



**UNIVERSITY SYSTEM OF MARYLAND Office of Institutional Research**  
**2016-2017 Reporting Calendar – DRAFT - June 8, 2016**

**\*\*All Data Files and Reports must be uploaded at: <https://warehouse.usmd.edu/InstRsch/>**

MAC2 & Term Data Files <sup>a</sup> :	Annual File	Summer	Fall	Winter	Spring	USM Staff Contact:
DIS (MAC2) – FY16 Data	July 29	-----	-----	-----	-----	Bell/Muntz
ECS & NTS (MAC2) – FY16 Data	Aug 5	-----	-----	-----	-----	Bell/Muntz
EOTS (MAC2) – FY16 Data	-----	-----	-----	Sep 2	Sep 2	Bell/Muntz
RC Registrations, RC Courses <sup>b</sup> (USM files)	-----	Aug 26 <sup>c</sup>	Sep 30 <sup>c</sup>	Feb 3	Feb 24 <sup>c</sup>	Bell/Muntz
CIS & SRS (MAC2) – FY16 Data	-----	-----	-----	Sep 23	Sep 23	Bell/Muntz
Credit Hours & FTE by Level <sup>b</sup> (USM 4-term form)	-----	Sep 23	Sep 23	Feb 24	Feb 24	Bell/Muntz
AIS <sup>b</sup> (USM layout)	-----	-----	Oct 21	-----	-----	Bell/Muntz
FAIS (MAC2)	Nov 4	-----	-----	-----	-----	Bell/Muntz
EIS (MAC2)	-----	Nov 4	Nov 4	Mar 24	Mar 24	Bell/Muntz
EDS (MAC2)	-----	-----	Dec 2	-----	-----	Bell/Muntz
CIS & SRS (MAC2) – FY17 Data	-----	Mar 3	Mar 3			Bell/Muntz
EOTS (MAC2) – FY17 Data	-----	Apr 7	Apr 7			Bell/Muntz

a. MAC2 Files – Information & layouts at [http://data.mhec.state.md.us/mac2\\_documentation.asp](http://data.mhec.state.md.us/mac2_documentation.asp); <https://community.datacookbook.com/institutions/mhec>

b. Credit Hours & FTE, RC Registrations & Courses, and AIS Files – Information, forms & layouts at [www.usmd.edu/usm/adminfinance/IR/IRInfo.html](http://www.usmd.edu/usm/adminfinance/IR/IRInfo.html)

c. UMCP & UMUC only -- Preliminary Regional Center Summer HC & FTE Aggregated

\* **USM requests additional fields or data included and then strips it out before sending to MHEC for the following:**

-EOTS: include +/-s for First Math & English Grades

-CIS & SRS: include 0 credit hour registrations & courses (labs and other academic courses, not personal development courses)

-FAIS: includes Student Classification and Residency

Other Files/Reports/Surveys:	DUE ON or BEFORE:	USM Staff Contact:	Reported:
1 SLOAR to USM AA & MHEC	Aug 1	Acad. Affairs	
<i>IPEDS Registration (R, RM, ID, IC-H)</i>	<i>Aug 10</i>	-----	
2 MFR Due to USM for DBM and MHEC	Aug 19	Foster	TBA DLS
3 JCR Enhancement Funding Report	TBD	Foster	DLS/DBM
4 JCR Access & Success Programs Report (HBI only)	Sep 2	Wolfe/Muntz	
5 JCR Faculty Workload Report	Sep 2	Passmore	Nov BOR
6 WIA Program Performance file (for institutions participating in WIA)	Sep 23	Bell/Muntz	
7 Opening Fall Enrollment (MHEC S-7)	Oct 7	Bell/Muntz	Oct/Nov BOR
<i>IPEDS Fall Collection (IC, C, 12E) lock by: (Opens Sep 7, C uploaded by MHEC on Sep ?)</i>	<i>Oct 19</i>	-----	
8 Credit Hours of Fall Enrollment (MHEC S-6)	Oct 28	Bell/Muntz	Oct/Nov BOR

Other Files/Reports/Surveys:		DUE ON or BEFORE:	USM Staff Contact:	Reported:
9	Institutional SAT Profile (except UMB, UMUC) (MHEC S-11) <b>Note Format Change</b>	Oct 28	Bell/Muntz	Mar BOR
10	Interim USM Intercollegiate Athletics Report for Finance – Reference Policy	Oct 28	Page/Muntz	Nov BOR
11	<b>NEW</b> MHEC Report on Students Receiving Disabilities	TBD	Bell/Muntz	MHEC
12	First-Time Undergraduate Student Cohort SSN Change (MHEC S-15)	Nov 4	Bell/Muntz	
13	Peer Performance Measures (Tentative)	Nov 11	Foster	
<b>January 2017</b>				
14	Dashboard Data	Jan 6	Passmore	MAR BOR
15	Distance Education Survey (MHEC DE)	Jan 6	Bell/Muntz	
16	Enrollment Projections	Feb 3	Passmore	Mar BOR
	<i>IPEDS Winter Collection (SFA, GR, 200GR, A, Outcome Measures) lock by: (Opens Dec 14, GR/GR200 uploaded by MHEC on Jan ?)</i>	Feb 15	-----	
17	SGAP Report	Feb 17	Beck	May BOR
18	Mid-Year USM Intercollegiate Athletics Report – Reference Policy	Feb 24	Hess/Lee/Muntz	Mar BOR
19	Complete College America (CCA) ?	Spring?	Passmore	
20	Opening Spring Enrollment (MHEC S-7)	Mar 10	Bell/Muntz	
21	Tentative Closing the Achievement Gap Report – <b>FY 2016 Moved to PAR; May not be included in future ?</b>	March 31	Wolfe/Acad. Affairs	Sep BOR
22	Cultural Diversity Reports	March 31	Wolfe/Acad. Affairs	June BOR
	<i>IPEDS Spring Collection (FE, F, HR) lock by: (Opens Dec 14, EF/HR uploaded by MHEC on Mar ?)</i>	Apr 12	-----	
23	Spring USM Intercollegiate Athletics Report – Reference Policy	Apr 28	Hess/Lee/Muntz	June BOR
24	Corrections (if needed) to Credit Hour & FTES for FY16 (USM 4-term Form)	May 12	Bell/Muntz	Budget FTE
25	Dream Act - Nonresident Tuition for Undocumented Immigrants (MHEC S-20)	June 9	Bell/Muntz	

**NOTE: If a due date is on a holiday or weekend, the following work day will apply. The due dates on this schedule supersede any due dates indicated on individual forms.**

**JCR Reports to note:**

- MHEC Report on Implications of Changing FAFSA Deadline
- MHEC Report on College Access Outreach Plan
- USM/MHEC Financial Aid Categories by Expected Family Contribution Category
- MHEC Report on Best Practices & Progress Toward 55% Completion Goal
- MHEC Report on Recommendations for New Metrics & Program Changes for Nontraditional Students

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**USM File Transfer Site:** <https://warehouse.usmd.edu/InstRsch/> -- *DO NOT EMAIL FILES WITH SSNs OR OTHER PERSONALLY IDENTIFIABLE INFORMATION.*  
(Reports/Forms should be uploaded under General File Upload; When requested, files can be securely sent from USM using Download Files From USM)

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