



Annual Reporting Schedule
July 1, 2003 - June 30, 2004

~~~~~  
*Dr. Corby A. Coperthwaite  
Office of Planning, Research and Assessment  
Board of Trustees  
Connecticut Community-Technical Colleges  
61 Woodland Street  
Hartford, Connecticut 06105*

*Phone: (860) 725-6604  
Fax: (860) 566-1308  
CCoperthwaite@commnet.edu*

~~~~~

College Reporting Requirements	Date Due to System Office	Date Due to Originating Agency	As of Date or Period Covered	Definitions Methodologies Specifications
DHE Performance Measures	Oct 15	Dec 1	2002-2003	
Perkins Annual Accountability Report	Jul 25	Aug 1	2002-2003	
Carl D. Perkins Annual Performance Report (Narrative)		Sep	2002-2003	
Tech-Prep Annual Accountability Report	Jul 11	Jul 15	2002-2003	
Coordinators Form - IPEDS		Jun 13	Fall 2003	
Institutional Officers - IPEDS		Jun 13	Fall 2003	
Institutional Information - IPEDS		Jun 13	Fall 2003	
Completions - IPEDS	Aug 15	Aug 29	Class of 2003	
Institutional Characteristics - IPEDS	Enter on Web	Sep 10-Oct 22	Fall 2003	
Enrollment Summary - IPEDS	N/A	Oct 15 email	Fall 2003	
Fall Enrollment - IPEDS	Oct 1	Oct 15	Fall 2003	
Age - IPEDS	Oct 1	Oct 15	Fall 2003	
Residence - IPEDS	Oct 1	Oct 15	Fall 2003	
Freshman Admissions - IPEDS	Oct 1	Oct 15	Fall 2003	
Undergraduate Transfer In - IPEDS	Oct 15	Oct 15	Fall 2003	NCS Contact
Transfer Out – Fall 2003	Nov 14	N/A	Fall 2003	NCS Contact
Transfer Out – Spring 2004	April 4	N/A	Spring 2004	NCS Contact
Residence of First Time Students - IPEDS	Oct 1	Oct 15	Fall 2003	
Fall Credit Hour – IPEDS/DHE	Oct 1	Oct 15	Fall 2003	
Unduplicated Headcount & 12-month Instructional Activity – IPEDS (part E&F)	Oct 1	Oct 15	2002-03	
Fall Staff - IPEDS	Nov 17	Nov 21	Fall 2003	
Salaries & Fringe Benefits for Full-Time Instructional Faculty - IPEDS	Nov 17	Nov 21	Fall 2003	
Employees by Assigned Position - IPEDS	Nov 17	Nov 21	Fall 2003	
Entering Student Survey	Dec 1	To Vendor	Fall 2003	
WEB Survey of Fall 2003 Students – Reasons Why Not Returning	Up December 10	Down Jan 30	Fall 2003	
Graduate Survey	Feb 1	To Vendor	Class of 2003	
Community College Survey of Student Engagement (CCSSE)			Spring 2004	
Socio-Economic Impact Study	Feb 4	Feb 4		
Finance - IPEDS	Enter on Web	Mar 10-Apr 21	Fall 2003	
Graduation Rate Survey - IPEDS	Enter on Web	Mar 10-Apr 21	Fall 2003	
Student Financial Aid - IPEDS	Enter on Web	Mar 10-Apr 21	Fall 2003	
Spring Credit Hour - IPEDS	Feb 20	May 28	Spring 2004	
CTDLC Demonstration Project	Jul 31	Aug 15	2003-2004	
WIA Cohort Tracking				
CETC Report Card	Oct 9	Oct 11	2002-2003	

College Banner File Requirements	Send to System Office Yes/No	Date Due to System Office	Definitions Methodologies Specifications
SWRXF22 - Frozen Extract - Fall	NO	3rd Week Fall	
SWRXI22 - Faculty Load – Assignment Extract – Fall – Run same day as F22	YES	3rd Week Fall	Parameters
SWRXI08 - FL Contract Analysis – Run same day as F22	YES	3rd Week Fall	Parameters
SWRXI09 - FL Non-instructional Assignments – Run same day as F22	YES	3rd Week Fall	Parameters
SWRXF22 - Frozen Extract EOT Fall	NO	February 1	
SWRXF22 - Frozen Extract EOT Winter	NO	February 15	
SWRXF22 - Frozen Extract - Spring	NO	3rd Week Spring	
SWRXI22 - Faculty Load – Assignment Extract – Spring – Run same day as F22	YES	3rd Week Spring	Parameters
SWRXI08 - FL Contract Analysis – Run same day as F22	YES	3rd Week Spring	Parameters
SWRXI09 - FL Non-instructional Assignments – Run same day as F22	YES	3rd Week Spring	Parameters
SWRXF22 - Frozen Extract EOT Spring	NO	July 1	
SWRXF22 - Frozen Extract EOT Summer	NO	September 1	

Office of Planning & Assessment Reporting Requirements

JUL	AUG	SEP	OCT	NOV	DEC
Tech Prep - to P&A Compile Data	Tech Prep - Review Data Rpt to SDE 8/31				
Perkins - to P&A Compile Data	Perkins - to DOL	Perkins - Compile DOL Rpt to SDE			
Total Non-Credit Reg -	Grad Survey - Contract	Grad Survey	Grad Survey - to CCs	Grad Survey - Colleges	Grad Survey - Colleges
Previous Academic Year Report to BOT	Completions - to US	Completions - Compile Data	Completions - BOT Report		
		Fall Enrollment Extract	Fall Enrollment Compile/Verify	Fall Enrollment - BOT Report	
		IPEDS	IPEDS	IPEDS	IPEDS
New Std Survey - Contract	New Std Survey - from Vendor	New Std Survey - to Colleges	New Std Survey Colleges	New Std Survey - Colleges	New Std Survey - P&A
			Course File Cleanup	Course File Cleanup	
			CETEC - Compile	CETEC - Compile	CETEC - Report
	Inst. Effectiveness - Template	Inst. Effectiveness - Colleges	Inst. Effectiveness - Colleges/ to P&A	Inst. Effectiveness - DHE Report	Inst. Effectiveness - Finance

Office of Planning & Assessment Reporting Requirements (cont'd)

JAN	FEB	MAR	APR	MAY	JUN
				Tech Prep - How To/Template IRC Demo	Tech Prep - Colleges
			Perkins	Perkins	Perkins
Grad Survey - Colleges	Grad Survey - Contract	Grad Survey - From NCS	Grad Survey - Compile	Grad Survey - Compile/Report	Grad Survey - BOT Report
Spring Enroll - Extract	Spring Enroll - Compile/Verify	Spring Enroll. - BOT Report			
IPEDS	IPEDS	IPEDS	IPEDS		
New Std Survey to Vendor	New Student - Compile	New Student - BOT Report			
					P&A Dennis Corby
Inst. Effectiveness - BOT Report/Book					College Finance