

**Collin College  
Institutional Research Office  
Annual Calendar**

<b>Key to IRO Team Abbreviations:</b>	IE: Institutional Effectiveness (Valcik & Robinson)
DW&BIS: Data Warehousing & Business Intelligence Systems (Malone & Kuryshin)	IR: Institutional Research (Ahmad & Vacant)
EA&R: Enrollment Analytics & Reporting (Hurtado Diaz & Alexander)	OS&SE: Office Support & Student Evaluation (Best & Lovelace)
	VP: Vice President for Institutional Research (Martin)

PERIODIC CLIENT-INITIATED SURVEYS with NO SPECIFIED TARGET DATES				
SURVEY NAME	ADMINISTRATION	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
Completer Follow-Up Survey	Online	Biennial	Institution	IR, VP
Dignity Initiative Survey	By Client	As requested	Dignity Initiative Chair	IR
Drug Awareness & Perception Survey	Online	Biennial	Geracie-Counseling	IR
Library Student Survey - Initiate Preparations	By Client	As requested	Library	IR
Library Faculty Survey - Initiate Preparations	By Client	As requested	Library	IR
Veteran's Survey	By Client	As requested	Registration Office	IR

SEPTEMBER SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
Nursing Student Profile	Online	BiAnnual	Nursing	IR
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
CAFR Update	10/15	Annual	Financial Services	EA&R
CBM-0C1/CBM-0CS Fall Census Reports	10/15	Each Semester	THECB	EA&R
CBM-009/CBM-00M Annual Completer Reports	10/1	Annual	THECB	EA&R
CBM-00A/CBM-00C (4th Quarter CE)	9/15	Each Quarter	THECB	EA&R
CBM-00N Student Information Change Reports	10/1	Each Semester	THECB	EA&R
District Statistics Updates for Fall and Annual Data	After Census	Annual	Institution	EA&R
Headcount Statistics (4th Quarter CE)	10/15	Each Semester	District	EA&R
Headcount Statistics (Fall)	10/15	Each Semester	District	EA&R
IPEDS Completions	10/15	Annual	US DOE	EA&R
IPEDS Institutional Characteristics	10/15	Annual	US DOE	EA&R
IPEDS Twelve-Month Enrollment	10/15	Annual	US DOE	EA&R
Licensure/Certification Report (Internal)	9/1: Start	Annual	Institution	VP
Program Review (Begin data generation.)	9/21	Annual	Institution	IE
Student Evaluation Fall Process Begins	9/1	Annual	Academic Leadership	OS&SE
Student to Faculty Ratio Report	after census	Annual	Institution	IR
Unduped Credit & Noncredit Headcount Preceding Year	after 9/1	Annual	Institution	VP
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
Program-Based Course Performance	9/21	Annual	IE	IE
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All

OCTOBER CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
CBM-009/CBM-00M Preliminary Internal Report	10/1	Annual	Registrar's Office, academic leadership	VP
Certified Contact Hours for Preceding Year	10/1	Annual	Financial Services	EA&R
Fall Average Class Size Report	After Roster Certification	Annual	VPHR	IR
Fall FT/PT Faculty Contact Hour Census Date Report	10/31	Fall Semester	VPPs	VP
High School Graduate Tracking Report	9/30	Annual	Administration	IR
P-12 Fall Enrollment Report	After Roster Certification	Fall/Spring	R. Martinez	IR
Program Review Data (Post to intranet site.)	10/15	Annual	Institution	IE
Registration Statistics for Spring Begin	Each Morning	Daily	Administration	EA&R
Setup Argos for Spring Enrollment Snapshots	10/16	Daily	Institution	VP
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All

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NOVEMBER				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
ADN Student Evaluation of Faculty/Site	Online	Annual	Nursing	IR
ADN Faculty Evaluation of Site	Online	Annual	Nursing	IR
ADN Site Evaluation of Students	Online	Annual	Nursing	IR
ADN Site Evaluation of Faculty	Online	Annual	Nursing	IR
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
Administration (ACPHA) Data for Annual Report	11/30	Annual	Cooper	IR
Big Future Survey	December	Annual	Business Office	EA&R
CBM-116 Supplemental Follow-Up Report	11/30	Annual	THECB	EA&R
CBM-116 Supplemental Follow-Up Report (Internal)	11/30	Annual	Institution	EA&R
Fall Texas Public Educational Grant (TPEG)	11/1	Each Semester	Business Office	EA&R
Counselors	before December	Annual	P-12 Partnerships	IR
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All

DECEMBER				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
ADN Graduate Survey	Online	Annual	Nursing	IR
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
CBM-00A/CBM-00C (1st Quarter CE)	12/15	Each Quarter	THECB	EA&R
Common Data Set	12/15	Annual	Institution	EA&R
Fall Credit Enrollment by ZIP Code	12/20	Annual	Institution	VP
Fall Noncredit Enrollment by ZIP Code	12/20	Annual	Institution	VP
Headcount Statistics (1st Quarter CE)	12/15	Each Quarter	Institution	EA&R
IPEDS: Academic Libraries	4/6	Annual	US DOE	VP
IPEDS: Fall Enrollment	4/6	Annual	US DOE	EA&R
IPEDS: Finance	4/6	Annual	US DOE	VP
IPEDS: Financial Aid	2/10	Annual	US DOE	EA&R
IPEDS: Graduation Rates(GRS)	2/10	Annual	US DOE	EA&R
IPEDS: Human Resources	4/6	Annual	US DOE	EA&R
IPEDS: Outcome Measures	2/10	Annual	US DOE	EA&R
President's Evaluation	12/15	Annual	CHRO	VP
SACS COC Annual Enrollment	12/15	Annual	CHRO	VP
SACS COC Institutional Profile	Before Holiday Break	Annual	EVP	VP
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All

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JANUARY				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
Dental Hygiene Employer Survey	electronic	Annual	Dental Hygiene	IR
Outcomes Assessment) (1/20)	electronic	Annual	Dental Hygiene	IR
Nursing Student Profile	online	Annual	Nursing Dept.	IR
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
Fall Report on Course Sections with No Student Evaluations Submitted	1/15	Annual	Academic Leadership	OS&SE
Fall FT/PT Faculty Contact Hour End-of-Term Report	1/31	Annual	Academic Leadership	VP
LBB State Performance Measures	3/15	Annual	LBB	VP
Petersons Survey		Annual	External	EA&R
Program Information Sheet Update	1/31	Annual	PRSC	IE
Spring Student Evaluation Process Begins	1/15	Annual	Academic Leadership	OS&SE
Student Athletics	1/30	Annual	West	DW&BIS
UTD Transfer List	1/30	Annual	J. Corwin	DW&BIS
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
All College Day	Kick Off Spring Semester	Annual	Early January	All
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All

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

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M A R C H				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
Community Survey Preparations Start	External Contractor	Biennial	Institution	VP
Faculty Election Ballot - Faculty Council	Online	Annual	FC Chair	IR
Council on Excellence Ballot	Online	Annual	COE Chair	IR
Health and Science Fair Survey (attendees)	Online	Annual	Cravo	OS&SE
Health and Science Fair Survey (vendors)	Online	Annual	Cravo	OS&SE
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
CBM-0C1/CBM-0CS Spring Census Reports	3/15	Each Semester	THECB	EA&R
CBM-00A/CBM-00C Quarter 2 Reports (CE)	3/15	Each Quarter	THECB	EA&R
District Statistics Updates for Spring Data	After Census	Annual	Institution	EA&R
Enrollment Snapshots for Summer Begin	Each Morning	Daily	Institution	VP
Headcount Statistics (Spring CE)	3/30	Each Quarter	Institution	EA&R
Headcount Statistics (Spring)	3/15	Each Semester	Institution	EA&R
NAEYC Child Development Accreditation Data	2/28	Annual	Ann Butler	IE
Setup Argos for Summer Enrollment Snapshots	3/1	Daily	Institution	VP
Registration Statistics for Summer Begin	Each Morning	Daily	Institution	EA&R
Spring TPEG Report	3/31	Each Semester	Business Office	EA&R
Wintergreen Orchard Survey	3/15	Annual	External	EA&R
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All

A P R I L				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
(4/15)	Online	Annual	Dental Hygiene	IR
Year Students (4/15)	Online	Annual	Dental Hygiene	IR
Year Students Surveys (4/15)	Online	Annual	Dental Hygiene	IR
ADN Student Evaluation of Faculty/Site	Online	Annual	Nursing	IR
ADN Faculty Evaluation of Site	Online	Annual	Nursing	IR
ADN Site Evaluation of Students	Online	Annual	Nursing	IR
ADN Site Evaluation of Faculty	Online	Annual	Nursing	IR
Graduation Rates, Fall-to-Fall Persistence Rates, Success	4/30	Annual	Corwin	IE
Senior Clinical Evaluation (4/1)	Online	Annual	Dental Hygiene	IR
Senior Curriculum Evaluation (4/1)	Online	Annual	Dental Hygiene	IR
Setup Argos for Fall Enrollment Snapshots	4/1	Daily	Institution	VP
Student Evaluation of Clinical/Field Instruction (4/1)	Online	Annual	Dental Hygiene	IR
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
Enrollment Snapshots for Fall Begin	Each Morning	Daily	Institution	VP
PRSC Completes Review of Submissions	4/15	each Term	EVP/Hardesty	IE
Registration Statistics for Fall Begin	Each Morning	Daily	Institution	EA&R
Licensure/Certification Report	4/30	Annual	THECB	VP, OS&SE
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All

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MAY				
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
NC-SARA Data from IPEDS	6/10	Annual	Sarah Lee/Jon Hardesty	EA&R
State Farm Childcare Survey	5/1	Annual	I. Vasquez	IR
TGTP TX Guaranteed Tuition Plan Survey	6/1	Annual	State	EA&R
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
IRO Staff Meeting	Coordination & Oversight	Monthly	First Wednesday	All

JUNE				
SURVEY ADMINISTRATION				
SURVEY NAME	ADMINISTRATION	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
ADN Nursing/Graduate	Online	Annual	Nursing	IR
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
Best for Vets Survey	7/15	Annual	M. Martin	EA&R
CBM-00A/CBM-00C (Quarter 3 Noncredit)	7/15	Each Quarter	THECB	EA&R
Term Reports	7/15	Each Semester	THECB	EA&R
Headcount Statistics (3rd Quarter Noncredit)	6/30	Each Quarter	Institution	EA&R
Were Submitted for the Entire Section	6/30	Annual	Academic Leadership	OS&SE
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
Program Review-Course Linkage Table	8/1	Annual	DC	OS&SE
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
AIR Forum	Professional Development	Annual	Early June	Research Staff
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All

JULY				
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
CBM-0C1/CBM-0CS Summer Census Reports	8/1	Each Semester	THECB	EA&R
Headcount Statistics (Summer)	7/31	Annual	Institution	EA&R
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All
TACRAO Summer Meeting	State Reporting	Annual		VP/EA&R

AUGUST				
CLIENT PROJECTS & REPORTS				
PROJECT/REPORT NAME	APPROXIMATE DEADLINE	FREQUENCY	PRIMARY CLIENT	RESPONSIBLE
COAT Inter-rater Reliability Report	8/10	Annual	Hardesty/COAT	IE
COAT Difference of Means Testing Report	8/15	Annual	Hardesty/COAT	IE
Header Reports	8/31	Annual	US DOE	VP
Send CBM-009 Completer Reminder E-mail to Deans	8/20	Annual	Academic Leadership	VP
Service Learning Survey	End of Summer	Annual	R. Burton	OS&SE
Summer TPEG Report	8/1	Each Semester	Business Office	EA&R
UTD Transfer List	8/30	Annual	J. Corwin	DW&BIS
REGULAR DEPARTMENTAL PROJECTS & REPORTS				
Departmental Activity Report	Latter Part of Each Month	Monthly	EVP	VP
Individual Activity Reports	Latter Part of Each Month	Monthly	VP	All
REGULAR MEETINGS				
MEETING NAME	PURPOSE	FREQUENCY	DATE	RESPONSIBLE
All College Day	Kick Off New Academic Year	Annual	Mid-August	All
IRO Staff Meeting	Coordination & Collaboration	Monthly	First Wednesday	All