

Institutional Research and Effectiveness Calendar

AY 2016 - 2017

Due Date	Type	Agency	Fed or State Mandated	Report / Submission / Task	Report Data Source
JULY					
7/1	Federal	DOE	YES	Gainful Employment - Disclosure (Web Page Portion)	Argos Dashboard, Excel Spreadsheets, SQL Scripts, Graduating Student Survey Responses
7/1	IRE	WVNCC		Gainful Employment Job Placement Rate Posted -	Graduating Student Survey Response Data
7/7	IRE	WVNCC		Send email to faculty alerting them that the new gainful employment sheets are posted	
7/3	IRE	WVNCC		Weekly Enrollment	
7/9	State	HEPC	YES	HEPC Applications for Fall 2015 Undergraduate Admission Report - Last Submission	Argos Dashboard
7/10	IRE	WVNCC		Post HEPC Undergrad Applicant Comparison	
7/10	IRE			Pre/Post purge report	
7/10	IRE	WVNCC		Graduating Student Survey Summary Posted	Graduating Student Survey Response Data
7/12	IRE	WVNCC		Weekly Enrollment	
7/15	State	HEPC	YES	HEAPS (Higher Education Adult Part-time Student Grant Report)	Argos Dashboard
7/15	WVNCC			Card Access System Data Import - New Fall 2015 Students	
7/17	WVNCC			Card Access System Data Import - New Fall 2015 Students	
7/19	IRE	WVNCC		Weekly Enrollment	
7/24	WVNCC			Card Access System Data Import - New Fall 2015 Students	
7/26	IRE	WVNCC		Weekly Enrollment	
7/31	WVNCC	Institutional Advancement		Final NIP Report	Argos Dashboard
7/31	IRE			Confirm division chairs and program directors	
7/31	WVNCC			Card Access System Data Import - New Fall 2015 Students	
7/31		College Board		College Board's Annual Survey UPDATE - FAID	Argos Dashboard
AUGUST					
8/1	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
8/1	IRE	WVNCC		Create lists of Graduates to be sent to program directors and division chairs when they return	
8/1	State	HEPC		Annual Data Policy Advisory Committee (DPAC) Meeting - MOVED TO JUNE	
8/1	IRE	WVNCC		Weekly Enrollment	
8/7	Federal	HEPC/DOE	YES	IPEDS Registration Opens and Survey Material Posted - Institution Identification - IC Header Questions	Argos Dashboard
8/8	WVNCC			Card Access System Data Import - New Fall 2015 Students	
8/8	IRE	WVNCC		Weekly Enrollment	
8/11	IRE	WVNCC		Blackboard Student Load Fall 2015	Banner

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8/12	IRE	WVNCC		Grades First Create Term 201502	Create New Term/SQL change code/schedule imports for new term
8/13	IRE	WVNCC		Cours Evaluations Set-up for Fall 2015 Ptrm P Intercession	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
8/15		WVNCC		Nursing Annual Report	Argos Dashboard
8/15	IRE	WVNCC		Grades First Create Term 201502	Create New Term/SQL change code/schedule imports for new term
8/15	WVNCC			Card Access System Data Import - New Fall 2015 Students	
8/15	WVNCC			Card Access System Data Import - Update Registered Fall 2015 Students	
8/15	IRE	WVNCC		Weekly Enrollment	
8/15	IRE	WVNCC		MyLabs Plus Fall 2015 Data Load	SQL/Argos Dashboard/Upload File
08/18-08/22	IRE	WVNCC		Summer 2015 Success and Retention Analysis	Argos for data, Excel
8/19 - First Day Fall Classes					
8/19	WVNCC			Card Access System Data Import - New Fall 2015 Students	
8/19	WVNCC			Card Access System Data Import - Update Registered Fall 2015 Students	
8/19	IRE	WVNCC		MyLabs Plus Fall 2015 Data Load	Argos Dashboard/Upload File
8/20	WVNCC			Card Access System Data Import - New Fall 2015 Students	
8/20	WVNCC			Card Access System Data Import - Update Registered Fall 2015 Students	
8/22	Federal	DOE	YES	Campus Safety and Security Survey Registration Opens	
08/19 - 09/01	IRE	HEPC	YES	BEGIN BUILDING BOARD FILES - STUDENT, REGISTRATION, SKILL SET, COURSE, WORKLOAD	
8/22	IRE	WVNCC		MyLabs Plus Fall 2015 Data Load	SQL/Argos Dashboard/Upload File
8/22	WVNCC			Card Access System Data Import - New Fall 2015 Students	
8/22	WVNCC			Card Access System Data Import - Update Registered Fall 2015 Students	
8/22	IRE	WVNCC		Weekly Enrollment	
08/25 Classes Begin					
8/25	IRE	WVNCC		MyLabs Plus Fall 2015 Data Load	Argos Dashboard/Upload File
8/29	WVNCC			Card Access System Data Import - New Fall 2015 Students	
8/29	WVNCC			Card Access System Data Import - Update Registered Fall 2015 Students	
8/29		Petersons		Petersons Interim Expenses Update for Undergraduate Institutions	Webpage
8/29	IRE	WVNCC		Cours Evaluations Set-up for Fall 2015 Ptrm 4	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
8/29	IRE	WVNCC		Weekly Enrollment	

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SEPTEMBER					
9/1	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
9/1	State	HEPC	YES	Skill Set Enrollment and Completion Data	Argos Dashboard
9/1	State	HEPC	YES	Summer Collection: - Student, Course - Teaching Workload, Registration	SQL Scripts
09/01 - BEGIN	IRE	WVNCC - SURVEY		First Time Student Survey - Begin Working on Survey - SEND OUT 2ND WEEK IN SEPTEMBER	Survey Monkey
9/4	Federal	HEPC/DOE	YES	IPEDS Fall Collection OPENS:	
9/5	WVNCC			Card Access System Data Import - New Fall 2015 Students	
9/5	WVNCC			Card Access System Data Import - Update Registered Fall 2015 Students	
9/5	IRE	WVNCC		Weekly Enrollment	
09/08 - SURVEY SENT	IRE	WVNCC - SURVEY		First Time Student Survey	Survey Monkey
9/4	Federal	DOE		Financial Aid Auditors want information (similar to what we send to the board)	
09/08 - 09/15	IRE	HEPC	YES	BEGIN BUILDING BOARD FILES - FAID FILE	
9/12	WVNCC			Card Access System Data Import - New Fall 2015 Students	
9/12	WVNCC			Card Access System Data Import - Update Registered Fall 2015 Students	
9/12	IRE	WVNCC		Weekly Enrollment	
9/15	State	HEPC	YES	Estimate of October 15, 2010 Headcount Enrollment	Analyze current fall enrollment data, project EOS data.
9/15	State	HEPC	YES	Data Files: Financial Aid, Comprehensive 2011-2015	Argos, SQL scripts update FA Fund Code data in data warehouse.
9/15	State	HEPC	YES	Report Card Collection: - Performance on Licensure/Certification Exams - Externally Sponsored Academic Research - Health Sciences	
9/16	State	HEPC	YES	Perkins/Core Indicator Reports	Argos Dashboard / Test results from faculty
9/16	WVNCC	Bob DeFrancis		Enrollment for Press	Argos Dashboard-Board Report
9/19	WVNCC			Card Access System Data Import - New Fall 2015 Students	

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9/19	WVNCC			Card Access System Data Import - Update Registered Fall 2015 Students	
9/19	IRE	WVNCC		Cours Evaluations Set-up for Fall 2015 Ptrm 2	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
9/15	FAID Auditors	DOE	YES	Financial Aid Auditors want information (similar to what we send to the board)	SQL/Argos Dashboards
9/20	IRE	WVNCC		Weekly Enrollment	
9/26	WVNCC			Card Access System Data Import - New Fall 2015 Students	
9/26	WVNCC			Card Access System Data Import - Update Registered Fall 2015 Students	
9/26	IRE	WVNCC		Weekly Enrollment	
9/29	IRE	WVNCC		Close First Time Student Survey	
9/29	IRE	WVNCC		Summer End of Semester Comparison - POSTED	Board File
OCTOBER					
10/1	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
	State	Workforce	YES	Submission to workforce - placement data	
10/1	State		YES	BOG to provide documentation on institutional progress toward mission enhancement, preliminary peer comparison calculations, performance of increased productivity and academic quality and measurable attainment in fulfilling state priorities.	
10/1	Federal		YES	Campus Safety (Campus Crime) Report Publication Deadline	Local law and campus incident reports-data entry into Federal Cleary Act system is not due until 10/17.
10/3	WVNCC			Card Access System Data Import - New Fall Students	
10/3	WVNCC			Card Access System Data Import - Update Registered Fall Students	
10/3	IRE	WVNCC		Weekly Enrollment	
10/3	IRE	WVNCC		Cours Evaluations Set-up for Fall Ptrm 5	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
10/6	IRE	WVNCC		First Time Student Survey Summary	
10/6	IRE	WVNCC		First Time Student Survey Comparison Posted - Internally	
10/8	IRE	WVNCC - SURVEY		Create Job Fair Survey	Survey Monkey
10/8 - 10/15	IRE	HEPC	YES	BEGIN BUILDING BOARD FILES - FALL CENSUS	
10/10	WVNCC			Card Access System Data Import - New Fall Students	
10/10	WVNCC			Card Access System Data Import - Update Registered Fall Students	
10/10	IRE	WVNCC		Weekly Enrollment	

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10/15	State	HEPC	YES	Fall Census: - Student, Course - Teaching Workload, Registration - Personnel, Applicant	SQL/Argos Dashboards
10/15	State	HEPC	YES	Update Students with Disabilities Brochure	
10/16	Federal		YES	Campus Safety and Security (Campus Crime) Report Submission	Input internal / external reports into calendar year crime report.
10/16	Federal	HEPC/DOE	YES	IPEDS Fall Collection: - IC Header	
10/16	Federal	HEPC/DOE	YES	IPEDS Fall Collection: - Institutional Characteristics - Completions - 12 Month Enrollment	Argos Dashboards
10/17	WVNCC			Card Access System Data Import - New Fall Students	
10/17	WVNCC			Card Access System Data Import - Update Registered Fall Students	
10/17	WVNCC	Bob DeFrancis		Census Comparison for Bob DeFrancis: Headcount.....Overall and by Campus FTE.....Overall and by Campus (Comparison of this year to last year)	Census Files
10/17	IRE	WVNCC		Weekly Enrollment	
10/20	State	HEPC	YES	Reciprocity Report: - Ohio residents enrolled at WV Northern under the tuition reciprocity agreement	Argos Dashboards
10/20				Survey of Distance Education Programs	
10/24	WVNCC			Card Access System Data Import - New Fall Students	
10/24	WVNCC			Card Access System Data Import - Update Registered Fall Students	
10/24	IRE	WVNCC		Weekly Enrollment	
10/24	State	WVNET	YES	Provide updates on Broadband Council report	
10/27 - 10/28	IRE	WVHETC		WV Higher Education Technology Conference	
10/29		AACC		AACC Fall Enrollment Survey	Argos Dashboard / Fact Book
10/30 - BEGIN WORKING ON	IRE	WVNCC - SURVEY	YES	Graduation Follow-up Survey	
10/30	IRE	WVNCC		Fall Census Comparison - POSTED	Board File
10/31	IRE	WVNCC		Fall Census Student Profile - POSTED	Board File

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10/31	IRE	WVNCC		Fact Book Updated with Fall Census Data	
10/31	IRE	WVNCC		Fall Fast Facts Updated	Board File
10/31	WVNCC			Card Access System Data Import - New Fall Students	
10/31	WVNCC			Card Access System Data Import - Update Registered Fall Students	
10/31	IRE	WVNCC		Weekly Enrollment	
NOVEMBER					
11/3	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
11/3	IRE	WVNCC - SURVEY	YES	Graduation Follow-up Survey Administration - Includes sending link through email and mail, phone calls, facebook posts, linkin contact and contact with division chairs and program directors	
11/3	State		YES	Institutional Compact Update, in accordance with guidance provided by the Commission.	
EARLY NOVEMBER	State	HEPC	YES	State Reauthorization of Degree-Granting Institutions	
11/3 - BEGIN PREPARING	IRE	WVNCC - SURVEY		Fall Satisfaction Survey	
11/7	IRE	WVNCC		Weekly Enrollment	
TO BE ANNOUNCED	Federal	DOE	YES	Finacial Aid Auditors - on site all week	Argos Dashboards - SQL Scripts if needed.
11/7 Last Day to Drop Classes (with a W grade)					
11/10	IRE	WVNCC - SURVEY		Fall Satisfaction Survey	
11/14	IRE	WVNCC		Cours Evaluations Set-up for Full Term Fall and Ptrm 3, 6, 8, M	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
11/14	IRE	WVNCC		Weekly Enrollment	
11/21 Last day to totally withdraw from college					
11/24		Babson		Babson Survey of Technology, online, and MOOCs (formerly the Sloan Survey	
DECEMBER					
12/1	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
12/1	State	HEPC		Classroom and Lab Utilization Report	
12/1	IRE	WVNCC - SURVEY		CLOSE Fall Satisfaction Survey	
12/05 Fall 2015 Classes End					
12/5	IRE	WVNCC		Weekly Enrollment	
12/08 - 12/12-2016 Final Exams					
12/11	Federal	HEPC/DOE	YES	IPEDS Winter AND Spring Collection OPENS	
12/12	IRE	WVNCC		Fall Satisfaction Survey Summary	

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12/12	IRE	WVNCC		Weekly Enrollment	
12/16		College Board		College Board's Annual Survey of Colleges	Argos Dashboards
12/16				Campus Compact Survey	FTE/Student Activities Information
12/19		AAUP		American Association of University Professors	Argos Dashboard
12/19	IRE	WVNCC		Weekly Enrollment	
JANUARY					
01/02 to 01/15	Federal	1090T	YES	1098T Live Files	SQL Scripts
1/2	IRE	WVNCC		Weekly Enrollment	
1/5	IRE	WVNCC		Blackboard Instructor and Student Load Spring	Banner
1/5	IRE	WVNCC		Grades First Create Term	Create New Term/SQL change code/schedule imports for new term
01/05-01/09	IRE	WVNCC		Fall Success and Retention Analysis	Argos for data, Excel
1/6	IRE	WVNCC		Grades First Create Term	Create New Term/SQL change code/schedule imports for new term
1/6	IRE	WVNCC		Begin loading records for student access cards	
1/7	IRE	WVNCC		Cours Evaluations Set-up for Spring Ptrm H Intercession	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
1/9	IRE	WVNCC		MyLabs Plus Spring Data Load	SQL/Argos Dashboard/Upload File
1/9	IRE	WVNCC		Weekly Enrollment	
1/9	State	HEPC	YES	Fall End of Semester: - Student, Course - Teaching Workload, Registration	SQL/Argos Dashboards
1/9	IRE	WVNCC		Weekly Enrollment	
1/12	IRE	WVNCC		MyLabs Plus Spring Data Load	Argos Dashboard/Upload File
01/13 - First Day Spring Classes					
1/16	IRE	WVNCC		Faculty Load Reporting to all FT faculty	Argos/Excel
1/16	IRE	WVNCC		Cours Evaluations Set-up for Spring Ptrm 4	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
1/16	IRE	WVNCC		Fall End of Semester Comparison - POSTED	
1/16	IRE	WVNCC		Weekly Enrollment	
1/23	IRE	WVNCC		Weekly Enrollment	
1/28	Federal	DOE	YES	NPSAS National Postsecondary Student Aid Study Student List Due (Every 4 Years)	
01/30 - 02/15	IRE	HEPC	YES	BEGIN BUILDING BOARD FILES - SPRING CENSUS	MOVING TO ARGOS
1/30		College Board		College Board's Annual Survey of Colleges (FAID can be submitted later this year)	Argos Dashboards

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1/30	IRE	WVNCC		Weekly Enrollment	
1/31			YES	AAUP Faculty Compensation Survey	
FEBRUARY					
2/2	IRE	WVNCC		WVNCC Promise Monthly Survey Summary - December and January	
2/6	IRE	WVNCC		Weekly Enrollment	
2/12	IRE	WVNCC		Create Information for Graduation Packet	
2/12	Federal	HEPC/DOE	YES	IPEDS Winter Collection: - Graduation Rates; 200% -Student Financial Aid Component - Graduation Rates	Argos Dashboard
2/13		PEQIS		Postsecondary Education Quick Information System Survey	
2/13	IRE	WVNCC		Cours Evaluations Set-up for Spring Ptrm 2	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
2/13	IRE	WVNCC		Weekly Enrollment	
2/13	IRE	WVNCC		Arrange cap and gown give-a-way Create flyers, ads and on-screen displays	
2/13	State	HEPC	YES	Spring Census: - Student, Course - Teaching Workload, Registration	SQL/Argos Dashboards
2/16	WVNCC			Census Comparison for Bob DeFrancis: Headcount.....Overall and by Campus FTE.....Overall and by Campus (Comparison of this year to last year)	Census Files
2/16	IRE	WVNCC - SURVEY	YES	Graduating Student Survey Opened	
2/20	IRE	WVNCC		Weekly Enrollment	
2/27	IRE	WVNCC		Cours Evaluations Set-up for Spring Ptrm 5	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
2/27	IRE	WVNCC		Weekly Enrollment	
2/27	IRE	WVNCC		Spring Census Comparison - POSTED	Census Files
MARCH					
3/1	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
Month of March	Federal	College Navigator		Review data and information on the College Survey Web page by May 1	
3/2	IRE	WVNCC - SURVEY	YES	Graduation Follow-Up Survey Closed	

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3/2		Peterson		Peterson's Annual Survey of Undergraduate Institutions	Argos Dashboard/Census
3/6	IRE	WVNCC		Weekly Enrollment	
3/13	IRE	WVNCC		Weekly Enrollment	
3/16	IRE	WVNCC		Fact Book Updated with Spring Census Data	
3/16		Open Doors		Open Doors International Student Census	Argos Dashboards/Census
3/19	State	HEPC	YES	Perkins - Pell Count	Argos Dashboards
3/20	IRE	WVNCC		Weekly Enrollment	
3/23	Federal	DOE	YES	NPSAS National Postsecondary Student Aid Study Student Detail Records Due (Every 4 Years)	
3/27	IRE	WVNCC		Weekly Enrollment	
APRIL					
4/1	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
4/1	IRE	WVNCC		Graduate Follow-Up Survey Summary	
4/3	IRE	WVNCC		Cours Evaluations Set-up for Spring Ptrm 6 & 8	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
4/3	IRE	WVNCC		Weekly Enrollment	
4/6-AIDU OPENS	Federal	HLC	YES	AIDU-Higher Learning Commission Annual Institutional Data Update- REGISTRATION	
4/9	Federal	HEPC/DOE	YES	IPEDS Spring Collection: - Fall Enrollment - Finance - Human Resources	
4/10	IRE	WVNCC		Weekly Enrollment	
4/10		ACRL	YES	ACRL-Association of College and Research Libraries	Fall IPEDS Data Feed Back report for FT/PT Enrollment for prior Fall
4/10	IRE	WVNCC		Cours Evaluations Set-up for Full Term Spring and Ptrm 3 & M	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
4/10	State	HEPC	YES	Applications for Fall 2011 Undergraduate Admission Report- Submission (1st Submission)	Argos Dashboard
4/10		ACT		ACT Institutional Data Questionnaire	Argos Dashboards/Other outside Data
4/10		Peterson		Peterson's Annual Survey of Undergraduate Financial Aid	Hyperion/Banner
4/10	IRE	WVNCC		Cours Evaluations Set-up for Spring Ptrm 8	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
4/9-04/14-2016	IRE	HLC - CONFERENCE		Annual HLC Conference in Chicago, Illinois	
4/11	Federal	HLC	YES	Higher Learning Commission Annual Institutional Data Update	Argos Dashboards

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4/17	IRE	WVNCC		Weekly Enrollment	
4/30	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
MAY					
5/1				HEPC submission website ready for uploads and testing	
5/7	State	HEPC	YES	Applications for Fall Undergraduate Admission Report Submission- (2nd Submission)	Argos Dashboard
5/8	IRE	WVNCC		Post HEPC Undergrad Applicant Comparison	
5/8	State			Ask Bob or Janet about Civil Rights Data	
Grades Due Monday, May 12, at noon (EST)					
5/22		Peterson's		Peterson's Distance Learning	Argos Dashboards
5/25	State	HEPC	YES	Southern Regional Education Board's (SREB) annual data exchange survey	IPEDS / Argos
05/25-05/29	IRE	WVNCC		Spring Success and Retention Analysis	Argos for data, Excel
5/27		College Board		College Board's Annual Survey of Colleges-Financial Aid Portion	Argos Dashboards
5/29	IRE	WVNCC		Cours Evaluations Set-up for Summer Ptrm 2	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
5/31	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
JUNE					
06/01 - 06/20	IRE	HEPC	YES	BEGIN BUILDING BOARD FILES - GRAD FILE	
6/1			YES	NIP Application-Ask Rana to send Guidelines	
6/1	State	HEPC	YES	Spring End of Semester:- -Student, Course -Teaching Workload, Registration	
6/1	State	HEPC	YES	BEGIN BUILDING SPRING EOS FILES	
6/10	State	HEPC	YES	Applications for Fall Undergraduate Admission Report Submission- (3rd Submission)	Argos Dashboard
6/11	IRE	WVNCC		Post HEPC Undergrad Applicant Comparison	
06/15 - 07/10	IRE	HEPC	YES	BEGIN BUILDING BOARD FILES - GRAD FILE	
6/15	IRE	WVNCC		Graduating Student Survey Closed	
6/20	State	HEPC	YES	Graduation (Include all students receiving degrees or awards from June through May)	Argos Dashboard
6/26	IRE	WVNCC		Cours Evaluations Set-up for Summer Ptrm 9	Argos Dashboard/Import files/Open Survey/Email Students & Instructors
6/30	IRE	WVNCC		Graduation Student Survey Comparison	Board File
6/30	IRE	WVNCC		Spring End of Semester Comparison - POSTED	Board File

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6/30	IRE	WVNCC		WVNCC Promise Monthly Survey Summary	
6/30	State	HEPC	YES	Spring End of Semester: - Student, Course - Teaching Workload, Registration	