Data Reporting Calendar FY 2016

Prepared by:
Office of Strategic Data Management
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.
<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
<th>Media Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Analysis of Positions Reports - June 2015 3rd Working Day</td>
<td>Incoming Financial Data</td>
</tr>
<tr>
<td></td>
<td>Financial Monitoring Reports: E&amp;G Funds/ Auxiliary Funds – May 2015 July 8, 2015</td>
<td>Incoming Financial Data</td>
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<tr>
<td></td>
<td>Degrees Granted, Academic Year 2014-15 July 15, 2015</td>
<td>Incoming MIS Data</td>
</tr>
<tr>
<td></td>
<td>LBO Program Performance Measures Annual Report - FY 2015 TBD (typically July 15)</td>
<td>Incoming MIS Data</td>
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<tr>
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<td>Program Performance Measures and Program Expenditure Annual Report - FY 2015 July 31, 2015</td>
<td>To LBO</td>
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<tr>
<td>August</td>
<td>Analysis of Positions Reports - July 2015 3rd Working Day</td>
<td>Incoming Financial Data</td>
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<td></td>
<td>Registration Opens to IPEDS Keyholders for the 2015-2016 Collection Cycle August 5, 2015</td>
<td>IPEDS</td>
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<td>Final Version of 5-Year Strategic Plan 2017 - 2021 - (1 copy) August 10, 2015</td>
<td>Incoming MIS Data</td>
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<tr>
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<td>Cost of Attendance Spreadsheet - 2015-16 August 15, 2015</td>
<td>Incoming MIS Data</td>
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<td>5-Year Strategic Plan - 2017-2021 August 17, 2015</td>
<td>To LBO</td>
</tr>
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<td></td>
<td>Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, &amp; Comments Added August 31, 2015</td>
<td>Incoming MIS Data</td>
</tr>
</tbody>
</table>
Bound Copy of University Operating Budget - FY 2015
(4 Copies + 1 electronic copy)
August 31, 2015

Incoming Financial Data

**September**

Space Inventory, March 2015 through August 2015
September 1, 2015

Incoming Facilities Data

Student Enrollment, Combined Summer Report
September 1, 2015

Incoming MIS Data

Analysis of Positions Reports - August 2015
3rd Working Day

Incoming Financial Data

IPEDS Fall Collection Cycle Opens
September 2, 2015

**IPEDS**

GASB Financial Statements - FY 2015
(Note Disclosures)
September 8, 2015

Incoming Financial Data

Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2016
Upon Notification

Incoming Financial Data

Course Credit Hours, Combined Summer Report
September 15, 2015

Incoming MIS Data

Grade File, Combined Summer Report
September 15, 2015

Incoming MIS Data

Student Outcomes, Combined Summer Report
September 15, 2015

Incoming MIS Data

Degree Book - AY 2015
September 15, 2015

Publication

Report of Research and Sponsored Programs for the Research Catalog - FY 2015
September 17, 2015

Incoming MIS Data

Summer Developmental Program/Accuplacer Spreadsheet Final Changes
September 17, 2015

Incoming MIS Data

Manpower Projection - As of 9/01/15
Upon Notification

Incoming Financial Data

Finished Fund Basis Financial Statements - FY 2015
September 30, 2015

Incoming Financial Data
September 30, 2015

October

Student Enrollment, Fall Term
October 1, 2015

Intermediate Enrollment, Fall Term
October 1, 2015

Federal Schedule of Expenditures - FY 2015
October 1, 2015

EAC Report Card - Initial Draft
October 1, 2015

Facilities Maintenance Expenditure Report -
July 2014 Through June 2015
October 2, 2015

Institutional Scholarship, Fellowship and Tuition Waiver
Report - FY 2015
October 6, 2015

Annual Report of Participation/Optional Fees - FY 2016
October 6, 2015

Final Athletic Expenditures - FY 2015
October 6, 2015

Analysis of Positions Reports - September 2015
3rd Working Day

Additional Compensation Report - FY 2015
October 6, 2015

September 2015
October 6, 2015

IPEDS Fall Collection Cycle Closes to Keyholders
October 14, 2015

University Research Catalog - FY 2015
October 15, 2015

Annual Audit Report of Affiliated Organizations
October 31, 2015

Annual Report - Part II (List of Personnel and Salaries)
FY 2015 (2 copies)
October 31, 2015
<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>November</td>
<td>Analysis of Positions Reports - October 2015</td>
<td>November 5, 2015</td>
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<td></td>
<td>Faculty Biographical, Fall Term</td>
<td>November 15, 2015</td>
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<tr>
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<td>Employee Demographics, Fall Term</td>
<td>November 15, 2015</td>
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<td></td>
<td>Faculty Salary Survey</td>
<td>November 15, 2015</td>
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<td></td>
<td>Fall Enrollment Fact Sheet</td>
<td>November 30, 2015</td>
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<tr>
<td>December</td>
<td>Analysis of Positions Reports - November 2015</td>
<td>December 5, 2015</td>
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<td></td>
<td>IPEDS Winter &amp; Spring Collection Cycle Opens</td>
<td>December 9, 2015</td>
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<td>IPEDS GRS, Degrees Granted, Summer 2015</td>
<td>December 15, 2015</td>
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<td>IPEDS GRS, Revised Freshman Cohort, Fall 2009</td>
<td>December 15, 2015</td>
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<tr>
<td>January</td>
<td>Analysis of Positions Reports - December 2015</td>
<td>January 5, 2016</td>
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<td></td>
<td>Fall Enrollment Fact Book</td>
<td>January 15, 2016</td>
</tr>
</tbody>
</table>
IHL Fast Facts
January 15, 2016

Program Performance Measures and Program Expenditure
Semi-Annual Report - FY 2016
January 20, 2016

LBO Interim Program Expenditure Report -
July 2015 Through December 2015
January 25, 2016

February

Student Outcomes, Fall Term
February 1, 2016

Course Credit Hours, Fall Term
February 1, 2016

Grade File, Fall Term
February 1, 2016

Analysis of Positions Reports - January 2015
3rd Working Day

Facilities Maintenance Expenditure Report -
January 2015 Through December 2015
February 6, 2016

Financial Monitoring Reports: E&G Funds/ Auxiliary Funds –
October 2015 through December 2015 (Q2)
February 8, 2016

IPEDS Winter Collection Cycle Closes to Keyholders
February 10, 2016

Manpower Projection - As of 1/31/16
Upon Notification

March

Space Inventory, September 2015 through February, 2016
March 1, 2016

Student Enrollment, Spring Term
March 1, 2016

April

Analysis of Positions Reports - March 2016
3rd Working Day
April 6, 2016

IPEDS Spring Collection Cycle Closes to Keyholders
April 6, 2016

SREB Longitudinal Progression Report
April 15, 2016

Facilities Maintenance Expenditure Report
July 2015 Through March 2016
April 28, 2016

Annual Report of Complimentary Athletic Tickets - FY 2016
April 30, 2016

May

Analysis of Positions Reports - April 2016
3rd Working Day

Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – January 2016 through March 2016 (Q3)
May 9, 2016

Update College Profiles on RiseUpMS.com
May 15, 2016

Annual Athletic Operating Budget - FY 2017
May 31, 2016

Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2017
May 31, 2016

Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2017
Upon Notification

Consolidation of Operating Budgets - FY 2017
Upon Notification

June

Course Credit Hours, Spring Term
June 1, 2016

Analysis of Positions Reports - May 2016
3rd Working Day

Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – April 2016
June 6, 2016
Student Outcomes, Spring Term
June 15, 2016

Grade File, Spring Term
June 15, 2016

Tables A through F and Accuplacer Pretest Printouts,
Summer Developmental Program Reporting Guide
June 15, 2016

IHL System Profile
June 30, 2015

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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
- June Payroll Reports
- July Payroll Reports
- December Payroll Reports

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**Contact Information:**

Office of Strategic Data Management: (601) 432-6288  
Office of Finance and Administration: (601) 432-6142  
Office of Real Estate and Facilities: (601) 432-6233  
RiseUp! Mississippi: (601) 432-6621