

# Institutional Research Assessment Reporting Calendar

The regular internal data requests/projects and assessment-related requests are not included in this list.

IR Analyst Reports & Responsibilities	Priority	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>Fact Book</b>	2												
Data Collection	2	X	X	X				X					X
Enter Data	2			X			X					X	
Produce Fact Book	2			X									
<b>IPEDS</b>	1												
Register	1		X										
<b>IPEDS Fall Collection</b>	1			X	X								
12- Month Enrollment	1			X	X								
Completions	1			X	X								
Institutional Characteristics	1			X	X								
<b>IPEDS Winter Collection</b>	1						X	X					
Human Resources	1						X	X					
<b>IPEDS Spring Collection</b>	1									X	X		
Graduation Rate	1									X	X		
200% Graduation Rate	1									X	X		
Fall Enrollment	1									X	X		
Finance	1									X	X		
Student Financial Aid	1									X	X		
<b>HEI</b>													
All Employee (AM) & Faculty Demographics	1								X				
Financial Files	1								X				
Physical Structure Inventory & Area Inventory	1								X				
Other Source of Funds	1									X			
Course Section Schedule & Other Use of Instructional Rooms	1									X			
Summer & Fall Enrollment Data	1									X			
Cohort Tracking or IPEDS GRS	1			X									
Spring & Winter Enrollment Data	1			X									
Budget Data	1				X								
Degree/Certificate	1				X								
Preliminary Headcount	1				X								
<b>USO Performance Updates</b>	1							X					
<b>SEVIS Updates</b>	1		X		X			X					X
<b>HEAO Updates</b>	1												
<b>VSA Updates</b>	1			X							X		
<b>Records Inventory</b>	2	X	X										X
<b>Surveys</b>													
NCA Annual Institutional Data Update	1									X	X		

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AAUP	2						X						
CUPA	2					X							
Peterson's Main	3									X			
Peterson's Financial Aid Survey	3									X			
Princeton Review CDS/RDS	3								X				
Open Doors International	3										X		
Open Doors Study Abroad	3										X		
Equity in Athletics	1				X								
ACT-Grad/Prof School	2										X		
ACT-IDQ	2									X			
<b>ACT-Research Services</b>	1												
<i>Registration</i>	1				X								
<i>ACT Data Sets Submitted</i>	1										X		
<i>(Class Profile, Prediction, Retention)</i>	1												
Wintergreen Orchardhouse	3										X		
<b>US News &amp; World Report</b>	1												
<i>US News Main Survey</i>	1										X		
<i>US News Finance</i>	1										X		
<i>US News Financial Aid</i>	1										X		
<i>US News Distance Education</i>	1								X				
Common Data Set	1				X								
NCES: Students w/Disabilities	2						X						
Collegeboard: Annual Survey	2						X						
Barron's Profile	2					X							
Chronicle Guidance	2									X			
EWC: Fall Enrollment - Engineering	3										X		
EWC: Grads-Engineering	3			X									
<b>Prioritized Ad Hoc Requests</b>													
Recruitment Lists - Solomon Act	1												
President & VP's	1												
Offices (Career Services, Student Success Center, etc.)	2												
Program Accreditation	1												

- 1 = High Priority
- 2 = Medium Priority
- 3 = Low Priority

This is not an all-inclusive list. Reports and surveys may change from semester to semester or year to year.