



# 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 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.

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## July

Analysis of Positions Reports - June 2011 3rd Working Day	<i>Incoming Financial Data</i>
Quarterly Report of Employment - 04/11 Through 06/11 July 9, 2011	<i>Incoming Financial Data</i>
Degrees Granted, Academic Year 2010-11 July 15, 2010	<i>Incoming MIS Data</i>
LBO Program Performance Measures Annual Report - FY 2011 July 16, 2011	<i>Incoming MIS Data</i>
LBO Program Expenditure Annual Report - FY 2011 July 27, 2011	<i>Incoming Financial Data</i>
Program Performance Measures and Program Expenditure Annual Report - FY 2011 August 1, 2011	<b>To LBO</b>

## August

Registration Opens to IPEDS Keyholders for the 2011-2012 Collection Cycle August 3, 2011	<b>IPEDS</b>
Analysis of Positions Reports - July 2011 3rd Working Day	<i>Incoming Financial Data</i>
Cost of Attendance Spreadsheet - 2011-12 August 15, 2011	<i>Incoming MIS Data</i>
Final Version of 5-Year Strategic Plan 2013 - 2017 - (1 copy) August 5, 2011	<i>Incoming MIS Data</i>
GASB Financial Statements - FY 2011 (SNA/SRECNA/CF) August 20, 2011	<i>Incoming Financial Data</i>
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 30, 2011	<i>Incoming MIS Data</i>
5-Year Strategic Plan - 2013-2017 August 15, 2011	<b>To LBO</b>
GASB Financial Statements - FY 2011 (Note Disclosures) August 31, 2011	<i>Incoming Financial Data</i>

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**September**

Bound Copy of University Operating Budget - FY 2012 (4 Copies) August 31, 2011	<i>Incoming Financial Data</i>
Student Enrollment, Combined Summer Report September 1, 2011	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2011 3rd Working Day	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Opens September 7, 2011	<b>IPEDS</b>
Finished GASB Financial Statements - FY 2011 September 14, 2011	<i>Incoming Financial Data</i>
Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2012 Upon Notification	<i>Incoming Financial Data</i>
Course Credit Hours, Combined Summer Report September 15, 2011	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report September 15, 2011	<i>Incoming MIS Data</i>
Report of Research and Sponsored Programs for the Research Catalog - FY 2011 September 17, 2011	<i>Incoming MIS Data</i>
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 17, 2011	<i>Incoming MIS Data</i>
Manpower Projection Document - As of 9/01/11 Upon Notification	<i>Incoming Financial Data</i>
Final Athletic Expenditures - FY 2011 September 24, 2011	<i>Incoming Financial Data</i>
Fall Enrollment Fact Sheet September 28, 2011	<b>Publication</b>
Finished Fund Basis Financial Statements - FY 2011 September 28, 2011	<i>Incoming Financial Data</i>

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**October**

Student Enrollment, Fall Term October 1, 2011	<i>Incoming MIS Data</i>
Student Enrollment, Fall Quarter October 1, 2011	<i>Incoming MIS Data</i>
Intermediate Enrollment, Fall Term October 1, 2011	<i>Incoming MIS Data</i>
Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2011 October 2, 2011	<i>Incoming Financial Data</i>
Annual Report of Complimentary Athletic Tickets - FY 2011 October 2, 2011	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2012 October 2, 2011	<i>Incoming Financial Data</i>
Facilities Maintenance Expenditure Report - July 2010 Through June 2011 October 2, 2011	<i>Incoming Facilities Data</i>
Analysis of Positions Reports - September 2011 3rd Working Day	<i>Incoming Financial Data</i>
Additional Compensation Report - FY 2011 October 5, 2011	<i>Incoming Financial Data</i>
Quarterly Report of Employment - July 2011 Through September 2011 October 8, 2011	<i>Incoming Financial Data</i>
Annual Audit Report of Affiliated Organizations (IHL Significant Organizations Only) October 15, 2011	<i>Incoming Financial Data</i>
University Research Catalog - FY 2011 October 15, 2011	<b>Publication</b>
IPEDS Fall Collection Cycle Closes to Keyholders October 19, 2011	<b>IPEDS</b>
Federal Schedule of Expenditures - FY 2011 October 22, 2011	<i>Incoming Financial Data</i>
Annual Report - Part II (List of Personnel and Salaries) FY 2010 (2 copies) October 31, 2011	<i>Incoming Financial Data</i>

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<b>November</b>	Faculty Biographical, Fall Term November 15, 2011	<i>Incoming MIS Data</i>
	Employee Demographics, Fall Term November 15, 2011	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - October 2011 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - July 2011 Through September 2011 November 5, 2011	<i>Incoming Facilities Data</i>
	Faculty Salary Survey November 15, 2011	<i>Incoming MIS Data</i>
	IHL Fast Facts November 30, 2011	<b>Publication</b>
<b>December</b>	Analysis of Positions Reports - November 2011 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Winter & Spring Collection Cycle Opens December 7, 2011	<b>IPEDS</b>
	Scholarships and Financial Aid, Academic Year 2010-2011 December 15, 2011	<i>Incoming MIS Data</i>
	Annual Report - FY 2011 December 15, 2011	<b>Publication</b>
	Student Outcomes, Fall Quarter December 15, 2011	<i>Incoming MIS Data</i>
	IPEDS GRS, Degrees Granted, Summer 2011 December 15, 2011	<i>Incoming MIS Data</i>
	IPEDS GRS, Revised Freshman Cohort, Fall 2004 December 15, 2011	<i>Incoming MIS Data</i>
<b>January</b>	Analysis of Positions Reports - December 2011 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - October 2011 Through December 2011 January 7, 2012	<i>Incoming Financial Data</i>

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	Annual Audit Report of Affiliated Organizations - FY 2011 January 7, 2012	<i>Incoming Financial Data</i>
	Fall Enrollment Fact Book January 15, 2012	<b><i>Publication</i></b>
	LBO Program Performance Measures Semi-Annual Report - FY 2012 January 17, 2012	<i>Incoming MIS Data</i>
	IHL System Profile January 17, 2012	<b><i>Publication</i></b>
	Student Enrollment, Winter Quarter January 19, 2012	<i>Incoming MIS Data</i>
	Program Performance Measures and Program Expenditure Semi-Annual Report - FY 2012 January 21, 2012	<b><i>To LBO</i></b>
	LBO Interim Program Expenditure Report - July 2011 Through December 2011 January 28, 2012	<i>Incoming Financial Data</i>
<b>February</b>	Student Outcomes, Fall Term February 1, 2012	<i>Incoming MIS Data</i>
	Course Credit Hours, Fall Term February 1, 2012	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - January 2012 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - January 2011 Through December 2011 February 6, 2012	<i>Incoming Facilities Data</i>
	IPEDS Winter Collection Cycle Closes to Keyholders February 8, 2012	<b><i>IPEDS</i></b>
	Manpower Projection - As of 1/31/12 Upon Notification	<i>Incoming Financial Data</i>
<b>March</b>	Student Enrollment, Spring Term March 1, 2012	<i>Incoming MIS Data</i>

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	Analysis of Positions Reports - February 2011 3rd Working Day	<i>Incoming Financial Data</i>
<b>April</b>	Student Enrollment, Spring Quarter April 1, 2012	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - March 2012 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - January 2012 Through March 2012 April 7, 2012	<i>Incoming Financial Data</i>
	IPEDS Spring Collection Cycle Closes to Keyholders April 11, 2012	<b>IPEDS</b>
	SREB Longitudinal Progression Report April 15, 2012	<i>Incoming MIS Data</i>
	Facilities Maintenance Expenditure Report July 2011 Through March 2012 April 27, 2012	<i>Incoming Facilities Data</i>
<b>May</b>	Analysis of Positions Reports - April 2012 3rd Working Day	<i>Incoming Financial Data</i>
	Consolidation of Operating Budgets - FY 2013 Upon Notification	<i>Incoming Financial Data</i>
	Annual Athletic Operating Budget - FY 2013 Upon Notification	<i>Incoming Financial Data</i>
	Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2013 Upon Notification	<i>Incoming Facilities Data</i>
	Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2013 Upon Notification	<i>Incoming Financial Data</i>
<b>June</b>	Course Credit Hours, Spring Term June 1, 2012	<i>Incoming MIS Data</i>

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Analysis of Positions Reports - May 2012  
3rd Working Day

*Incoming Financial Data*

Student Outcomes, Spring Quarter  
June 15, 2012

*Incoming MIS Data*

Student Outcomes, Spring Term  
June 15, 2012

*Incoming MIS Data*

Tables A through F and Accuplacer Pretest Printouts,  
*Summer Developmental Program Reporting Guide*  
June 15, 2012

*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

*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 2013

*TBA*

Tuition Rate Increases - FY 2013

*TBA*

### **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**

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