

TRANSITION DRAFT: 2009-2010 Fort Lewis College Data Collection Calendar

	SURDS	Finance/Other DHE	IPEDS	Other
July 2009	NEED NEW CCHE DATA CONTACT (SURDS, ETC)	NEED NEW FTE CONTACT	NEED NEW KEYHOLDER	NEED NEW SURVEYS CONTACT(S)
	9 Student Enrollment File (Spring) 16 Remedial Course File (Spring) 30 1023 File (Spring)	15 FTE Final Student Enrollment	26 Registration Opens	2 Common Data Set* to CCHE
August	12 Teacher Education File (Full Year) 20 Degrees Granted File (Full Year)		3 User IDs & Passwords emailed to keyholders or mailed to CEOs**	15 NSSE sign-up 20 Program Review data reports 20 Program Review Asmt reports
September	10 Financial Aid File (Full Year) -- --Public Institutions	3 CCHE Tuition & Fee Survey (Full Fiscal Year) 15 Reconciliation File - COF - Summer 18 Invoice File - COF - Fall 24 Capital Assets, Facilities, Faculty	2 Fall Collection Begins (Inst Char, Completions, 12 month enrollment)	7 S-F FTE productivity report 15 Institutional Trends Requests Out
October	8 Student Enrollment File (Summer) 15 Remedial Course File (Summer) 22 1023 File (Summer) 29 Undergraduate Applicant File (Summer & Fall)	8 Fall Census FTE Report Fall Headcount Enrollment Report 23 F40 Budget Data Book 30 Extended Studies Program Certification of Compliance Report Extended Studies Program Year-End Prog Data & Fiscal Report	1 Race/ethnicity survey students & employees 14 Fall Collection Ends for Institutions	15 CDS Faculty Degrees EADA - ATHLETICS 15 Surveys- start
November	12 Degrees Granted File (Summer for IPEDS GRS)	5 Administrative Salary Survey New Program Update Report (?)	3 RUN IPEDS HR DATA	27 WINTER ENROLL START ?? Enrl Mgmtmnt?? 30 Institutional Trends Complete
December			2 Winter Collection Begins (HR)	
January 2010	14 Student Enrollment File (Fall) 21 Remedial Course File (Fall) 28 1023 File (Fall)	31 Reconciliation File - COF - Fall 1 Invoice File - COF - Winter	20 Winter Collection Ends for Institutions	4 ADMISSIONS PROJECTIONS START 8 CSRDE OPENS 15 Equity in Athletics - ATHLETICS 20 FALL MATH GRADES
February		11 Fall Final & Spring Census FTE Report		15 CCHE GRS COHORT VERIFICATION 25 HLC-AIDU OPENS 26 CSRDE DUE
March	25 Undergraduate Applicant File (Winter & Spring)		3 Spring Collection Begins (Financial Aid, GRS, Supplemental Enrollment, Finance) NSC transfer data	1 NSSE Receive 15 COPLAC DATA 15 HLC-AIDU OPENS (IR & Controller, Continuing Ed) 22 US NEWS- opens: Main, Fin Aid, Fin 31 HLC-AIDU DUE
April			14 Spring Collection Ends for Institutions	14 US NEWS- due 21 FALL ENROLL START ?? Enrl Mgmtmnt?? 26 NCAA GRS Opens
May		31 Reconciliation File - COF - Winter 1 Invoice File - COF - Summer		15 DFW GRADES AY (INCL MATH) 31 NCAA closes
June				
July	8 Student Enrollment File (Spring) 15 Remedial Course File (Spring) 29 1023 File (Spring)	15 FTE Final Student Enrollment	TBA Registration	15 Format 40 start

COLOR CODING KEY

Director of Assessment, Vacant - Purple Highlight

Controller, Valerie Borge-Lime Highlight

Admissions Assoc. Director, Barb Martin- Light Turquoise Highlight

VP for Academic Affairs, Steve Roderick-Brown

Director of Teacher Ed, David Hayes - Red

Assistant Controller, Beth Emrich-Violet

Budget Director, Michele Peterson-Orange

Human Resources Director, Darren Mathews -Grey

Institutional Research Director-Sky Blue

Continuing Education Director, Gigi Duthie-Green

Registrar, Kathy Kendall-Pink

Financial Aid Director, Elaine Redwine-Dark Blue