

Institutional Research Reporting Requirements

The Department of Institutional Research and Development and Effectiveness has many responsibilities, but none are more important than external reporting. Accurate and timely reporting are critical for the institution. Title V funding, State appropriations, and HLC accreditation are dependent on the reports compiled and submitted by this department. Below are brief descriptions of the major reporting requirements of this department. It is important to note that while terminology may be similar between reporting agencies, methodology is not. For example, FTE calculations differ between NMHED and IPEDS. For this reason, it is important to understand the methodology each reporting agency requires.

DEAR Files – Consists of 16 total files submitted to NMHED throughout the year. Submit these files through the NMHED Website: <https://nmhedss2.state.nm.us/edear/frmedearmain.aspx>. The e-DEAR files determine future NMHED funding for the institution. There is no login credentials required for this website although it may be required in the future. It is very important to be familiar with the e-DEAR instruction manual to understand the data definitions for this report. The manual is located at the above website.

- Student-course files – 4 times a year
- Student File – 4 times a year
- Course File – 4 times a year
- Financial Aid – 2 files per year
- Financial Aid Drawdown – 1 file per year
- Degree File – 1 file per year

The student –course files, student files, and course files constitute the bulk of the work and typically take approximately 2 weeks of work, each time they are run (4 times per year totaling 16 weeks). Manual tracking and correction of data entry errors constitutes a good portion of the time spent. These files require that the Registrar manually confirm / correct the dual credit list and separate the dual credit registrations from the concurrent enrollment registration.

File or Report Name	Summer	Fall	Spring	Annual
Student-Course File (T) Ex: F12011t.asc	D 09-30-YY F 10-30-YY	D 01-31-YY F 03-02-YY	D 06-15-YY F 07-15-YY	
Course File (C) Ex: F12011c.asc	D 09-30-YY F 10-30-YY	D 01-31-YY F 03-02-YY	D 06-15-YY F 07-15-YY	
Student File (S) Ex: F12011s.asc	D 09-30-YY F 10-30-YY	D 01-31-YY F 03-02-YY	D 06-15-YY F 07-15-YY	
Financial Aid (A)** Ex: A13011a.asc				D 09-15-YY F 09-15-YY
Student – Financial Aid (N) ** Ex: A13011n.asc				D 09-15-YY F 09-15-YY
Degree File (D) (Fall-Spring) Ex: A12011d.asc Degree File (D) (Summer)				D 08-15-YY F 08-31-YY D 11-15-YY F 11-31-YY
Financial Aid Drawdown (F) Excel files with multiple worksheets	D 07-15-YY F 07-15-YY	D 11-01-YY F 12-01-YY	D 03-15-YY F 03-15-YY	
Fall 3 rd Friday Files* Course (C), Student (S), Student-Course(T)		D 10-15-YY F 11-15-YY		

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IPEDS – 10 reports annually that typically take anywhere from 2 hours to 2 days each to complete. The majority of the reports will take 1+ day each to complete. Submit data through the IPEDS data system website at <https://surveys.nces.ed.gov/IPEDS/Index.aspx>. IPEDS is required for submission in order to be eligible to receive and disperse Title IV funding. The Director of Institutional Research will need to be setup as the IPEDS keyholder to be able to submit data. The Office of the President contacts the IPEDS helpdesk at 1-877-225-2568 to assign a new keyholder. The username for the system is p3636331 and the IPEDS helpdesk will assign a password for the new keyholder. Data definitions and file layout change regularly so it is important to keep on top of IPEDS definition changes through e-mail (auto setup when listed as keyholder) and glossary definitions on the website.

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| <ul style="list-style-type: none"> • IC Header • Institutional Characteristics • Completions • 12-month enrollment • Fall enrollment | <ul style="list-style-type: none"> • Graduation Rates • 200% Graduation Rates • Student Financial Aid • Finance • Human Resources |
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The IC Header, Institutional Characteristics, Completions, 12-month enrollment, fall enrollment, Graduation Rates, and 200% Graduation Rates are done exclusively by Institutional Research using data pulled from CX.

The finance department does the finance report. The finance director receives a login to the IPEDS website by Institutional Research so they can enter the data directly into the system. Once complete, the Institutional Research Director reviews the data entered, compares to prior year to ensure nothing is out-of-bounds, gets clarification for any questions that came up during the review, and then submits the file. The review has taken two to three days in the past depending on the number of questions\concerns and the availability of staff.

The Human Resources Department gathers the Human Resources report data and gives it to Institutional Research for data entry, confirmation, and submission. The entry and submission has never taken more than one day, as H.R. has always been available immediately to address any questions or concerns.

The Student Financial Aid file is the most difficult to compile. It requires pulling data from both CX and from PowerFAIDS. The most recent submission of this file took two days to compile with both Institutional Research and Financial aid having to share cohort data to pull the information needed. This report requires cooperation from both departments and the time dedicated to finishing it.

2016-17	Registration	Fall 6 weeks	Winter 9 weeks	Spring 17 weeks
Collection Opens	August 9	September 6	December 6	December 6
Collection Closes for Key holders	Register by August 30	October 18	February 7	April 3
Collection Closes for Coordinators	Register by August 30	November 1	February 21	April 17
Components included	Registration; Report Mapping; Institution ID; IC-Header	Institutional Characteristics; Completions; 12-month Enrollment	Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions; Outcome Measures	Fall Enrollment; Finance; Human Resources; Academic Libraries

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NMICC – All NMICC reports are submitted on a spreadsheet via e-mail to the NMICC director

- Non-credit Work Force Training – This report is listed as due in August but I do not recall ever receiving the template or submitting results. This may need to be done by another department or may have been skipped last year due to the change in NMICC executive Directors. Clarification from NMICC is needed.
- Annual Report – The annual report is very time consuming. Much of the data that comes from CX for this report requires manual categorization. For example, LCC majors are reported as they fall into the NM Career clusters guidebook. This needs to be reviewed each submission for changes to the guidebook or changes to our offered majors.
- Quarterly Reports – The fall and spring quarterly reports consist of a small amount of data but also narrative that requires meeting with staff, mostly the VP of Academics. The data needed should only take a few hours to gather but the coordination of the narrative information can take quite a while to get the meetings coordinated.
- PBBI Report – An annual report used to develop part of House Bill II for the legislative session. This report is due in October of each year and requires data from CX but also requires manual data interpolation and information on transfer students that NMHED provides (must request the GRS report from NMHED and another workforce placement report that they provide). Some information may be required from the census profile of our service area as well. This report also requires enrollment numbers from SBDC and AHEC.

HLC Institutional Update – This is an annual report that is usually due in April. This is a requirement to maintain NCA-HLC accreditation. The HLC will send out an e-mail (usually in January) before data submission begins. Responding to this e-mail will allow for changing of the Institutional researchers name and contact information.

There are two separate reports for the HLC Institutional update. The first has basic information about the institutions enrollment, dual credit enrollment, graduation rates, etc. The second is a financial report that has data provided by the fiscal office and entered by the Director of Institutional Research. The reports have many components similar to the IPEDS submissions although there are slight variations in methodology so it is important to understand the data definitions.

Grant Reports

- **Carl Perkins** – This report is annual and requires pulling students in various groups using a manual process. The data definitions have always been confusing. The data definitions change over time depending on the focus of the grant and what the focus of the legislation is. The last two times this was run, it has been in cooperation with the Mass media department instructor Kenneth Bachicha as he has been administering the grant, and has taken a minimum of 40 hours to complete. Unfortunately it is difficult to create a standard report for this as the requirements have been changing. (This depends on if we have Carl Perkins.)

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MASTER REPORTING CALENDAR

	eDEAR	IPEDS	NMICC	Others
January	Fall Enrollment Files: Jan 31			
February		Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admissions; Outcome Measures: Feb 7		
March	Financial Aid Drawdown: Mar 01			
April		Fall Enrollment: Apr 11	Quarterly Report: Apr 15	HLC Institutional Update: Apr 19
		Finance: Apr 3		
		Human Resources: Apr 3		
		Academic Libraries: Apr 3		
May				
June	Spring Enrollment Files: June 15			
July	Financial Aid Drawdown: July 15			
August	Degree File (Fall and Spring): Aug 15	Registration; Report Mapping: Aug 9		
		Institution ID: Aug 9		
		IC Header: Aug 9		
September	Summer Enrollment Files: Sept 30			
	Financial Aid Files: Sept 15			
	Student-Financial Aid Files: Sept 15			
October	Fall 3rd Friday Files Oct 15	Completions: Oct 18	Quarterly: Oct 5	
		12-month Enrollment: Oct 18	AGA PBBI: Oct 5	

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	Degree Files: Oct 15	Institutional Characteristics: Oct 18	Annual Accountability Report: Oct 5	
November	Financial Aid Drawdown: Nov 1 Degree File (Summer): Nov 15			
December				