## Collin College Institutional Research Office **Annual Calendar**

Month of Record	Project Type	Project Name	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	ilRO Subunit
September	PERIODIC CLIENT-INITIATED SURVEYS (NO TARGET DATES)	Dignity Initiative Survey	By Client	As requested	Dignity Initiative Chair	IR
September	PERIODIC CLIENT-INITIATED SURVEYS (NO TARGET DATES)	Drug Awareness & Perception Survey	Online	Biennial	Counseling Services	IR IR
September	PERIODIC CLIENT-INITIATED SURVEYS (NO TARGET DATES)	Library Student Survey - Initiate Preparations	By Client	As requested	Library	IR IR
September	PERIODIC CLIENT-INITIATED SURVEYS (NO TARGET DATES)	Library Faculty Survey - Initiate Preparations	By Client	As requested	Library	IR IR
September	PERIODIC CLIENT-INITIATED SURVEYS (NO TARGET DATES)	Veteran's Survey	By Client	As requested	Registration Office	IR ID
September	SURVEY ADMINISTRATION	Nursing Student Profile	Online	BiAnnual	Nursing	IR FARD
September	CLIENT PROJECTS & REPORTS	Unduped Credit & Noncredit Headcount Preceding Year	9/1 9/1	Annual Annual	Institution Academic Leadership	EA&R OS&SE
September	CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS	Student Evaluation Fall Process Begins Summer Texas Public Educational Grant (TPEG)	9/1	Twice/Semester	Business Office	EA&R
September September	CLIENT PROJECTS & REPORTS  CLIENT PROJECTS & REPORTS	Program Review Annual Report Due	9/5	Annual	Institution	IE
September	CLIENT PROJECTS & REPORTS	Student to Faculty Ratio Report	After Census	Annual	Institution	IR
September	CLIENT PROJECTS & REPORTS	Handshake Data Import (Census)	After Census	Each Semester	Tara Lewis	DW&BIS
September	CLIENT PROJECTS & REPORTS	CBM-00A/CBM-00C (4th Quarter CE)	9/15	Each Quarter	THECB	EA&R
September	CLIENT PROJECTS & REPORTS	Fall Texas Public Educational Grant (TPEG)	9/15	Twice/Semester	Business Office	EA&R
September	CLIENT PROJECTS & REPORTS	Licensure/Certification Report - collect submissions	9/15	Annual	Institution	VP
September	CLIENT PROJECTS & REPORTS	Perkins Year-End Student Data Report	9/15	Annual	THECB	DW&BIS
September	CLIENT PROJECTS & REPORTS	THECB Preliminary Fall Enrollment	9/15	Each Fall	THECB	EA&R
September	CLIENT PROJECTS & REPORTS	Program Review (Begin data generation.)	9/21	Annual	Institution	ΙE
September	CLIENT PROJECTS & REPORTS	Fall FT/PT Faculty Contact Hour Census Date Report	9/30	Fall Semester	Academic Leadership	VP
September	CLIENT PROJECTS & REPORTS	Early Momentum Metrics (prior year cohort)	9/30	Annual	PCG Committee	IR
September	CLIENT PROJECTS & REPORTS	High School Graduate Tracking Report	9/30	Annual	Administration	IR
September	CLIENT PROJECTS & REPORTS	TRUE Grant Annual Data Request	9/30	Annual	THECB	DW&BIS
September	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
September	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
September	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
October	CLIENT PROJECTS & REPORTS	ZogoTech - National Student Clearinghouse Upload	10/1	Bi-Monthly	District	DW&BIS
October	CLIENT PROJECTS & REPORTS	Certified Contact Hours for Preceding Year	10/1	Annual	Financial Services	EA&R
October	CLIENT PROJECTS & REPORTS	CBM-00N Student Information Change	10/1	Each Semester	THECB	EA&R
October	CLIENT PROJECTS & REPORTS	CBM00S/CBM0E1/CBM002 Summer End-of-Term Reports	10/1	Each Semester	THECB VPHR	EA&R IR
October	CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS	Fall Average Class Size Report P-12 Fall Enrollment Report	After Roster Certification After Roster Certification	Annual Fall/Spring	R. Martinez	IR IR
October October	CLIENT PROJECTS & REPORTS  CLIENT PROJECTS & REPORTS	Enrollment Snapshots for Spring Begin	Registration Open	Daily	Administration	VP
October	CLIENT PROJECTS & REPORTS	CBM-0C1/CBM-0CS Fall Census Reports	10/15	Each Semester	THECB	EA&R
October	CLIENT PROJECTS & REPORTS	Carnegie Marketing Campaign (Spring)	10/15	Semester	Communications	DW&BIS
October	CLIENT PROJECTS & REPORTS	IPEDS Cost I (Financial Aid)	10/15	Annual	US DOE	VP
October	CLIENT PROJECTS & REPORTS	IPEDS Completions	10/15	Annual	US DOE	EA&R
October	CLIENT PROJECTS & REPORTS	IPEDS Twelve-Month Enrollment	10/15	Annual	US DOE	EA&R
October	CLIENT PROJECTS & REPORTS	CBM0C1/CBM0CS Fall Census Reports	10/15	Each Semester	THECB	EA&R
October	CLIENT PROJECTS & REPORTS	CBM009/CBM00M Annual Graduation Reports	10/1 (NSRP) 10/15	Annual	THECB	EA&R
October	CLIENT PROJECTS & REPORTS	Licensure/Certification Report - preliminary report	10/15	Annual	Institution	VP
October	CLIENT PROJECTS & REPORTS	Setup Spring Enrollment Snapshots	10/16	Daily	Institution	DW&BIS
October	CLIENT PROJECTS & REPORTS	Fall FT/PT Faculty Contact Hour Census Date Report	10/31	Fall Semester	VPPs	VP
October	CLIENT PROJECTS & REPORTS	Licensure/Certification data prep for THECB	10/31	Annual	Institution	OS&SE
October	CLIENT PROJECTS & REPORTS	ZogoTech/Tableau Security Audit	10/31	Annual	District	DW&BIS
October	CLIENT PROJECTS & REPORTS	Amazon Career Choice Student Data Collection	10/31	Annual	Amazon	DW&BIS
October	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
October	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
October	REGULAR MEETINGS	IRO Staff Meeting ADN Student Evaluation of Faculty/Site	Coordination & Collaboration Online	Monthly Annual	First Wednesday Nursing	All IR
November	SURVEY ADMINISTRATION	ADN Faculty Evaluation of Site	Online	Annual	, , , , , , , , , , , , , , , , , , ,	IR IR
November November	SURVEY ADMINISTRATION SURVEY ADMINISTRATION	ADN Site Evaluation of Students	Online	Annual	Nursing Nursing	IR IR
November	SURVEY ADMINISTRATION	ADN Site Evaluation of Students  ADN Site Evaluation of Faculty	Online	Annual	Nursing	IR IR
November	SORVET ADMINISTRATION	Accreditation Commission for Programs in Hospitality	Offinite	Ailitai	Nursing	- 111
November	CLIENT PROJECTS & REPORTS	Administration (ACPHA) Data for Annual Report	11/30	Annual	Cooper	IR
November	CLIENT PROJECTS & REPORTS	Licensure/Certification Report - final report	11/30	Annual	Institution	VP
November	CLIENT PROJECTS & REPORTS	CBM-009/CBM-00M Final Internal Report	11/30	Annual	Administration	VP
November	CLIENT PROJECTS & REPORTS	Follow-up High School Seniors Contacted by Career Counselors	before December	Annual	P-12 Partnerships	IR
November	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
November	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
November	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
December	SURVEY ADMINISTRATION	ADN Graduate Survey	Online	Annual	Nursing	IR
December	CLIENT PROJECTS & REPORTS	Big Future Survey	December	Annual	Business Office	EA&R
December	CLIENT PROJECTS & REPORTS	ZogoTech - National Student Clearinghouse Upload	12/1	Bi-Monthly	District	DW&BIS

## Key to IRO Team Abbreviations:

DW&BIS: Data Warehousing & Business Intelligence Systems (Malone, Apple) EA&R: Enrollment Analytics & Reporting (Hurtado Diaz, Alexander, Bhagat)

IE: Institutional Effectiveness (vacant)
IR: Institutional Research (Kuryshin, Jim, Lovelace)

OS&SE: Office Support & Student Evaluation (Best)
VP: Vice President for Institutional Research (Anderson)

December	CLIENT PROJECTS & REPORTS	ZogoTech SSL Cert Renewal	12/15	Annual	Institution	DW&BIS
December	CLIENT PROJECTS & REPORTS	CBM-00A/CBM-00C (1st Quarter CE)	12/15	Each Quarter	THECB	EA&R
December	CLIENT PROJECTS & REPORTS	President's Evaluation	12/15	Annual	CHRO	VP
December	CLIENT PROJECTS & REPORTS	Program Review Data (Update dashboards with new data)	12/15	Annual	Institution	ΙE
December	CLIENT PROJECTS & REPORTS	SACS COC Annual Enrollment	12/15	Annual	CHRO	VP
December	CLIENT PROJECTS & REPORTS	Fall Credit Enrollment by ZIP Code	12/20	Annual	Institution	VP
December	CLIENT PROJECTS & REPORTS	Fall Noncredit Enrollment by ZIP Code	12/20	Annual	Institution	VP
December	CLIENT PROJECTS & REPORTS	SACS COC Institutional Profile	Before Holiday Break	Annual	EVP EVP	VP VP
December December	REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report Individual Activity Reports	Latter Part of Each Month  Latter Part of Each Month	Monthly Monthly	VP VP	All
December	REGULAR DEPARTMENTAL PROJECTS & REPORTS  REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
January	SURVEY ADMINISTRATION	Dental Hygiene Employer Survey	electronic	Annual	Dental Hygiene	IR IR
ouridary.	SCHULT / ISHIII HOTTU HIGH	Dental Hygiene Program Goals Survey (Graduate) Outcomes	olooki oli lio	7 4 11 100	Bornar Tygrono	
January	SURVEY ADMINISTRATION	Assessment) (1/20)	electronic	Annual	Dental Hygiene	IR
January	SURVEY ADMINISTRATION	Nursing Student Profile	online	Annual	Nursing Dept.	IR
		Fall Report on Course Sections with No Student Evaluations				
January	CLIENT PROJECTS & REPORTS	Submitted	1/15	Annual	Academic Leadership	OS&SE
January	CLIENT PROJECTS & REPORTS	Spring Texas Public Educational Grant (TPEG)	1/15	Twice/Semester	Business Office	EA&R
January	CLIENT PROJECTS & REPORTS	Fall FT/PT Faculty Contact Hour End-of-Term Report	1/31	Annual	Academic Leadership	VP
January January	CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS	Program Information Sheet Update Spring Student Evaluation Process Begins	1/31 1/15	Annual Annual	PRSC Academic Leadership	IE OS&SE
January	CLIENT PROJECTS & REPORTS  CLIENT PROJECTS & REPORTS	Intramural Sports Dashboard Update	1/30	Annual	SES	DW&BIS
January	CLIENT PROJECTS & REPORTS	Student Athlete Dashboard Update	1/30	Annual	SES	DW&BIS
January	CLIENT PROJECTS & REPORTS	Handshake Data Import (Start-of-Term)	Start of Term	Each Semester	Tara Lewis	DW&BIS
January	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
January	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
January	REGULAR MEETINGS	All College Day	Kick Off Spring Semester	Annual	Early January	All
January	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
Feburary	SURVEY ADMINISTRATION	Employer Satisfaction	Electronic	Biennial	Institution	IR
Feburary	SURVEY ADMINISTRATION	Ruffalo Noel Levitz Student Satisfaction Inventory for IRO	Electronic	Every Other Year	Institution	IR
Feburary	SURVEY ADMINISTRATION	Service Unit Faculty & Staff Survey (even years)	2/1	Biennial	Institution	IR IR
Feburary	SURVEY ADMINISTRATION	Service Unit Student Survey (odd years)	2/1 2/1	Biennial	Institution District Dean of Students	IR IR
Feburary Feburary	SURVEY ADMINISTRATION CLIENT PROJECTS & REPORTS	HB -1361 Parenting Survey ACT Institutional Data Questionnaire	2/1	Annual Annual	ACT	EA&R
Feburary	CLIENT PROJECTS & REPORTS	ZogoTech - National Student Clearinghouse Upload	2/1	Bi-Monthly	District	DW&BIS
Feburary	CLIENT PROJECTS & REPORTS	Program Review Reports and CIPS due to IE	2/1	Annual	Institution	IE IE
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Feburary	OLIENT DEGLECTO & DEDORTO					
•	CLIENT PROJECTS & REPORTS	CBM-00S/CBM-0E1/CBM-002/CBM-008 Fall End-of-Term Reports	2/1	Each Semester	THECB	EA&R
Feburary	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid	2/4	Annual	US DOE	VP
Feburary Feburary	CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS)	2/4 2/4	Annual Annual	US DOE US DOE	VP EA&R
Feburary Feburary Feburary	CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid)	2/4 2/4 2/4	Annual Annual Annual	US DOE US DOE US DOE	VP EA&R VP
Feburary Feburary Feburary Feburary	CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures	2/4 2/4 2/4 2/4 2/4	Annual Annual Annual Annual	US DOE US DOE US DOE US DOE US DOE	VP EA&R VP EA&R
Feburary Feburary Feburary Feburary Feburary	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.)	2/4 2/4 2/4 2/4 2/15	Annual Annual Annual Annual Annual	US DOE US DOE US DOE US DOE US DOE NCCBP	VP EA&R VP EA&R IR
Feburary Feburary Feburary Feburary Feburary Feburary Feburary	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report	2/4 2/4 2/4 2/4 2/15 2/20	Annual Annual Annual Annual Annual Annual	US DOE US DOE US DOE US DOE US DOE NCCBP Mesch	VP EA&R VP EA&R IR IR
Feburary Feburary Feburary Feburary Feburary Feburary Feburary Feburary	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report	2/4 2/4 2/4 2/4 2/4 2/15 2/20 2/28	Annual Annual Annual Annual Annual Annual Annual	US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez)	VP EA&R VP EA&R IR IR DW&BIS
Feburary Feburary Feburary Feburary Feburary Feburary Feburary	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report	2/4 2/4 2/4 2/4 2/15 2/20	Annual Annual Annual Annual Annual Annual	US DOE US DOE US DOE US DOE US DOE NCCBP Mesch	VP EA&R VP EA&R IR IR
Feburary Feburary Feburary Feburary Feburary Feburary Feburary Feburary Feburary	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Oottome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics	2/4 2/4 2/4 2/4 2/15 2/15 2/20 2/28 2/28	Annual Annual Annual Annual Annual Annual Annual Fall/Spring	US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez	VP EA&R VP EA&R IR IR DW&BIS
Feburary	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Craduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and	2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/20 2/28 2/28 2/28 2/28	Annual Fall/Spring Annual Annual	US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Marinez Ann Butler PCG Committee	VP EA&R VP EA&R IR IR IR IR UW&BIS IR IE
Feburary	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation	2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/20 2/28 2/28 2/28 2/28 2/28	Annual Fall/Spring Annual Annual Annual	US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butler PCG Committee	VP EA&R VP EA&R IR IR DW&BIS IR IE VP
Feburary	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Oost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation Handshake Data Import (Census)	2/4 2/4 2/4 2/4 2/4 2/15 2/20 2/28 2/28 2/28 2/28 2/28 After Census	Annual Fall/Spring Annual Annual Annual Each Semester	US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butler PCG Committee  EVP/Martinez Tara Lewis	VP EA&R VP EA&R IR IR DW&BIS IR IE VP VP
Feburary	CLIENT PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation Handshake Data Import (Census) Departmental Activity Report	2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/15 2/20 2/28 2/28 2/28 2/28 2/28 2/28 After Census Latter Part of Each Month	Annual Fall/Spring Annual Annual Annual Annual Annual Annual Annual Annual Bach Semester Monthly	US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butter PCG Committee  EVP/Martinez Tara Lewis EVP	VP EA&R VP EA&R IR IR IR IR VP VP UP VP VP VP DW&BIS VP
Feburary	CLIENT PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation Handshake Data Import (Census) Departmental Activity Report Individual Activity Report	2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/15 2/20 2/28 2/28 2/28 2/28 2/28 2/28 After Census Latter Part of Each Month Latter Part of Each Month	Annual Fall/Spring Annual	US DOE US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butler PCG Committee  EVP/Martinez Tara Lewis EVP VP	VP EA&R VP EA&R IR IR DW&BIS IR IE VP VP VP DW&BIS VP All
Feburary	CLIENT PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation Handshake Data Import (Census) Departmental Activity Report Individual Activity Reports IRO Staff Meeting	2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/20 2/28 2/28 2/28 2/28 2/28 2/28 4fter Census Latter Part of Each Month Latter Part of Each Month Coordination & Collaboration	Annual Eal/Spring Annual	US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butler PCG Committee  EVP/Martinez Tara Lewis EVP VP First Wednesday	VP EA&R VP EA&R IR IR DW&BIS IR IE VP VP AVP AVP AVP AVP AVP AVI
Feburary	CLIENT PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR MEETINGS REGULAR MEETINGS REGULAR MEETINGS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Oost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation Handshake Data Import (Census) Departmental Activity Report Individual Activity Reports IRO Staff Meeting TAIR Annual Conference	2/4 2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/15 2/20 2/28 2/28 2/28 2/28 2/28 2/28 After Census Latter Part of Each Month Latter Part of Each Month Coordination & Collaboration Professional Development	Annual Annual Annual Annual Annual Annual Annual Annual Annual Fall/Spring Annual	US DOE US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butter PCG Committee  EVP/Martinez Tara Lewis EVP VP First Wednesday Late February or Early March	VP EA&R VP EA&R IR IR DW&BIS IR IE VP VP AP AII AII Research Staff
Feburary	CLIENT PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR MEETINGS REGULAR MEETINGS SURVEY ADMINISTRATION	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Ost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation Handshake Data Import (Census) Departmental Activity Report Individual Activity Report IRO Staff Meeting TAIR Annual Conference Community Survey Preparations Start	2/4 2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/15 2/20 2/28 2/28 2/28 2/28 2/28 2/28 After Census Latter Part of Each Month Latter Part of Each Month Coordination & Collaboration Professional Development External Contractor	Annual Fall/Spring Annual Annual Annual Annual Annual Annual Bach Semester Monthly Monthly Monthly Annual Biennial	US DOE US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butler PCG Committee  EVP/Martinez Tara Lewis EVP VP First Wednesday Late February or Early March Institution	VP EA&R VP EA&R IR IR DW&BIS IR IE VP VP AII AII AII Research Staff
Feburary	CLIENT PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR MEETINGS REGULAR MEETINGS SURVEY ADMINISTRATION SURVEY ADMINISTRATION	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Oost II (Financial Aid) IPEDS: Oost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation Handshake Data Import (Census) Departmental Activity Report Individual Activity Reports IRO Staff Meeting TAIR Annual Conference Community Survey Preparations Start Faculty Election Ballot - Faculty Council	2/4 2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/20 2/28 2/28 2/28 2/28 2/28 2/28 2/28	Annual Bach Semester Monthly Monthly Monthly Annual Biennial Annual	US DOE US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butler PCG Committee  EVP/Martinez Tara Lewis EVP VP First Wednesday Late February or Early March Institution FC Chair	VP EA&R VP EA&R IR IR DW&BIS IR IE VP VP AP AII AII Research Staff
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Feburary March March March March	CLIENT PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR MEETINGS REGULAR MEETINGS SURVEY ADMINISTRATION SURVEY ADMINISTRATION	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Cost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation Handshake Data Import (Census) Departmental Activity Report Individual Activity Reports IRO Staff Meeting TAIR Annual Conference Community Survey Preparations Start Faculty Election Ballot - Faculty Council Council on Excellence Ballot Health and Science Fair Survey (attendees)	2/4 2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/20 2/28 2/28 2/28 2/28 2/28 2/28 2/28	Annual Bannual Annual Bach Semester Monthly Monthly Monthly Annual Biennial Annual Annual Annual Annual Annual	US DOE US DOE US DOE US DOE US DOE US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butler PCG Committee  EVP/Martinez Tara Lewis EVP VP First Wednesday Late February or Early March Institution FC Chair COE Chair Cravo	VP
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Feburary March	CLIENT PROJECTS & REPORTS REGULAN DEPARTMENTAL PROJECTS & REPORTS REGULAR MEETINGS REGULAR MEETINGS REGULAR MEETINGS SURVEY ADMINISTRATION SURVEY ADMINISTRATION SURVEY ADMINISTRATION SURVEY ADMINISTRATION SURVEY ADMINISTRATION CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid IPEDS: Graduation Rates(GRS) IPEDS: Cost II (Financial Aid) IPEDS: Ost II (Financial Aid) IPEDS: Outcome Measures NCCBP (Start when Web entry system opens in spring.) Convergence Report High School Dual Credit/Post HS Enrollment Tracking Report P-12 Spring Enrollment Report NAEYC Child Development Accreditation Data Persistence, Completion, Graduation Committee metrics Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation Handshake Data Import (Census) Departmental Activity Report Individual Activity Reports IRO Staff Meeting TAIR Annual Conference Community Survey Preparations Start Faculty Election Ballot - Faculty Council Council on Excellence Ballot Health and Science Fair Survey (attendees) Health and Science Fair Survey (vendors) Enrollment Snapshots CBM-00A/CBM-00C Spring Census Reports CBM-00A/CBM-00C Quarter 2 Reports (CE) LBB State Performance Measures TRUE Grant Student-Level Report Spring TPEG Report Departmental Activity Reports IRO Staff Meeting	2/4 2/4 2/4 2/4 2/4 2/4 2/4 2/4 2/15 2/15 2/20 2/28 2/28 2/28 2/28 2/28 2/28 After Census Latter Part of Each Month Coordination & Collaboration Professional Development External Contractor Online Online Online Online Registration Open 3/1 3/15 3/15 3/15 3/15 3/15 3/15 3/15	Annual  Each Semester Monthly Monthly Monthly Annual Biennial Annual Baily Each Semester Each Quarter Annual Annual Each Semester	US DOE NCCBP Mesch Matkin (Martinez) Martinez Ann Butler PCG Committee  EVP/Martinez Tara Lewis EVP VP First Wednesday Late February or Early March Institution FC Chair Cravo Cravo Institution	VP

April	SURVEY ADMINISTRATION	Setup Fall Enrollment Snapshots	4/1	Daily	Institution	DW&BIS
April	SURVEY ADMINISTRATION	Achievement of Dental Hygiene Program Goals for Faculty (4/15)	Online	Annual	Dental Hygiene	IR
Арііі	SOLVET ADMINISTRATION	Achievement of Dental Hygiene Program Goals for First Year	Offiline	Ailliudi	Dental Hygiene	113
April	SURVEY ADMINISTRATION	Students (4/15)	Online	Annual	Dental Hygiene	IR
A i I	SURVEY ADMINISTRATION	Achievement of Dental Hygiene Program Goals for Second Year Students Surveys (4/15)	Online	Appual	Dental Hygiene	IR
April April	SURVEY ADMINISTRATION SURVEY ADMINISTRATION	ADN Student Evaluation of Faculty/Site	Online	Annual Annual	Nursing	IR IR
April	SURVEY ADMINISTRATION	ADN Faculty Evaluation of Site	Online	Annual	Nursing	IR.
April	SURVEY ADMINISTRATION	ADN Site Evaluation of Students	Online	Annual	Nursing	IR
April	SURVEY ADMINISTRATION	ADN Site Evaluation of Faculty	Online	Annual	Nursing	IR
April	SURVEY ADMINISTRATION	IPEDS: Academic Libraries	4/6	Annual	US DOE	VP
		SASCOC Student Achievement Measure Updates: 6-Year Graduation Rates, Fall-to-Fall Persistence Rates, Success Rates,				
		and Licensure/Certification Pass Rates overall and broken out by				
April	SURVEY ADMINISTRATION	ethnicity, race, and gender	4/30	Annual	Corwin	IE
April	CLIENT PROJECTS & REPORTS	Enrollment Snapshots for Fall Begin	Each Morning	Daily	Institution	VP
April	CLIENT PROJECTS & REPORTS	Registration Statistics for Fall Begin	Each Morning	Daily	Institution	EA&R
April	CLIENT PROJECTS & REPORTS	IPEDS: Fall Enrollment	4/1	Annual	US DOE	EA&R
April	CLIENT PROJECTS & REPORTS	IPEDS: Finance	4/1	Annual	US DOE	VP
April	CLIENT PROJECTS & REPORTS	IPEDS: Human Resources	4/1	Annual	US DOE	VP
April April	CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS	ZogoTech - National Student Clearinghouse Upload College Board Survey	4/1 4/15	Bi-Monthly Annual	District External	DW&BIS EA&R
April	CLIENT PROJECTS & REPORTS  CLIENT PROJECTS & REPORTS	Petersons Survey	4/15	Annual	External	EA&R
April	CLIENT PROJECTS & REPORTS	PRSC Completes Review of Submissions	4/15	each Term	EVP/Hardesty	IE IE
April	CLIENT PROJECTS & REPORTS	HB 1361 Parenting Survey Report	4/20	Annual	District Dean of Students	ΙΕ
April	CLIENT PROJECTS & REPORTS	Licensure/Certification Report	4/30	Annual	THECB	VP, OS&SE
April	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
April	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
April	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
May	CLIENT PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS	State Farm Childcare Survey  Departmental Activity Report	5/1 Latter Part of Each Month	Annual Monthly	I. Vasquez EVP	IR VP
May May	REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP VP	All
May	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All
June	SURVEY ADMINISTRATION	ADN Nursing/Graduate	Online	Annual	Nursing	IR
June	CLIENT PROJECTS & REPORTS	ZogoTech - National Student Clearinghouse Upload	6/1	Bi-Monthly	District	DW&BIS
June	CLIENT PROJECTS & REPORTS	Perkins State Leadership Prompt Engineering Grant	6/1	Annual	THECB	DW&BIS
June	CLIENT PROJECTS & REPORTS	Spring Texas Public Educational Grant (TPEG)	6/1	Twice/Semester	Business Office	EA&R
June	CLIENT PROJECTS & REPORTS	TGTP TX Guaranteed Tuition Plan Survey	6/1	Annual	State	EA&R
June June	CLIENT PROJECTS & REPORTS CLIENT PROJECTS & REPORTS	NC-SARA Data from IPEDS Summer Texas Public Educational Grant (TPEG)	6/1 6/15	Annual Twice/Semester	Sarah Lee/Jon Hardesty Business Office	EA&R EA&R
June	CLIENT PROJECTS & REPORTS	Carnegie Marketing Campaign (Summer/Fall)	6/30	Semester	Communications	DW&BIS
June	CLIENT PROJECTS & REPORTS	Handshake Data Import (Start-of-Term)	Start of Term	Each Semester	Tara Lewis	DW&BIS
June	CLIENT PROJECTS & REPORTS	Handshake Data Import (Census)	After Census	Each Semester	Tara Lewis	DW&BIS
June	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
June	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
			56 1 15 1		Late May or	
June	REGULAR MEETINGS REGULAR MEETINGS	AIR Forum IRO Staff Meeting	Professional Development Coordination & Collaboration	Annual Monthly	Early June First Wednesday	Research Staff All
June July	CLIENT PROJECTS & REPORTS	Best for Vets Survey	7/15	Annual	M. Martin	EA&R
July	CLIENT PROJECTS & REPORTS	CBM-00A/CBM-00C (Quarter 3 Noncredit)	7/15	Each Quarter	THECB	EA&R
ouly	OLIZIVI MOSZOTO WILLI OMIO	CBM-00S/CBM-0E1/CBM-002/CBM-008 Spring End-of-Term	77.10	Eden Quarter	205	27.00.1
July	CLIENT PROJECTS & REPORTS	Reports	7/15	Each Semester	THECB	EA&R
July	CLIENT PROJECTS & REPORTS	Workforce Innovatino & Opportunity Act (WIOA) Grant	7/30	Annual	THECB	DW&BIS
July	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
July	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
July	REGULAR MEETINGS	IRO Staff Meeting TACRAO Summer Meeting	Coordination & Collaboration	Monthly Annual	First Wednesday	All VP/EA&R
July August	REGULAR MEETINGS CLIENT PROJECTS & REPORTS	CBM-0C1/CBM-0CS Summer Census Reports	State Reporting 8/15	Each Semester	THECB	EA&R
August	CLIENT PROJECTS & REPORTS	Summer TPEG Report	8/1	Each Semester	Business Office	EA&R
August	CLIENT PROJECTS & REPORTS	Program Review-Course Linkage Table	8/1	Annual	DC DC	OS&SE
August	CLIENT PROJECTS & REPORTS	Send CBM-009 Completer Reminder E-mail to Deans	8/20	Annual	Academic Leadership	VP
August	CLIENT PROJECTS & REPORTS	IPEDS Registration and Institutional Characteristics	8/5	Annual	US DOE	VP
August	CLIENT PROJECTS & REPORTS	Service Learning Survey	End of Summer	Annual	R. Burton	OS&SE
August	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
August	REGULAR DEPARTMENTAL PROJECTS & REPORTS REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports Handshake Data Import (Start-of-Term)	Latter Part of Each Month Start of Term	Monthly Each Semester	VP Tara Lewis	All DW&BIS
August	REGULAR DEPARTMENTAL PROJECTS & REPORTS  REGULAR MEETINGS	All College Day	Kick Off New Academic Year	Annual	Mid-August	All
August August	REGULAR MEETINGS REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
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