
<td>IPEDS Winter Collection Cycle Opens</td>
<td>December 6, 2006</td>
</tr>
<tr>
<td></td>
<td>Student Outcomes, Fall Quarter</td>
<td>December 15, 2006</td>
</tr>
<tr>
<td></td>
<td>IPEDS GRS, Degrees Granted, Summer 2006</td>
<td>December 15, 2006</td>
</tr>
<tr>
<td></td>
<td>IPEDS GRS, Revised Freshman Cohort, Fall 2000</td>
<td>December 15, 2006</td>
</tr>
<tr>
<td>January</td>
<td>Analysis of Positions Reports - December 2006</td>
<td>3rd Working Day</td>
</tr>
</tbody>
</table>
Fall Enrollment Fact Book
January 15, 2007

LBO Program Performance Measures
Semi-Annual Report - FY 2007
January 17, 2007

IHL System Profile
January 17, 2007

Student Enrollment, Winter Quarter
January 17, 2007

IPEDS Winter Collection Cycle Closes to Keyholders
January 24, 2007

LBO Interim Program Expenditure Report -
July 2006 Through December 2006
January 26, 2007

Program Performance Measures and Program Expenditure
Semi-Annual Report - FY 2007
January 31, 2007

**February**

Student Outcomes, Fall Term
February 1, 2007

Teacher Education Report, Fall Term
February 1, 2007

Course Credit Hours, Fall Term
February 1, 2007

Analysis of Positions Reports - January 2007
3rd Working Day

Facilities Maintenance Expenditure Report -
January 2006 Through December 2006
February 5, 2007

Manpower Projection - As of 1/31/07
Upon Notification

**March**

Student Enrollment, Spring Term
March 1, 2007
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Analysis of Positions Reports - February 2006</td>
<td>3rd Working Day</td>
</tr>
<tr>
<td></td>
<td>IPEDS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IPEDS Spring Collection Cycle Opens</td>
<td>March 7, 2007</td>
</tr>
<tr>
<td></td>
<td>Analysis of Positions Reports - March 2007</td>
<td>3rd Working Day</td>
</tr>
<tr>
<td></td>
<td>IPEDS Spring Collection Cycle Closes to Keyholders</td>
<td>April 18, 2007</td>
</tr>
<tr>
<td></td>
<td>Facilities Maintenance Expenditure Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>July 2006 Through March 2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April 27, 2007</td>
</tr>
<tr>
<td>May</td>
<td>Analysis of Positions Reports - April 2007</td>
<td>3rd Working Day</td>
</tr>
<tr>
<td></td>
<td>Analysis of Operating Budget - FY 2008</td>
<td>Upon Notification</td>
</tr>
<tr>
<td></td>
<td>Annual Athletic Operating Budget - FY 2008</td>
<td>Upon Notification</td>
</tr>
<tr>
<td></td>
<td>Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2008</td>
<td>Upon Notification</td>
</tr>
<tr>
<td></td>
<td>Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2008</td>
<td>Upon Notification</td>
</tr>
<tr>
<td>June</td>
<td>Student Outcomes, Spring Quarter</td>
<td>June 1, 2007</td>
</tr>
<tr>
<td></td>
<td>Student Outcomes, Spring Term</td>
<td></td>
</tr>
</tbody>
</table>
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
- Room and Board Rate Increases - FY 2008
- Tuition Rate Increases - FY 2008

For Information Contact:

Office of Research and Planning: (601) 432-6742
Office of Finance and Administration: (601) 432-6147
Office of Construction and Physical Affairs: (601) 432-6692