

**Collin College
Institutional Research Office
Annual Calendar**

Key to IRO Staff Abbreviations: VP: VP, IR DDW: Director, BIS/Data Warehousing DEA: Director, Effectiveness Analytics	DC: Data Coord DEAR: Dir.Enrl. Analyt. & Reporting DIR: Director, IR EA: Exec. Asst.	PTS: PT Secretary RA: Research Analyst RAR: Rpt Res. Analyst SRA: Senior Research Analyst
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PERIODIC CLIENT-INITIATED SURVEYS with NO SPECIFIED TARGET DATES				
SURVEY NAME	ADMINISTRATION METHOD	APPROXIMATE DEADLINE	CLIENT	LEAD STAFF
Dignity Initiative Survey	By Client	As requested	Dignity Initiative Chair	RA
Drug Awareness & Perception Survey	Online	Biennial	Matt Geracie Counseling	DIR, RA
Library Student Survey - Initiate Preparations	By Client	As requested	Library	RA
Library Faculty Survey - Initiate Preparations	By Client	As requested	Library	RA
Veteran's Survey	By Client	As requested	Registration Office	RA

SEPTEMBER				
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
CAFR Update	10/15	Annual	Financial Services	DEAR
CBM-0C/CBM-0CS Fall Census Reports	10/15	Each Semester	THECB	DEAR/RAR
CBM-009/CBM-00M Annual Completer Reports	10/1	Annual	THECB	DEAR/RAR
CBM-00A/CBM-00C (4th Quarter CE)	9/15	Each Quarter	THECB	DEAR/RAR
CBM-00N Student Information Change	10/1	Each Semester	THECB	DEAR/RAR
CBM-00S/CBM-0E1/CBM-002 Summer End-of-Term Reports	10/1	Each Semester	THECB	DEAR/RAR
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
District Statistics Updates for Fall and Annual Data	After Census	Annual	Institution	DEAR
Headcount Statistics (4th Quarter CE)	10/15	Each Semester	District	DEAR/RAR
Headcount Statistics (Fall)	10/15	Each Semester	District	DEAR/RAR
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
IPEDS Completions	10/15	Annual	US DOE	DEAR
IPEDS Institutional Characteristics	10/15	Annual	US DOE	DEAR
IPEDS Twelve-Month Enrollment	10/15	Annual	US DOE	DEAR
Nursing Student Profile	Online	BiAnnual	Nursing Dept.	RA
Licensure Report	10/11	Annual	Administration	VP
Program-Based Course Performance	9/21	Annual	DC	DC
Program Review (Begin data generation.)	9/21	Annual	Institution	DC
Student Evaluation Fall Process Begins	1/30	Annual	Deans/Assoc Deans	EA & PTS
Student to Faculty Ratio	after census	Annual	VPHR	DIR
Unduped Credit & Noncredit Headcount Preceding Year	after 9/1	Annual	Administration	VP
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All

OCTOBER				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION METHOD	FREQUENCY	CLIENT	LEAD STAFF
Completer Follow-Up Survey	Online	Biennial	Institution	RA
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
CBM-116 Supplemental Follow-Up Report	11/30	Annual	Administration	DEAR
Certified Contact Hours for Preceding Year	10/1	Annual	Financial Services	DEAR
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Enrollment Snapshots for Spring Begin	Each Morning	Daily	VPPs, Deans, Assoc. Deans	VP
Fall Average Class Size	after certified roster	Annual	VPHR	DIR
Fall FT/PT Faculty Contact Hour Census Date Report	10/31	Fall Semester	VPPs	VP
High School Graduate Tracking Report	9/30	Annual	Administration	DIR
P-12 Enrollment Report	After Roster Certification	Fall/Spring	R. Martinez	DIR
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
Program Review Data (Post to intranet site.)	10/15	Annual	Institution	DC
Registration Statistics for Spring Begin	Each Morning	Daily	Administration	DEAR
Setup Argos for Enrollment Snapshots for Spring	10/16		Institution	VP
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All

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NOVEMBER				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION METHOD	FREQUENCY	CLIENT	LEAD STAFF
ADN Student Evaluation of Faculty/Site	Online	Annual	Nursing	RA
ADN Faculty Evaluation of Site	Online	Annual	Nursing	RA
ADN Site Evaluation of Students	Online	Annual	Nursing	RA
ADN Site Evaluation of Faculty	Online	Annual	Nursing	RA
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
Accreditation Commission for Programs in Hospitality Administration (ACPHA) Data for Annual Report	11/30	Annual	Andrea Szlachtowski	RA
Big Future Survey	December	Annual	Business Office	DEAR
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Fall Texas Public Educational Grant (TPEG)	11/1	Each Semester	Business Office	DEAR
Follow-up High School Seniors Contacted by Career Counselors	before December	Annual	P-12 Partnerships	DIR
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All

DECEMBER				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION METHOD	FREQUENCY	CLIENT	LEAD STAFF
ADN Graduate Survey	Online	Annual	Nursing	RA
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
CBM-00A/CBM-00C (1st Quarter CE)	12/15	Each Quarter	THECB	DEAR/RAR
Common Data Set	12/15	Annual	EVP	RAR
Fall Credit Enrollment by ZIP Code	10/15	Annual	PR	VP
Fall Noncredit Enrollment by ZIP Code	1/30	Annual	EVP	VP
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Headcount Statistics (1st Quarter CE)	12/15	Each Quarter	Administration	DEAR
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
IPEDS: Academic Libraries	4/6	Annual	US DOE	VP
IPEDS: Fall Enrollment	4/6	Annual	US DOE	DEAR
IPEDS: Finance	4/6	Annual	US DOE	VP
IPEDS: Financial Aid	2/10	Annual	US DOE	DEAR
IPEDS: Graduation Rates(GRS)	2/10	Annual	US DOE	DEAR
IPEDS: Human Resources	4/6	Annual	US DOE	DEAR
IPEDS: Outcome Measures	2/10	Annual	US DOE	DEAR
SACS COC Institutional Profile	Before Holiday Break	Annual	EVP	VP
Service Learning Report	End of Fall	Annual	Rebecca Burton	EA
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All

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JANUARY				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION METHOD	FREQUENCY	CLIENT	LEAD STAFF
Dental Hygiene Employer Survey	electronic	Annual	Dental Hygiene	RA
Dental Hygiene Program Goals Survey (Graduate Outcomes Assessment) (1/20)	electronic	Annual	Dental Hygiene	RA
Nursing Student Profile	online	Annual	Nursing Dept.	RA
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Fall No Online Course/Section Evaluations Submitted	1/15	Annual	Exec VP	EA
Fall FT/PT Faculty Contact Hour End-of-Term Report	1/31	Annual	VPPs	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
LBB State Performance Measures	3/15	Annual	LBB	VP
Petersons Survey		Annual	Peterson's Guides	RAR
Program Information Sheet Update	1/31	Annual	PRSC	DC
Spring Student Evaluation Process Begins	1/15	Annual	Deans/Assoc. Deans	EA
Student Athletics	1/30	Annual	Torrey West	DDW
UTD Transfer List	1/30	Annual	J. Corwin	DDW
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All
NTCCC	Consortium Projects & Professional Development	Quarterly Winter	TBD	Research Staff

FEBRUARY				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION METHOD	FREQUENCY	CLIENT	LEAD STAFF
Employer Satisfaction	Mail	Biennial	IRO	DIR
Ruffalo Noel Levitz Student Satisfaction Inventory for IRO	Campus Mail	Every Other Year	IRO	DIR
Service Unit Faculty & Staff Survey (even years)	2/1	Biennial	IEO	DC
Service Unit Student Survey (odd years)	2/1	Biennial	IEO	DC
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
ACT Institutional Data Questionnaire		Annual	ACT	DEAR
CBM-00S/CBM-0E1/CBM-002/CBM-008 Fall End-of-Term Reports	2/1	Each Semester	THECB	DEAR/RAR
College Board Survey	2/21	Annual	External	DEAR
Convergence Report	2/20	Annual	B. Mesch	RA
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Student Right to Know	2/1	Annual	Public/US DOE	DEAR
High School Dual Credit/Post HS Enrollment Status Tracking Report		Annual	R Martinez	DDW
P-12 Enrollment Report	2/28	Fall/Spring	R. Martinez	DIR
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
NCCBP (Start when Web entry system opens in spring.)	2/15	Annual	NCCBP	DIR, RA
Program Review Reports and CIPS due to IE	2/1	Annual	J. Hardesty	DEA
Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation	2/28	Annual	B. King/ R. Martinez	VP
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All
TAIR Annual Conference	State Professional Development	Annual	Late February or Early March	Research Staff

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MARCH				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION METHOD	FREQUENCY	CLIENT	LEAD STAFF
Community Survey Preparations Start	Telephone	Biennial (odd years)	President	VP
Faculty Election Ballot - Faculty Council	online	Annual	FC Chair	RA
Council on Excellence Ballot	Online	Annual	COE Chair	RA
Health and Science Fair Survey (attendees)	online	Annual	R. Cravo	EA
Health and Science Fair Survey (vendors)	online	Annual	R. Cravo	EA
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
CBM-0C1/CBM-0CS Spring Census Reports	3/15	Each Semester	THECB	DEAR/RAR
CBM-00A/CBM-00C Quarter 2 Reports (CE)	3/15	Each Quarter	THECB	DEAR/RAR
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
District Statistics Updates for Spring Data	After Census	Annual	Institution	DEAR
Enrollment Snapshots for Summer Begin	Each Morning	Daily	VPPs, Deans, Assoc. Deans	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
Headcount Statistics (Spring CE)	3/30	Each Quarter	Administration	DEAR
Headcount Statistics (Spring)	3/15	Each Semester	Administration	DEAR
NAEYC Child Development Accreditation Data	2/28	Annual	Ann Butler	DC
Registration Statistics for Summer Begin	Each Morning	Daily	Administration	DEAR
Spring TPEG Report	3/31	Each Semester	Business Office	DEAR
Wintergreen Orchard Survey	3/15	Annual	External	DEAR
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight Consortium Projects & Professional Development	Monthly	First Wednesday	All
NTCCC		Quarterly Spring	TBD	Research Staff

APRIL				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION METHOD	FREQUENCY	CLIENT	LEAD STAFF
Achievement of Dental Hygiene Program Goals for Faculty (4/15)	Online	Annual	Dental Hygiene	RA
Achievement of Dental Hygiene Program Goals for First Year Students (4/15)	Online	Annual	Dental Hygiene	RA
Achievement of Dental Hygiene Program Goals for Second Year Students Surveys (4/15)	Online	Annual	Dental Hygiene	RA
ADN Student Evaluation of Faculty/Site	Online	Annual	Nursing Dept.	RA
ADN Faculty Evaluation of Site	Online	Annual	Nursing Dept.	RA
ADN Site Evaluation of Students	Online	Annual	Nursing Dept.	RA
ADN Site Evaluation of Faculty	Online	Annual	Nursing Dept.	RA
SASCOC Student Achievement Measure Updates	4/30	Annual	J. Corwin	DEA
Senior Clinical Evaluation (4/1)	Online	Annual	Dental Hygiene	RA
Senior Curriculum Evaluation (4/1)	Online	Annual	Dental Hygiene	RA
Student Evaluation of Clinical/Field Instruction (4/1)	Online	Annual	Dental Hygiene	RA
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Enrollment Snapshots for Fall Begin	Each Morning	Daily	Deans	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
PRSC Completes Review of Submissions	4/15	each Term	J. Hardesty /B. King	DEA
Registration Statistics for Fall Begin	Each Morning	Daily	Administration	DEAR
THECB Licensure Report	4/30	Annual	THECB	VP, PTS
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All

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M A Y				
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
NC-SARA	6/10	Annual	EVP	DEA
Service Learning Survey	End of Spring	Annual	Hockenbrough	EA
TGTP TX Guaranteed Tuition Plan Survey	6/1	Annual	State of Texas	DEAR
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All

J U N E				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION METHOD	FREQUENCY	CLIENT	LEAD STAFF
ADN Nursing/Graduate	Online	Annual	Nursing Dept.	RA
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
Best for Vets Survey	7/15	Annual	Meredith Martin	RAR
CBM-00A/CBM-00C (Quarter 3 Noncredit)	6/15	Each Quarter	THECB	DEAR
CBM-00S/CBM-0E1/CBM-002/CBM-008 Spring End-of-Term Reports	6/15	Each Semester	THECB	DEAR
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Headcount Statistics (3rd Quarter Noncredit)	6/30	Each Quarter	Administration	DEAR
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
Program Review-Course Linkage Table	8/1	Annual	DC	PTS
Spring Course Sections for which No Student Evaluations Were Submitted for the Entire Section	6/30	Annual	VPAA	EA
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
AIR Forum	National Professional Development	Annual	Late May or Early June	Research Staff
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All

J U L Y				
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
CBM-0C1/CBM-0CS Summer Census Reports	8/15	Each Semester	THECB	DEAR/RAR
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Headcount Statistics (Summer)	7/31	Annual	Institution	DEAR
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All
TACRAO Summer Meeting	State Reporting	Annual		VP, DEAR

A U G U S T				
PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	CLIENT	LEAD STAFF
COAT Inter-rater Reliability Report	8/10	Annual	COAT	DEA
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Difference of Means Testing Report	8/15	Annual	J. Hardesty/COAT	DEA
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	Each IRO Staff Member
IPEDS Institutional Identification and IPEDS Institutional Header Reports	8/31	Annual	US DOE	VP
Send CBM-009 Completer Reminder E-mail to Deans	8/20	Annual	Deans/Chairs/CEWD	VP
Service Learning Survey	End of Summer	Annual	Hockenbrough	EA
Summer TPEG Report	8/1	Each Semester	Business Office	DEAR
UTD Transfer List	8/30	Annual	J. Corwin	DDW
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	STAFF
All College Day	Kick Off New Academic Year	Annual	Mid-August	All
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All