

Collin College
Institutional Research Office
Annual Calendar

Month of Record	Project Type	Project Name	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	iiRO 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
September	PERIODIC CLIENT-INITIATED SURVEYS (NO TARGET DATES)	Library Student Survey - Initiate Preparations	By Client	As requested	Library	IR
September	PERIODIC CLIENT-INITIATED SURVEYS (NO TARGET DATES)	Library Faculty Survey - Initiate Preparations	By Client	As requested	Library	IR
September	PERIODIC CLIENT-INITIATED SURVEYS (NO TARGET DATES)	Veteran's Survey	By Client	As requested	Registration Office	IR
September	SURVEY ADMINISTRATION	Nursing Student Profile	Online	BiAnnual	Nursing	IR
September	CLIENT PROJECTS & REPORTS	Unduped Credit & Noncredit Headcount Preceding Year	9/1	Annual	Institution	EA&R
September	CLIENT PROJECTS & REPORTS	Student Evaluation Fall Process Begins	9/1	Annual	Academic Leadership	OS&SE
September	CLIENT PROJECTS & REPORTS	Summer Texas Public Educational Grant (TPEG)	9/1	Twice/Semester	Business Office	EA&R
September	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	IE
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	EA&R
October	CLIENT PROJECTS & REPORTS	Fall Average Class Size Report	After Roster Certification	Annual	VPHR	IR
October	CLIENT PROJECTS & REPORTS	P-12 Fall Enrollment Report	After Roster Certification	Fall/Spring	R. Martinez	IR
October	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	Coordination & Collaboration	Monthly	First Wednesday	All
November	SURVEY ADMINISTRATION	ADN Student Evaluation of Faculty/Site	Online	Annual	Nursing	IR
November	SURVEY ADMINISTRATION	ADN Faculty Evaluation of Site	Online	Annual	Nursing	IR
November	SURVEY ADMINISTRATION	ADN Site Evaluation of Students	Online	Annual	Nursing	IR
November	SURVEY ADMINISTRATION	ADN Site Evaluation of Faculty	Online	Annual	Nursing	IR
November	CLIENT PROJECTS & REPORTS	Accreditation Commission for Programs in Hospitality 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, Bhaqat)
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	IE
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	VP
December	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
December	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
December	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
January	SURVEY ADMINISTRATION	Dental Hygiene Employer Survey	electronic	Annual	Dental Hygiene	IR
January	SURVEY ADMINISTRATION	Dental Hygiene Program Goals Survey (Graduate) Outcomes Assessment) (1/20)	electronic	Annual	Dental Hygiene	IR
January	SURVEY ADMINISTRATION	Nursing Student Profile	online	Annual	Nursing Dept.	IR
January	CLIENT PROJECTS & REPORTS	Fall Report on Course Sections with No Student Evaluations 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	CLIENT PROJECTS & REPORTS	Program Information Sheet Update	1/31	Annual	PRSC	IE
January	CLIENT PROJECTS & REPORTS	Spring Student Evaluation Process Begins	1/15	Annual	Academic Leadership	OS&SE
January	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
February	SURVEY ADMINISTRATION	Employer Satisfaction	Electronic	Biennial	Institution	IR
February	SURVEY ADMINISTRATION	Ruffalo Noel Levitz Student Satisfaction Inventory for IRO	Electronic	Every Other Year	Institution	IR
February	SURVEY ADMINISTRATION	Service Unit Faculty & Staff Survey (even years)	2/1	Biennial	Institution	IR
February	SURVEY ADMINISTRATION	Service Unit Student Survey (odd years)	2/1	Biennial	Institution	IR
February	SURVEY ADMINISTRATION	HB -1361 Parenting Survey	2/1	Annual	District Dean of Students	IR
February	CLIENT PROJECTS & REPORTS	ACT Institutional Data Questionnaire		Annual	ACT	EA&R
February	CLIENT PROJECTS & REPORTS	ZogoTech - National Student Clearinghouse Upload	2/1	Bi-Monthly	District	DW&BIS
February	CLIENT PROJECTS & REPORTS	Program Review Reports and CIPS due to IE	2/1	Annual	Institution	IE
February	CLIENT PROJECTS & REPORTS	CBM-00S/CBM-0E1/CBM-002/CBM-008 Fall End-of-Term Reports	2/1	Each Semester	THECB	EA&R
February	CLIENT PROJECTS & REPORTS	IPEDS: Financial Aid	2/4	Annual	US DOE	VP
February	CLIENT PROJECTS & REPORTS	IPEDS: Graduation Rates(GRS)	2/4	Annual	US DOE	EA&R
February	CLIENT PROJECTS & REPORTS	IPEDS: Cost II (Financial Aid)	2/4	Annual	US DOE	VP
February	CLIENT PROJECTS & REPORTS	IPEDS: Outcome Measures	2/4	Annual	US DOE	EA&R
February	CLIENT PROJECTS & REPORTS	NCCBP (Start when Web entry system opens in spring.)	2/15	Annual	NCCBP	IR
February	CLIENT PROJECTS & REPORTS	Convergence Report	2/20	Annual	Mesch	IR
February	CLIENT PROJECTS & REPORTS	High School Dual Credit/Post HS Enrollment Tracking Report	2/28	Annual	Matkin (Martinez)	DW&BIS
February	CLIENT PROJECTS & REPORTS	P-12 Spring Enrollment Report	2/28	Fall/Spring	Martinez	IR
February	CLIENT PROJECTS & REPORTS	NAEYC Child Development Accreditation Data	2/28	Annual	Ann Butler	IE
February	CLIENT PROJECTS & REPORTS	Persistence, Completion, Graduation Committee metrics	2/28	Annual	PCG Committee	VP
February	CLIENT PROJECTS & REPORTS	Service Area HS Feedback Report by ISD, HS, and HSDC Status for FTIC Students following HS Graduation	2/28	Annual	EVP/Martinez	VP
February	CLIENT PROJECTS & REPORTS	Handshake Data Import (Census)	After Census	Each Semester	Tara Lewis	DW&BIS
February	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
February	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
February	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
February	REGULAR MEETINGS	TAIR Annual Conference	Professional Development	Annual	Late February or Early March	Research Staff
March	SURVEY ADMINISTRATION	Community Survey Preparations Start	External Contractor	Biennial	Institution	VP
March	SURVEY ADMINISTRATION	Faculty Election Ballot - Faculty Council	Online	Annual	FC Chair	IR
March	SURVEY ADMINISTRATION	Council on Excellence Ballot	Online	Annual	COE Chair	IR
March	SURVEY ADMINISTRATION	Health and Science Fair Survey (attendees)	Online	Annual	Cravo	OS&SE
March	SURVEY ADMINISTRATION	Health and Science Fair Survey (vendors)	Online	Annual	Cravo	OS&SE
March	CLIENT PROJECTS & REPORTS	Enrollment Snapshots for Summer Begin	Registration Open	Daily	Institution	VP
March	CLIENT PROJECTS & REPORTS	Setup Summer Enrollment Snapshots	3/1	Daily	Institution	DW&BIS
March	CLIENT PROJECTS & REPORTS	CBM-0C1/CBM-0CS Spring Census Reports	3/15	Each Semester	THECB	EA&R
March	CLIENT PROJECTS & REPORTS	CBM-00A/CBM-00C Quarter 2 Reports (CE)	3/15	Each Quarter	THECB	EA&R
March	CLIENT PROJECTS & REPORTS	LBB State Performance Measures	3/15	Annual	LBB	VP
March	CLIENT PROJECTS & REPORTS	TRUE Grant Student-Level Report	3/15	Annual	THECB	DW&BIS
March	CLIENT PROJECTS & REPORTS	Spring TPEG Report	3/31	Each Semester	Business Office	EA&R
March	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
March	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
March	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
April	SURVEY ADMINISTRATION	Senior Clinical Evaluation (online)	4/1	Annual	Dental Hygiene	IR
April	SURVEY ADMINISTRATION	Senior Curriculum Evaluation (online)	4/1	Annual	Dental Hygiene	IR
April	SURVEY ADMINISTRATION	Student Evaluation of Clinical/Field Instruction (online)	4/1	Annual	Dental Hygiene	IR

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
April	SURVEY ADMINISTRATION	Achievement of Dental Hygiene Program Goals for First Year Students (4/15)	Online	Annual	Dental Hygiene	IR
April	SURVEY ADMINISTRATION	Achievement of Dental Hygiene Program Goals for Second Year Students Surveys (4/15)	Online	Annual	Dental Hygiene	IR
April	SURVEY ADMINISTRATION	ADN Student Evaluation of Faculty/Site	Online	Annual	Nursing	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
April	SURVEY ADMINISTRATION	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 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	CLIENT PROJECTS & REPORTS	ZogoTech - National Student Clearinghouse Upload	4/1	Bi-Monthly	District	DW&BIS
April	CLIENT PROJECTS & REPORTS	College Board Survey	4/15	Annual	External	EA&R
April	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
April	CLIENT PROJECTS & REPORTS	HB 1361 Parenting Survey Report	4/20	Annual	District Dean of Students	IE
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	State Farm Childcare Survey	5/1	Annual	I. Vasquez	IR
May	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
May	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Individual Activity Reports	Latter Part of Each Month	Monthly	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	CLIENT PROJECTS & REPORTS	NC-SARA Data from IPEDS	6/1	Annual	Sarah Lee/Jon Hardesty	EA&R
June	CLIENT PROJECTS & REPORTS	Summer Texas Public Educational Grant (TPEG)	6/15	Twice/Semester	Business Office	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
June	REGULAR MEETINGS	AIR Forum	Professional Development	Annual	Late May or Early June	Research Staff
June	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
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
July	CLIENT PROJECTS & REPORTS	CBM-00S/CBM-0E1/CBM-002/CBM-008 Spring End-of-Term 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	Coordination & Collaboration	Monthly	First Wednesday	All
July	REGULAR MEETINGS	TACRAO Summer Meeting	State Reporting	Annual		VP/EA&R
August	CLIENT PROJECTS & REPORTS	CBM-0C1/CBM-0CS Summer Census Reports	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	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	Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
August	REGULAR DEPARTMENTAL PROJECTS & REPORTS	Handshake Data Import (Start-of-Term)	Start of Term	Each Semester	Tara Lewis	DW&BIS
August	REGULAR MEETINGS	All College Day	Kick Off New Academic Year	Annual	Mid-August	All
August	REGULAR MEETINGS	IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All

Red highlighting indicates that the entry should be reviewed and possibly changed or deleted.