

Data Reporting Calendar



Prepared by: Office of Strategic Data Mangement F V 2 0 1

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 2013 3rd Working Day	Incoming Financial Data
	Quarterly Report of Employment - April 2013 Through June 2013 July 8, 2013	Incoming Financial Data
	Degrees Granted, Academic Year 2012-13 July 15, 2013	Incoming MIS Data
	LBO Program Performance Measures Annual Report - FY 2013 July 15, 2013	3 Incoming MIS Data
	LBO Program Expenditure Annual Report - FY 2013 July 29, 2013	Incoming Financial Data
	Program Performance Measures and Program Expenditure Annual Report - FY 2013 July 31, 2013	To LBO
August	Analysis of Positions Reports - July 2013 3rd Working Day	Incoming Financial Data
	Final Version of 5-Year Strategic Plan 2015 - 2019 - (1 copy) August 5, 2013	Incoming MIS Data
	Registration Opens to IPEDS Keyholders for the 2013-2014 Collection Cycle August 7, 2013	IPEDS
	Cost of Attendance Spreadsheet - 2013-14 August 15, 2013	Incoming MIS Data
	5-Year Strategic Plan - 2015-2019 August 15, 2013	To LBO
	GASB Financial Statements - FY 2013 (SNP/SRECNP/CF) August 26, 2013	Incoming Financial Data
	Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 31, 2013	Incoming MIS Data
	Bound Copy of University Operating Budget - FY 2014 (4 Copies) August 31, 2013	Incoming Financial Data

September	Student Enrollment, Combined Summer Report September 1, 2013	Incoming MIS Data
	Analysis of Positions Reports - August 2013 3rd Working Day	Incoming Financial Data
	IPEDS Fall Collection Cycle Opens September 4, 2013	IPEDS
	GASB Financial Statements - FY 2013 (Note Disclosures) September 6, 2013	Incoming Financial Data
	Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2014 Upon Notification	Incoming Financial Data
	Course Credit Hours, Combined Summer Report September 15, 2013	Incoming MIS Data
	Grade File, Combined Summer Report September 15, 2013	Incoming MIS Data
	Student Outcomes, Combined Summer Report September 15, 2013	Incoming MIS Data
	Report of Research and Sponsored Programs for the Research Catalog - FY 2013 September 17, 2013	Incoming MIS Data
	Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 17, 2013	Incoming MIS Data
	Manpower Projection - As of 9/01/13 Upon Notification	Incoming Financial Data
	Final Athletic Expenditures - FY 2013 September 23, 2013	Incoming Financial Data
	Fall Enrollment Fact Sheet September 30, 2013	Publication
	Finished Fund Basis Financial Statements - FY 2013 September 30, 2013	Incoming Financial Data
	Finished GASB Financial Statements - FY 2013 September 30, 2013	Incoming Financial Data

October	Student Enrollment, Fall Term October 1, 2013	Incoming MIS Data
	Intermediate Enrollment, Fall Term October 1, 2013	Incoming MIS Data
	Federal Schedule of Expenditures - FY 2013 October 1, 2013	Incoming Financial Data
	Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2013 October 2, 2013	Incoming Financial Data
	Annual Report of Participation/Optional Fees - FY 2014 October 2, 2013	Incoming Financial Data
	Facilities Maintenance Expenditure Report - July 2012 Through June 2013 October 2, 2013	Incoming Facilities Data
	Analysis of Positions Reports - September 2013 3rd Working Day	Incoming Financial Data
	Additional Compensation Report - FY 2013 October 4, 2013	Incoming Financial Data
	Quarterly Report of Employment - July 2013 Through September 2013 October 7, 2013	Incoming Financial Data
	University Research Catalog - FY 2013 October 15, 2013	Publication
	IPEDS Fall Collection Cycle Closes to Keyholders October 16, 2013	IPEDS
	Annual Audit Report of Affiliated Organizations October 31, 2013	Incoming Financial Data
	Annual Report - Part II (List of Personnel and Salaries) FY 2012 (2 copies) October 31, 2013	Incoming Financial Data
November	Analysis of Positions Reports - October 2013 3rd Working Day	Incoming Financial Data

	Facilities Maintenance Expenditure Report - July 2013 Through September 2013 November 5, 2013	Incoming Facilities Data
	Faculty Biographical, Fall Term November 15, 2013	Incoming MIS Data
	Employee Demographics, Fall Term November 15, 2013	Incoming MIS Data
	Faculty Salary Survey November 15, 2013	Incoming MIS Data
December	Analysis of Positions Reports - November 2013 3rd Working Day	Incoming Financial Data
	IPEDS Winter & Spring Collection Cycle Opens December 11, 2013	IPEDS
	Scholarships and Financial Aid, Academic Year 2012-2013 December 15, 2013	Incoming MIS Data
	Annual Report - FY 2013 December 15, 2013	Publication
	IPEDS GRS, Degrees Granted, Summer 2013 December 15, 2013	Incoming MIS Data
	IPEDS GRS, Revised Freshman Cohort, Fall 2007 December 15, 2013	Incoming MIS Data
January	Analysis of Positions Reports - December 2013 3rd Working Day	Incoming Financial Data
	Quarterly Report of Employment - October 2013 Through December 2013 January 6, 2014	Incoming Financial Data
	Fall Enrollment Fact Book January 15, 2014	Publication
	IHL Fast Facts January 15, 2014	Publication
	LBO Program Performance Measures Semi-Annual Report - FY 2014 January 17, 2014	Incoming MIS Data

	IHL System Profile January 17, 2014	Publication
	Program Performance Measures and Program Expenditure Semi-Annual Report - FY 2014 January 20, 2014	To LBO
	LBO Interim Program Expenditure Report - July 2013 Through December 2013 January 27, 2014	Incoming Financial Data
February	Student Outcomes, Fall Term February 1, 2014	Incoming MIS Data
	Course Credit Hours, Fall Term February 1, 2014	Incoming MIS Data
	Grade File, Fall Term February 1, 2014	Incoming MIS Data
	Analysis of Positions Reports - January 2014 3rd Working Day	Incoming Financial Data
	Facilities Maintenance Expenditure Report - January 2013 Through December 2013 February 6, 2014	Incoming Facilities Data
	IPEDS Winter Collection Cycle Closes to Keyholders February 12, 2014	IPEDS
	Manpower Projection - As of 1/31/14 Upon Notification	Incoming Financial Data
March	Student Enrollment, Spring Term March 1, 2014	Incoming MIS Data
	Analysis of Positions Reports - February 2014 3rd Working Day	Incoming Financial Data
April	Analysis of Positions Reports - March 2014 3rd Working Day	Incoming Financial Data
	Quarterly Report of Employment - January 2014 Through March 2014 April 7, 2014	Incoming Financial Data

	IPEDS Spring Collection Cycle Closes to Keyholders April 9, 2014	IPEDS
	SREB Longitudinal Progression Report April 15, 2014	Incoming MIS Data
	Facilities Maintenance Expenditure Report July 2013 Through March 2014 April 28, 2014	Incoming Facilities Data
	Annual Report of Complimentary Athletic Tickets - FY 2014 April 30, 2014	Incoming Financial Data
May	Analysis of Positions Reports - April 2014 3rd Working Day	Incoming Financial Data
	Consolidation of Operating Budgets - FY 2015 Upon Notification	Incoming Financial Data
	Annual Athletic Operating Budget - FY 2015 Upon Notification	Incoming Financial Data
	Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2015 Upon Notification	Incoming Facilities Data
	Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2015 Upon Notification	Incoming Financial Data
June	Course Credit Hours, Spring Term June 1, 2014	Incoming MIS Data
	Analysis of Positions Reports - May 2014 3rd Working Day	Incoming Financial Data
	Student Outcomes, Spring Term June 15, 2014	Incoming MIS Data
	Grade File, Spring Term June 15, 2014	Incoming MIS Data
	Tables A through F and Accuplacer Pretest Printouts, Summer Developmental Program Reporting Guide June 15, 2014	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 Tuition Rate Increases - FY 2015 Required by LBO Required by LBO Required by LBO Required by LBO TBA

For Information Contact:

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