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 2010
3rd Working Day

Quarterly Report of Employment - 04/10 Through 06/10
July 9, 2010

Degrees Granted, Academic Year 2009-10
July 15, 2010

LBO Program Performance Measures Annual Report - FY 2010
July 16, 2010

LBO Program Expenditure Annual Report - FY 2010
July 27, 2010

Program Performance Measures and Program Expenditure
Annual Report - FY 2010
July 31, 2010

August

Registration Opens to IPEDS Keyholders for the
2010-2011 Collection Cycle
August 5, 2010

Analysis of Positions Reports - July 2010
3rd Working Day

Cost of Attendance Spreadsheet - 2010-11
August 15, 2010

Final Version of 5-Year Strategic Plan
2012 - 2016 - (1 copy)
August 19, 2010

GASB Financial Statements - FY 2010
(SNA/SRECNA/CF)
August 20, 2010

Summer Developmental Program/Accuplacer Spreadsheet
With Posttest Scores, Course Grades, & Comments Added
August 30, 2010

5-Year Strategic Plan - 2012-2016
August 31, 2010

GASB Financial Statements - FY 2010
(Note Disclosures)
August 31, 2010
September

Student Enrollment, Combined Summer Report
September 1, 2010

Analysis of Positions Reports - August 2010
3rd Working Day

IPEDS Fall Collection Cycle Opens
September 8, 2010

Finished GASB Financial Statements - FY 2010
September 14, 2010

Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2011
Upon Notification

Course Credit Hours, Combined Summer Report
September 15, 2010

Student Outcomes, Combined Summer Report
September 15, 2010

Report of Research and Sponsored Programs for the Research Catalog - FY 2010
September 17, 2010

Summer Developmental Program/Accuplacer Spreadsheet Final Changes
September 17, 2010

Manpower Projection Document - As of 9/01/10
Upon Notification

Final Athletic Expenditures - FY 2010
September 24, 2010

Fall Enrollment Fact Sheet
September 28, 2010

Finished Fund Basis Financial Statements - FY 2010
September 28, 2010
<table>
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<tr>
<th>Date</th>
<th>Title</th>
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<td>October 1</td>
<td>Student Enrollment, Fall Term</td>
<td>Incoming MIS Data</td>
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<td>October 1</td>
<td>Student Enrollment, Fall Quarter</td>
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<td>Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2010</td>
<td>Incoming Financial Data</td>
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<td>Annual Report of Complimentary Athletic Tickets - FY 2010</td>
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<td>Annual Report of Participation/Optional Fees - FY 2011</td>
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<td>Facilities Maintenance Expenditure Report - July 2009 Through June 2010</td>
<td>Incoming Facilities Data</td>
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<td>Analysis of Positions Reports - September 2010</td>
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<td>3rd Working Day</td>
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<td>October 5</td>
<td>Additional Compensation Report - FY 2010</td>
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<td>Quarterly Report of Employment - July 2010 Through September 2010</td>
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<td>October 15</td>
<td>Annual Audit Report of Affiliated Organizations (IHL Significant Organizations Only)</td>
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<td>October 15</td>
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<td>October 20</td>
<td>IPEDS Fall Collection Cycle Closes to Keyholders</td>
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<td>October 22</td>
<td>Federal Schedule of Expenditures - FY 2010</td>
<td>Incoming Financial Data</td>
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<td>Annual Report - Part II (List of Personnel and Salaries) FY 2009 (2 copies)</td>
<td>Incoming Financial Data</td>
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<td>Month</td>
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<td>Faculty Biographical, Fall Term</td>
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<td>Employee Demographics, Fall Term</td>
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<td>Facilities Maintenance Expenditure Report - July 2010 Through September 2010</td>
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<td>Faculty Salary Survey</td>
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<td>IPEDS Winter &amp; Spring Collection Cycle Opens</td>
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<td>Scholarships and Financial Aid, Academic Year 2009-2010</td>
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<td>Student Outcomes, Fall Quarter</td>
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<td>IPEDS GRS, Degrees Granted, Summer 2010</td>
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<td>IPEDS GRS, Revised Freshman Cohort, Fall 2004</td>
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<td>January</td>
<td>Analysis of Positions Reports - December 2010</td>
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Annual Audit Report of Affiliated Organizations - FY 2010
Incoming Financial Data
January 7, 2011

Fall Enrollment Fact Book
Publication
January 15, 2011

LBO Program Performance Measures
Incoming MIS Data
Semi-Annual Report - FY 2011
January 17, 2011

IHL System Profile
Publication
January 17, 2011

Student Enrollment, Winter Quarter
Incoming MIS Data
January 19, 2011

IPEDS Winter Collection Cycle Closes to Keyholders
IPEDS
January 26, 2011

Program Performance Measures and Program Expenditure
To LBO
Semi-Annual Report - FY 2011
January 21, 2011

LBO Interim Program Expenditure Report -
Incoming Financial Data
July 2010 Through December 2010
January 28, 2011

February

Student Outcomes, Fall Term
Incoming MIS Data
February 1, 2011

Course Credit Hours, Fall Term
Incoming MIS Data
February 1, 2011

Analysis of Positions Reports - January 2011
Incoming Financial Data
3rd Working Day

Facilities Maintenance Expenditure Report -
Incoming Facilities Data
January 2010 Through December 2010
February 6, 2011

Manpower Projection - As of 1/31/11
Incoming Financial Data
Upon Notification

March

Student Enrollment, Spring Term
Incoming MIS Data
March 1, 2011
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<td>May</td>
<td>Analysis of Positions Reports - April 2011</td>
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<td>Consolidation of Operating Budgets - FY 2012</td>
<td>Upon Notification</td>
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<td>Annual Athletic Operating Budget - FY 2012</td>
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<td>Annual Operating Budget for Operations and Maintenance, including Plant Funds</td>
<td>FY 2012</td>
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<td>Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers</td>
<td>FY 2012</td>
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<td>June</td>
<td>Student Outcomes, Spring Quarter</td>
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Student Outcomes, Spring Term  
June 1, 2011

Course Credit Hours, Spring Term  
June 1, 2011

Analysis of Positions Reports - May 2011  
3rd Working Day

Tables A through F and Accuplacer Pretest Printouts,  
Summer Developmental Program Reporting Guide  
June 15, 2011

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**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
- Room and Board Rate Increases - FY 2012  
  TBA
- Tuition Rate Increases - FY 2012  
  TBA

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**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