Office of Institutional Research

University of Houston Clear Lake

Annual Planning Calendar

Published February 2013

OIR Staff:
Peggy Johnson - Associate Director
Miriam Qumsieh - Senior Institutional Research Analyst
Pablo Salinas - Research Analyst II
Mary Ballew - Research Analyst & Assessment Coordinator

University of Houston-Clear Lake
Office of Institutional Research
Annual Planning Calendar

The items in this calendar are broken out by term, then by CBM State Reporting, IPEDS, LBB, Internal Reporting, Surveys, Other, and Special Projects.

Updated February, 2013

Fall Schedule

☑ = Check off when project complete

\# = reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

☑	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	-	**CBM State Reporting: Miriam Qumsieh is UHCL's CBM Reporting Official & is the Key contact Person for ad-hoc requests from the THECB**				
	F1	Texas Success Initiative Report - for Summer term.	CBM002	1-Sep	1-Oct	Pablo
new	F2	Student Schedule Report - for summer term	CBM00S This is a new CBM report that will reflect individual courses and grades by student as of the final say of each term and will only included THECB approved courses for credit.	1-Sep	30-Sep	Miriam (the report effective as of Summer 2011)
new	F3	Student Report - end of Semester - for Summer term	CBM0E1 this report will be replacing the CBM006 End of Semester Report.	1-Sep	30-Sep	Miriam (the report effective as of Summer 2011)
	F4	Student Report.	CBM001	15-Sep	15-Oct	Miriam
	F5	Class Report.	CBM004	15-Sep	15-Oct	Miriam
	F6	Building and Room Report.	CBM005	1-Oct	15-Nov	Mary
	F7	Faculty Report - now reflects end of semester - for summer term	CBM008	15-Sep	1-Oct	Pablo
	F8	Graduation Report - annual.	CBM009	1-Sep	1-Oct	Mary
	F9	Admissions Report - annual.	CBM00B	15-Sep	15-Oct	Pablo

☑	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	F10	45 Hour Rule Report - using CBM-001.	45 Hour Rule Report / Keep UHCL constituents apprised of rules and changes - post and maintain an updated set of guidelines on OIR Internal Resources website	15-Oct pending THECB	25-Oct Pending THECB	Miriam
	F11	30 Hour Rule Report - using CBM-001.	30 Hour Rule Report / Keep UHCL constituents apprised of rules and changes - post and maintain an updated set of guidelines on OIR Internal Resources website	15-Oct pending THECB	25-Oct Pending THECB	Miriam
	F12	Off-campus report for DE using CBM-004.	Off-campus report	30-Oct	15-Nov	Peggy
	F13	THECB Accountability report - includes faculty data - THECB provides data.	THECB Accountability report	1-Nov	21-Dec	Pablo (requires work with Deans to gather information)
	F14	Close the Gaps Projections - various indicators that require enrollment projections.	Close the Gaps Projections	1-Nov	21-Dec	Peggy / Mary
	F15	THECB Affordability Survey - This table provides information on the percentage of the median family income that would be required to pay for tuition and fees for the "average" family from a specific region by ethnicity. It does not provide information on how affordable the institution is for students currently enrolled.	THECB Affordability Survey	Fall - upon THECB request	Fall - upon THECB request	Pablo (Reporting Official for this Project)
	F16	CBM Testing on PeopleSoft screens.	CBM Testing Processes	on-going	on-going	Miriam / Pablo / Mary
	F17	Update the OIR public drive with THECB edit reports and certified data files.	Update OIR public drive	on-going	on-going	Miriam / Pablo / Mary
	F18	Maintenance and update of THECB certified data warehouse - import CBM data files into SPSS format and update syntax as needed.	THECB Data Warehouse	on-going	on-going	Peggy
	F19	Continue to update the CBM data submission manual as needed with PS changes and CB changes.	Update CBM data submission manual	on-going	on-going	Miriam / Pablo / Mary

☑ = Check off when project complete

\# = reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

= Check off when project complete

= reference number of project

☑	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	F20	Continue to work with HR, Admissions and Records staff regarding CBM reporting and processes to running their own audits/clean-up.	Work with and train Admissions and Records staff	on-going	on-going	Miriam / Pablo / Mary
	F21	Create/update PeopleSoft queries used for reporting and merge them to CB flat files when necessary to create and update PeopleSoft data warehouse	PeopleSoft Data Warehouse	on-going	on-going	Peggy
	F22	Create/update PeopleSoft queries used for reporting/adhocs containing non CB related data. I.E. extracting grade data, academic plan, and other information not contained in CBM files (subqueries, case statements, special joins)	PeopleSoft Data	on-going	on-going	Pablo
	F23	Work with UH programmers and UHCL constituents regarding new online and Pearland campus coding and keep OIR team members abreast for reporting changes	Pearland Campus Coding	on-going	on-going	Mary / Miriam
	-	**IPEDS Federal Reporting: Peggy is UHCL's official IPEDS keyholder and is the Key contact person for IPEDS related requests - Pablo oversees Financial Aid and HR IPEDS requests**				
	F24	The Fall collection includes the Institutional Characteristics and Completions components (CBM-009) for previous academic year.	IPEDS Fall Collection	5-Sep	17-Oct	Peggy
	F25	The Winter collection includes the combined Human Resources component (Employees by Assigned Position, Salaries and Fall Staff). In addition, institutions have the opportunity to provide Enrollment data (fall and full year) & Student Financial Aid (FA data is due mid-Feb) and Finance data (due in spring) at this time.	IPEDS Winter Collection	5-Dec	6-Feb	Peggy / Pablo / HR / Arlene Lockwood (note that OIR prefers to complete enrollment data early - Finance prefers to wait until Spring collection)

☑ = Check off when project complete

= reference number of project

<p style="color:red">Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.</p>

☑	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	-	**LBB (Legislative Budget Board) & LAR (Legislative Appropriations Request):** Peggy has LBB/LAR and budget report responsibility and is the Key contact person for LBB and state accountability requests				
	F26	LBB worksheet for key indicators including retention data by ethnicity.	Legislative Budget Board worksheet	1-Oct	1-Nov	Peggy
	-	**Fall Internal Term Reporting**				
	F27	OIR Fact Book - begin communicating to campus departments regarding information required for Fact Book.	Fact Book information gathering	1-Nov	22-Dec	Pablo / Mary / Peggy
	F28	OIR Fact Book (Compile all Information\Reports and Supervise Project)	Fact Book	1-Nov	1-Apr	Pablo
	F29	Daily Enrollment Reporting - registration activity for comparison to same term previous year - may be replaced by automated process in PS.	Daily Registration Activity	on-going	on-going	Pablo
	F30	Facts at a Glance - detailed student enrollment demographics.	Facts at a Glance	1-Nov	2-Dec	Mary / Peggy will review
	F31	Facts at a Glance - detailed student enrollment demographics for TDCJ (Fall only)	Facts at a Glance - Texas Dept of Criminal Justice Student Profile	1-Nov	2-Dec	Mary / Peggy will review
new	F32	Facts at a Glance - detailed student enrollment demographics for Pearland students	Facts at a Glance - Pearland profile	1-Nov	2-Dec	Mary / Peggy will review
new	F33	Facts at a Glance - detailed student enrollment demographics for International students	Facts at a Glance - International profile	1-Nov	2-Dec	Mary / Peggy will review
	F34	Term Enrollment Comparison of Headcount and SCH.	Enrollment Comparison of Headcount and SCH	15-Oct	1-Nov	Peggy
	F35	New Student Transfer Report - First Time Transfers from Gulf Coast Community Colleges (Fall only).	New Student Transfer Report	1-Dec	15-Dec	Peggy
	F36	Base Year Comparison Report - done for funding years only.	Base Year Comparison Report	1-Dec	15-Dec	Peggy

= Check off when project complete

= reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

✓	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	F37	Program Profile Reports - (replaces Enrollment Profiles) This report summarizes student demographic trend data for specific programs aggregated by CIP code for Fall terms. Used for Program Review.	Program Profile Report (due to the detail of this report due dates are tentative and my defer to early spring)	1-Dec	22-Dec	Pablo
	F38	Enrollment and Semester Credit Hours by School, Classification and Rubric - These data were derived using the certified CBM-004.	Enrollment and Semester Credit Hours by School, Classification and Rubric	15-Dec	22-Dec	Peggy
	F39	Community College GPA Report - This report provides average GPA data for UHCL undergraduate students, for students who transferred from the Gulf Coast Community Colleges. Data is divided out for each community college by major plan. In order to protect the privacy of individuals, average GPAs are not reported for categories with fewer than 3 students.	Community College GPA Report (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Sep	15-Sep	Mary
	F40	End of Term GPA & Completions by Rubric Report - This report includes grade distribution per course section, average GPA by course section, % completion, and % A-C students completion.	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Sep	30-Sep	Pablo
new	F41	End of Term GPA & Completions by Rubric Report - By Location	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Sep	30-Sep	Pablo
new	F42	End of Term GPA & Completions by Rubric Report - By Instruction Mode	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Sep	30-Sep	Pablo

pj; OIR Annual Planning Calendar - updated february 2013 pablo mary inserts.xlsx

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

✔	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
new	F43	End of Term GPA & Completions by Rubric Report - By Instructor	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Sep	30-Sep	Pablo
	F44	SCH for Piper Award Nominees - total SCH generated during prior FY for each faculty member nominated for Piper Awards - requested by Nina Perez: August - September.	SCH for Piper Award Nominees	1-Sep	15-Sep	Miriam
	F45	Faculty 65/35 SCH Report - Fall and Spring only - for Glen Houston after CBM-008 and CBM-004 are certified generally towards the end of each long term.	Faculty 65/35 SCH Report	1-Dec	22-Dec	Pablo
	F46	Information requested by Jean Carr for Budget Projections - also include CBM-004 edit report with SCH by fund code - Cindy Lamb runs PS query to assist with this report.	Information requested by Jean Carr for Budget Projections	20-Oct	1-Nov	Peggy
	F47	ABET - departmental accreditation activity reports - generally run by CIP code using the CBM-001.	ABET requests	on-going	on-going	Pablo
	F48	International Student by Residence Report	International Student by Residence	1-Nov	10-Nov	Peggy
	F49	SCH and FTE Trends **Annual Report Only for Fall terms.**	Trends for student SCH and FTE	1-Nov	10-Nov	Pablo
	F50	Gender by Ethnicity **Annual Report Only for Fall terms.**	Gender by Ethnicity Trends	1-Nov	10-Nov	Peggy
	F51	Chancellor Khator UHCL Progress Report Card Update	Information requested by UH Main - update with the IPEDS data feedback report for select variables	1-Sep	1-Oct	Peggy
new	F52	Chancellor Khator UHCL Peer Institutional Report Update	Information requested by UH Main - collection of multiple data items and data for peer institutions for Chancellor Khator's board meeting	1-Apr	1-May	Peggy
	F53	OPEN DOORS Survey	External Survey Requests	1-Oct	31-Oct	Pablo

✓	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	-	**Surveys - Creation and Analysis - Mary is the key contact person for all survey (new and existing) requests**				
	F54	Graduating Student Survey - data collected on student perceptions of University at time of graduation - for Fall and Spring terms only.	Graduating Student Survey	Start one month prior to graduation, i.e. Nov. 15	Analysis completed around Jan 15	Mary
	F55	ASSA - Academic Support Services Assessment - completed every 2 years for THECB.	ASSA Survey	1-Oct (dates subject to change)	Analysis completed 1-Apr	Mary
	F56	Community Outreach Day Evaluation - Fall and Spring semesters - requested by Student Life	Community Outreach Day Evaluation	1-Oct	15-Nov	Mary
	F57	Orientation Survey - for Student Services - one survey for UHCL and one for UHCL Pearland - at the beginning of each Fall and Spring term only. Plus the companion surveys: Children's Learning Book Evaluation and Parents and Family Program Survey	Orientation Surveys (4 total)	10-Aug	1-Oct	Mary
	F58	Classroom and Lab Usage Survey - done every Fall and Spring term only - for Glen Houston.	Classroom and Lab Usage Survey	1-Oct	15-Dec	Miriam
	F59	External survey requests will be reviewed by Director and Associate Director - due to a heavy survey workload for Fall and Spring terms - many external surveys will be evaluated on a case by case basis. Most external surveys now are completed by EM.	External Survey Requests	on-going	on-going	Pablo / Mary / Miriam
	F60	National Science Foundation Survey	This survey is comprehensive and involves a large amount of data gathering and data entry and working with financial aid and building a syntax	10-Oct	10-Dec	Peggy
new	F61	Academic Advising Learning Outcomes Assessment	Academic Advising Learning Outcomes Assessment for Associate Vice President - Enrollment	Date pending notification from AVP	End of Term	Mary

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

✅	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
new	F62	Pasadena AVID and UHCL Collaboration Survey	Pasadena AVID and UHCL Collaboration Survey for Coordinator, Academic Transfer Advising	Date pending notification from Coordinator, Academic Transfer Advising	End of Term	Mary
new	F63	Distance Education Online Courses – Faculty Survey	Distance Education Online Courses – Faculty Survey for Director, Office of Online Programs	Date pending notification from Director, Office of Online Programs	End of Term	Mary
new	F64	Distance Education Online Courses – Student Survey	Distance Education Online Courses – Student Survey for Director, Office of Online Programs	Date pending notification from Director, Office of Online Programs	End of Term	Mary
new	F65	Campus –Wide Police Department Survey – Staff	Campus –Wide Police Department Survey – Staff for Chief of Police	Date pending notification from Police Dept.	End of Term	Mary
new	F66	Campus –Wide Police Department Survey – Students	Campus –Wide Police Department Survey – Students for Chief of Police	Date pending notification from Police Dept.	End of Term	Mary
new	F67	Campus-Wide Police Department Survey – Faculty	Campus-Wide Police Department Survey – Faculty for Chief of Police	Date pending notification from Police Dept.	End of Term	Mary
new	F68	Leadership Conference and Leadership Workshop Survey and Analysis	Leadership Conference Survey and Leadership Workshop Survey for Student Life Office	Fall	Fall	Mary
	F69	Open Records Request	Texas Public Information Act Requests approved by UH System	Fall	Fall	Pablo
	-	**Other Activities**				
new	F70	Grant data requests - these requests have increased over the last year and have been included in the OIR calendar due to Title III and Title V demand. As a side-note - grant requests have been received by OIR every month in 2011	Grant Office Requests	on-going	on-going	Entire OIR Team - Peggy / Pablo in most instances

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
new	F71	Mini-report breakouts from ASSA, GSS, Alumni survey for SACS related program review - Some of these requests can take up to 2 days. Also there has been an increase in requests related to SACS for other data including university learning outcomes, etc.	SACS office	on-going	on-going	Mary
	F72	OIR cross-training activities - to ensure staff are cross-trained on various software and process and procedures.	Cross-Training	on-going	on-going	Entire OIR Team
	F73	Ad-Hoc requests will be evaluated by Associate Director before agreed to and priority assigned as needed.	Ad-Hoc requests	on-going	on-going	Assigned by Assoc. Dir. To entire OIR Team
	F74	Purchasing and Office Administration.	Purchasing and Office Administration	on-going	on-going	unfilled
	F75	Update of OIR website - continually add new reports/ continue to modify for customer ease of navigation.	OIR Website	on-going	on-going	Entire OIR Team
	F76	University of Houston System data requests - includes enrollment data, graduation data, SCH, FTE requests	University of Houston System data requests	on-going	on-going	Miriam
	F77	Peer Review activities	Peer Review activities	on-going	on-going	Entire OIR Team
new	F78	Bond Data (Credit Book Data) requested by Robbie Puryear UH System - every fall term or during the spring term requiring preliminary fall figures. The report has been expanded and now includes three additional sections that entail information regarding student applications, retention rates, and graduation rates.	Bond Data spreadsheet	15-Sep	1-Oct	Pablo
new	F79	Preparation for NSSE (if conducted during the fall) including creating a student list and arranging advertisment of NSSE)	National Survey of Student Engagement	Fall	Analysis completed by NSSE researchers	Miriam/Mary
	-	**Special Projects or Special Requests that are not routine**				
	F80	Chancellor Khator special data requests	Khator requests	on-going	on-going	Peggy / Miriam / Pablo

= Check off when project complete

= reference number of project

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	F81	Routinely asked to provide student distribution lists for external surveys that sometimes take considerable amounts of time	Routine Student Distribution Lists	on-going	on-going	Miriam / Pablo / Mary
	F82	Represent UHCL in THECB meetings	Represent UHCL in THECB meetings	on-going	on-going	Miriam
	F83	Pearland Campus reporting for Glen Houston	Comprehensive Pearland Demographic data and students by Pearland area Zips Report	on-going	on-going	Peggy
new	F84	Master Plan Document - update and review various data indicators for Master Plan (document was formerly the 4-year downward expansion initiative report)	Master Plan updates	Fall	Fall	Peggy
	F85	Masters Group Accountability report requests	THECB Masters group accountability requests	Fall	Fall	Peggy

University of Houston-Clear Lake
Office of Institutional Research
Annual Planning Calendar

The items in this calendar are broken out by term, then by CBM State Reporting, IPEDS, LBB, Internal Reporting, Surveys, Other, and Special Projects.

Updated February, 2013

Spring Schedule

 = Check off when project complete

= reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	-	**CBM State Reporting: Miriam Qumsieh is UHCL's CBM Reporting Official & is the Key contact Person for ad-hoc requests from the THECB**				
	P1	Texas Success Initiative Report - for Fall term.	CBM002	2-Jan	1-Feb	Pablo
new	P2	Student Schedule Report - for Fall term	CBM00S
This is a new CBM report that will reflect individual courses and grades by student as of the final say of each term and will only included THECB approved courses for credit.	5-Jan	1-Feb	Miriam (the report effective as of Summer 2011)
new	P3	Student Report - end of Semester - for Fall term	CBM0E1
this report will be replacing the CBM006 End of Semester Report.	5-Jan	1-Feb	Miriam (the report effective as of Summer 2011)
	P4	Student Report.	CBM001	15-Feb	15-Mar	Miriam
	P5	Class Report.	CBM004	15-Feb	15-Mar	Miriam
	P6	Faculty Report - now reflects end of semester - for fall term	CBM008	5-Jan	1-Feb	Pablo
	P7	45 Hour Rule Report - using CBM-001.	45 Hour Rule Report / Keep UHCL constituents apprised of rules and changes - post and maintain an updated set of guidelines on OIR Internal Resources website	15-Mar pending THECB	15-Apr pending THECB	Miriam

pj; OIR Annual Planning Calendar - updated february 2013 pablo mary inserts.xlsx

= Check off when project complete

= reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P8	30 Hour Rule Report - using CBM-001.	30 Hour Rule Report / Keep UHCL constituents apprised of rules and changes - post and maintain an updated set of guidelines on OIR Internal Resources website	15-Mar pending THECB	15-Apr pending THECB	Miriam
	P9	Off-campus report for DE using CBM-004.	Off-campus report	30-Mar	15-Apr	Peggy
	P10	CBM Testing on PeopleSoft screens.	CBM Testing Processes	on-going	on-going	Miriam / Pablo / Mary
	P11	Update the OIR public drive with THECB edit reports and certified data files.	Update OIR public drive	on-going	on-going	Miriam / Pablo / Mary
	P12	Maintenance and update of THECB certified data warehouse - import CBM data files into SPSS format and update syntax as needed.	THECB Data Warehouse	on-going	on-going	Peggy
	P13	Continue to work with and train Admissions and Records staff regarding CBM reporting and processes and running their own audits/clean-up.	Work with and train Admissions and Records staff	on-going	on-going	Miriam / Pablo / Mary
	P14	Create/update PeopleSoft queries used for reporting and merge them to CB flat files when necessary to create and update PeopleSoft data warehouse	PeopleSoft Data Warehouse	on-going	on-going	Peggy
	P15	Work with UH programmers and UHCL constituents regarding new online and Pearland campus coding and keep OIR team members abreast for reporting changes	Pearland Campus Coding	on-going	on-going	Mary / Miriam
	-	**IPEDS Federal Reporting: Peggy is UHCL's official IPEDS keyholder and is the Key contact person for IPEDS related requests - Pablo oversees HR IPEDS requests**				
	P16	THECB Cost Study Report - information generally provided by the THECB but must be gathered by various methods.	THECB Cost Study Report - for Accounting dept.	1-Dec	19-Jan	Pablo

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

✅	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P17	The Winter collection includes the combined Human Resources component (Employees by Assigned Position, Salaries and Fall Staff). In addition, institutions have the opportunity to provide Enrollment data (fall and full year) & Student Financial Aid and Finance data at this time. Note FA data is now due mid-Feb.	IPEDS Winter Collection - This survey is duplicated from the Fall Schedule in case more time is needed to complete it - every effort is made to complete this survey before the holiday break in Dec.	7-Dec	6-Feb	Peggy / Billy Satterfield- for Financial Aid data / Pablo HR / Arlene Lockwood (note that OIR prefers to complete enrollment data early - Finance prefers to wait until Spring collection)
	P18	The Spring collection includes Enrollment and Finance (for those institutions that did not lock in the winter), and Graduation Rates. Some data does not pertain to UHCL as a 2 year institution such as the graduation rates at this time, which only pertain to first time in college cohorts.	IPEDS Spring Collection	7-Dec	24-Apr	Peggy / Arlene Lockwood for Finance data
	-	**LBB (Legislative Budget Board) & LAR (Legislative Appropriations Request): Peggy has LBB/LAR and budget report responsibility and is the Key contact person for LBB and state accountability requests**				
	P19	LBB worksheet for key indicators for Fall data updates including space utilization and completion rates.	Legislative Budget Board worksheet	1-Mar	1-Apr	Peggy
	-	**Spring Internal Term Reporting**				
	P20	Fact Book - begin very early in the Spring term - gather data from other offices (hopefully in the Fall term) - review what data OIR needs to complete for Fall terms. Top Priority for Spring.	Fact Book	10-Jan	1-Apr	Entire OIR Team / Mary coordinate data from other offices, Pablo in charge of entire Fact Book process and formatting procedures

☑	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P21	Graduation Trends Report - This report consists of a 5 year graduation study based on the total degrees awarded for a Fiscal Year. The information present actual UHCL CBM-009 certified graduate data extracted from a PeopleSoft query for inclusion of each student's most current Academic Plan record to obtain school information and mean number of terms to receive degree. Previous Fiscal Year of CBM-009 submitted in the Fall represents the last year of data. **Annual Report Only for Fiscal Year.**	Graduation Trends Report	15-Jan	15-Feb	Peggy
	P22	Distribution of Course Sections by Class Size and Average Organized Class Size by School and Student Classification - Any class categorized as Lecture, Laboratory or Seminar with some Practicum exceptions for HSH and SOE. This methodology selects only classes that are Lecture, Laboratory and Seminar using item6 of the certified CBM-004 and selects all HSH Practicum courses and only SOE Practicum courses with an enrollment greater than 5. **Annual Report Only for Fall terms.**	Distribution of Course Sections by Class Size and Average Organized Class Size by School and Student Classification	15-Jan	1-Mar	Peggy
	P23	Faculty Profile by Area of Instruction - The certified CBM008 (Faculty Report) contains all persons at the institution having faculty classification regardless of whether they taught or not. The certified CBM004 (Class Report) contains all classes taught for the reported term and contain the faculty of record for each class. When the CBM004 is merged to the CBM008 it results in a list of faculty who actually taught and were the faculty of record for at least one class. **Annual Report Only for Fall terms.**	Faculty Profile by Area of Instruction	1-Feb	15-Mar (note that many changes have been added to this report so delays may be imminent)	Miriam

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P24	Faculty Salaries Report - Salary Computations on based on the formula outlined in the THECB CBM Reporting Manual in the CBM008 Faculty Report section. **Annual Report Only for Fall terms.**	Faculty Salaries Report	1-Feb	15-Mar (note that many changes have been added to this report so delays may be imminent)	Miriam
	P25	Faculty FTE Report - Based on the THECB formula using Paul Turcotte method in syntax Peggy created. **Annual Report Only for Fall terms.**	Faculty FTE Report	1-Feb	15-Mar (note that many changes have been added to this report so delays may be imminent)	Miriam
	P26	Student Enrollment by Location and Rubric - Certified CBM-004 for - using item8, item8a, and item10 to determine the location taught and instruction mode. Note that enrollments are extracted from the course report and will be duplicative. Annual Report Only for Fall terms - Created for Fact Book and to replace Special Initiatives Report. Updated report should break data out by school and career (graduate and undergraduate). **Annual Report Only for Fall terms.**	Student Enrollment by Location and Rubric - Report to review all off-site and Distance Education Courses and Enrollments	15-Jan	1-Feb	Pablo
	P27	Online Student Demographics Report. The reports portrays online student information such as gender, age range, ethnic origin and total online student enrollment. Annual Report Only for Fall terms.	Demographics of Students Enrolled in Online Courses	15-Jan	15-Feb	Pablo
	P28	Alumni Distribution of U.S. Residents as of most current Fiscal Year - Dot Density View. Detailed map with table depicting all former graduates of UHCL. **Annual Report Only - used in Fact Book.**	Alumni Distribution of U.S. Residents as of most current Fiscal Year - Dot Density View	15-Mar	15-Apr	Peggy

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P29	UHCL Enrollment by Zip Code and Student Distribution Map Display - Detailed map for most current Fiscal Year - Dot Density View. Displays the spatial location of students attending UHCL unduplicated for a Fiscal Year. Includes a detailed enrollment by zip code table. **Annual Report Only - used in Fact Book.**	UHCL Enrollment by Zip Code and Student Distribution Map Display	15-Apr	15-May	Peggy
	P30	Facts at a Glance - detailed student enrollment demographics.	Facts at a Glance	1-Apr	1-May	Mary
new	P31	Facts at a Glance - detailed student enrollment demographics for Pearland students	Facts at a Glance - Pearland profile	1-Apr	1-May	Mary
new	P32	Facts at a Glance - detailed student enrollment demographics for International students	Facts at a Glance - International profile	1-Apr	1-May	Mary
	P33	Term Enrollment Comparison of Headcount and SCH.	Enrollment Comparison of Headcount and SCH	1-Apr	15-Apr	Peggy
	P34	Base Year Comparison Report - done for funding years only.	Base Year Comparison Report	1-Apr	1-May	Peggy
	P35	Program Profile Reports - (replaces Enrollment Profiles) This report summarizes student demographic trend data for specific programs aggregated by CIP code for Spring terms. Used for Program Review.	Program Profile Report (due to the detail of this report due dates are tentative and my defer to early summer)	1-Apr	1-May	Pablo
	P36	Enrollment and Semester Credit Hours by School, Classification and Rubric - These data were derived using the certified CBM-004.	Enrollment and Semester Credit Hours by School, Classification and Rubric	1-Apr	15-Apr	Peggy

= Check off when project complete

= reference number of project

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P37	Community College GPA Report - This report provides average GPA data for UHCL undergraduate students, for students who transferred from the Gulf Coast Community Colleges. Data is divided out for each community college by major plan. In order to protect the privacy of individuals, average GPAs are not reported for categories with fewer than 5 students.	Community College GPA Report (for previous Fall term) - this report always done for the term preceding the current term since data are not available until the end of each term.	15-Jan	15-Feb	Mary
	P38	End of Term GPA & Completions by Rubric Report - This report includes grade distribution per course section, average GPA by course section, % completion, and % A-C students completion.	End of Term GPA & Completions by Rubric Report - (for previous Fall term) - this report always done for the term preceding the current term since data are not available until the end of each term.	10-Jan	10-Feb	Pablo
new	P39	End of Term GPA & Completions by Rubric Report - By Location	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	10-Jan	10-Feb	Pablo
new	P40	End of Term GPA & Completions by Rubric Report - By Instruction Mode	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	10-Jan	10-Feb	Pablo
new	P41	End of Term GPA & Completions by Rubric Report - By Instructor	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	10-Jan	10-Feb	Pablo

 = Check off when project complete

= reference number of project

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P42	Faculty 65/35 SCH Report - Fall and Spring only - for Glen Houston after CBM-008 and CBM-004 are certified generally towards the end of each long term.	Faculty 65/35 SCH Report (due to the complexity of this report - timelines are listed for summer, although every effort will be made to complete the report at the end of the current term)	1-May	15-Jun	Pablo
	P43	Information requested by Jean Carr for Budget Projections - also include CBM-004 edit report with SCH by fund code - Cindy Lamb runs PS query to assist with this report.	Information requested by Jean Carr for Budget Projections	1-Apr	15-Apr	Peggy
	P44	ABET - departmental accreditation activity reports - generally run by CIP code using the CBM-001.	ABET requests	on-going	on-going	Pablo
	P45	International Student by Residence Report	International Student by Residence	15-Apr	30-Apr	Peggy
	P46	Chancellor Khator UHCL Progress Report Card	Information requested by UH Main - collection of multiple data items for Chancellor Khator's board meeting	1-Apr	1-May	Peggy
new	P47	Chancellor Khator UHCL Peer Institutional Report	Information requested by UH Main - collection of multiple data items and data for peer institutions for Chancellor Khator's board meeting	1-Apr	1-May	Peggy
	-	**Surveys - Creation and Analysis - Mary is the key contact person for all survey (new and existing) requests**				
	P48	Central Stores Survey - Spring term Only.	Central Stores Survey Report	upon request	upon request	Miriam
	P49	Alumni Survey - only done for odd years and only done once every 2 years for former student perceptions 3 years out.	Alumni Survey	15-Mar	30-May	Mary
	P50	Orientation Survey - for Student Services - one survey for UHCL and one for UHCL Pearland - at the beginning of each Fall and Spring term only. Plus the companion surveys: Children's Learning Book Evaluation and Parents and Family Program Survey	Orientation Surveys (4 total)	15-Jan	15-Mar	Mary

 = Check off when project complete

= reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P51	Graduating Student Survey - data collected on student perceptions of University at time of graduation - for Fall and Spring terms only.	Graduating Student Survey	Start one month prior to graduation, i.e. Apr 1	Analysis completed around Jun 15	Mary
	P52	MAPP - Measure of Academic Proficiency and Progress - Spring terms only.	MAPP Test	15-Jan	15-Mar	Mary
	P53	Classroom and Lab Usage Survey - done every Fall and Spring term only - for Glen Houston.	Classroom and Lab Usage Survey	1-Feb	1-Apr	Miriam
	P54	External survey requests will be reviewed by Director and Associate Director - due to a heavy survey workload for Fall and Spring terms - many external surveys will be evaluated on a case by case basis. Most external surveys now are completed by EM.	External Survey Requests	on-going	on-going	Pablo / Mary / Miriam
	P55	Community Outreach Day Evaluation - Fall and Spring semesters - requested by Student Life	Community Outreach Day Evaluation	1-Apr	15-Apr	Mary
new	P56	Academic Advising Learning Outcomes Assessment	Academic Advising Learning Outcomes Assessment for Associate Vice President - Enrollment	Date pending notification from AVP	End of Term	Mary
new	P57	Pasadena AVID and UHCL Collaboration Survey	Pasadena AVID and UHCL Collaboration Survey for Coordinator, Academic Transfer Advising	Date pending notification from Coordinator, Academic Transfer Advising	End of Term	Mary
new	P58	Distance Education Online Courses – Faculty Survey	Distance Education Online Courses – Faculty Survey for Director, Office of Online Programs	Date pending notification from Director, Office of Online Programs	End of Term	Mary
new	P59	Distance Education Online Courses – Student Survey	Distance Education Online Courses – Student Survey for Director, Office of Online Programs	Date pending notification from Director, Office of Online Programs	End of Term	Mary
new	P60	Leadership Conference and Leadership Workshop Survey and Analysis	Leadership Conference Survey and Leadership Workshop Survey for Student Life Office	Spring	Spring	Mary

pj; OIR Annual Planning Calendar - updated february 2013 pablo mary inserts.xlsx

= Check off when project complete

 # = reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

☑	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P61	Open Records Request	Texas Public Information Act Requests approved by UH System	Spring	Spring	Pablo
		Other Activities				
new	P62	Grant data requests - these requests have increased over the last year and have been included in the OIR calendar due to Title III and Title V demand. As a side-note - grant requests have been received by OIR every month in 2011	Grant Office Requests	on-going	on-going	Entire OIR Team - Peggy / Pablo in most instances
new	P63	Mini-report breakouts from ASSA, GSS, Alumni survey for SACS related program review - Some of these requests can take up to 2 days. Also there has been an increase in requests related to SACS for other data including university learning outcomes, etc.	SACS office	on-going	on-going	Mary
	P64	OIR cross-training activities - to ensure staff are cross-trained on various software and process and procedures.	Cross-Training	on-going	on-going	Entire OIR Team
	P65	Ad-Hoc requests will be evaluated by Associate Director before agreed to and priority assigned as needed.	Ad-Hoc requests	on-going	on-going	Assigned by Assoc. Dir. To entire OIR Team
	P66	Purchasing and Office Administration.	Purchasing and Office Administration	on-going	on-going	unfilled
	P67	Update of OIR website - continually add new reports/ continue to modify for customer ease of navigation.	OIR Website	on-going	on-going	Entire OIR Team
	P68	University of Houston System data requests - includes enrollment data, graduation data, SCH, FTE requests.	University of Houston System data requests	on-going	on-going	Miriam
	P69	Peer Review activities	Peer Review activities	on-going	on-going	Entire OIR Team
	-	**Special Projects or Special Requests that are not routine**				
	P70	Chancellor Khator special data requests	Khator requests	on-going	on-going	Peggy / Miriam / Pablo
	P71	Routinely asked to provide student distribution lists for external surveys that sometimes take considerable amounts of time	Routine Student Distribution Lists	on-going	on-going	Miriam / Pablo / Mary
	P72	Represent UHCL in THECB meetings	Represent UHCL in THECB meetings	on-going	on-going	Miriam

pj; OIR Annual Planning Calendar - updated february 2013 pablo mary inserts.xlsx

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

✓	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	P73	Pearland Campus reporting for Glen Houston	Comprehensive Pearland Demographic data and students by Pearland area Zips Report	on-going	on-going	Peggy
	P74	Senior Level Tests- Assessment of Skill Level of UHCL Senior Level UGRDS: project including preparation of test materials, delivery of test materials, UCT scanning of paper answer sheets, and retrieving/calculating results from data - done every 2 years	Senior Level Tests - Assessment of the skills taught by UHCL to Senior Level UGRD	spring	spring	Mary

University of Houston-Clear Lake
Office of Institutional Research
Annual Planning Calendar

The items in this calendar are broken out by term, then by CBM State Reporting, IPEDS, LBB, Internal Reporting, Surveys, Other, and Special Projects.

Updated February, 2013

Summer Schedule

✅ = Check off when project complete

= reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

✅	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	-	**CBM State Reporting: Miriam Qumsieh is UHCL's CBM Reporting Official & is the Key contact Person for ad-hoc requests from the THECB**				
	S1	Texas Success Initiative Report - for Spring term	CBM002	15-May	15-Jun	Pablo
new	S2	Student Schedule Report - for Spring- OIR will begin working with UH programmers on the development and testing of this new report.	CBM00S This is a new CBM report that will reflect individual courses and grades by student as of the final say of each term and will only included THECB approved courses for credit.	15-May	15-Jun	Miriam (the report effective as of Summer 2011)
new	S3	Student Report - end of Semester - for Spring - OIR will begin working with UH programmers on the development and testing of this new report	CBM0E1 this report will be replacing the CBM006 End of Semester Report.	15-May	15-Jun	Miriam (the report effective as of Summer 2011)
	S4	Student Report.	CBM001	15-Jul	15-Aug	Miriam
	S5	Class Report.	CBM004	15-Jul	15-Aug	Miriam
	S6	Faculty Report.	CBM008	15-May	15-Jun	Pablo
	S7	45 Hour Rule Report - using CBM-001.	45 Hour Rule Report / Keep UHCL constituents apprised of rules and changes - post and maintain an updated set of guidelines on OIR Internal Resources website	15-Aug pending THECB	1-Oct pending THECB	Miriam

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

✔	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	S8	30 Hour Rule Report - using CBM-001.	30 Hour Rule Report / Keep UHCL constituents apprised of rules and changes - post and maintain an updated set of guidelines on OIR Internal Resources website	15-Aug pending THECB	1-Oct pending THECB	Miriam
	S9	Off-campus report for DE using CBM-004.	Off-campus report	30-Aug	15-Sep	Peggy
	S10	CBM Testing on PeopleSoft screens.	CBM Testing Processes	on-going	on-going	Miriam / Pablo / Mary
	S11	Update the OIR public drive with THECB edit reports and certified data files.	Update OIR public drive	on-going	on-going	Miriam / Pablo / Mary
	S12	Maintenance and update of THECB certified data warehouse - import CBM data files into SPSS format and update syntax as needed.	THECB Data Warehouse	on-going	on-going	Peggy
	S13	Continue to work with and train Admissions and Records staff regarding CBM reporting and processes and running their own audits/clean-up.	Work with and train Admissions and Records staff	on-going	on-going	Miriam / Pablo / Mary
	S14	Create/update PeopleSoft queries used for reporting and merge them to CB flat files when necessary to create and update PeopleSoft data warehouse	PeopleSoft Data Warehouse	on-going	on-going	Peggy
	S15	Work with UH programmers and UHCL constituents regarding new Pearland campus coding and keep OIR team members abreast for reporting changes	Pearland Campus Coding	on-going	on-going	Mary / Miriam
	-	**IPEDS Federal Reporting: Peggy is UHCL's official IPEDS keyholder and is the Key contact person for IPEDS related requests - Pablo oversees HR IPEDS requests**				
	S16	All institutions will be required to register for the new Fiscal Year data collection cycle.	IPEDS Fall Collection	3-Aug	8-Aug	Peggy

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	-	**LBB (Legislative Budget Board) & LAR (Legislative Appropriations Request): Peggy has LBB/LAR and budget report responsibility and is the Key contact person for LBB and state accountability requests**				
	S17	LAR - projections on several key indicators: Had to identify where to obtain data - had to create a database cohort to track graduation completion rates for survey and do projections for estimated performance indicators. ABEST system entry.	LAR - projections (generally only in even years - due again Fall 2012)	1-Jul	1-Sep	Peggy
	-	**Summer Internal Term Reporting**				
	S18	Update of Annual OIR calendar - Review annual calendar for changes/additions/deletions and time-frame modifications.	OIR Annual Calendar	1-Aug	30-Aug	Peggy
	S19	Claritas Demographic Profile of 5 and 10 mile radius of UHCL - to understand our surrounding community and the students we serve by using spatial demographics - includes area ISD ethnicity changes - high school data - community college data - **Annual report only. This report is used by Peggy to update the <u>4-year downward expansion</u> reports and used by Administration as well.**	Demographic Profile of 5 and 10 Mile Radius of UHCL	1-Jul	15-Sep	Peggy
	S20	Historical Enrollment/SCH/FTE by school and student career - beginning with 5 years of Fall, Spring, and Summer term data.	Historical Enrollment/SCH/FTE Report	20-Jul	30-Aug	Peggy
	S21	Term Enrollment Comparison of Headcount and SCH.	Enrollment Comparison of Headcount and SCH	30-Aug	15-Sep	Peggy
	S22	Base Year Comparison Report - done for funding years only.	Base Year Comparison Report	30-Aug	15-Sep	Peggy

= Check off when project complete

= reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	S23	Program Profile Reports - (replaces Enrollment Profiles) This report summarizes student demographic trend data for specific programs aggregated by CIP code for Fall terms. Used for Program Review.	Program Profile Report (due to the detail of this report due dates are tentative and my defer to early fall)	30-Aug	1-Oct	Pablo
	S24	Enrollment and Semester Credit Hours by School, Classification and Rubric - These data were derived using the certified CBM-004.	Enrollment and Semester Credit Hours by School, Classification and Rubric	30-Aug	1-Oct	Peggy
	S25	Community College GPA Report - This report provides average GPA data for UHCL undergraduate students, for students who transferred from the Gulf Coast Community Colleges. Data is divided out for each community college by major plan. In order to protect the privacy of individuals, average GPAs are not reported for categories with fewer than 5 students.	Community College GPA Report (for previous Spring term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Jun	15-Jun	Mary
	S26	End of Term GPA & Completions by Rubric Report - This report includes grade distribution per course section, average GPA by course section, % completion, and % A-C students completion.	End of Term GPA & Completions by Rubric Report - (for previous Spring term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Jun	1-Jul	Pablo
new	S27	End of Term GPA & Completions by Rubric Report - By Location	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Jun	1-Jul	Pablo
new	S28	End of Term GPA & Completions by Rubric Report - By Instruction Mode	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Jun	1-Jul	Pablo

pj; OIR Annual Planning Calendar - updated february 2013 pablo mary inserts.xlsx

= Check off when project complete

= reference number of project

Note: Every effort will be made to meet timelines outlined below; However, timelines are tentative and subject to change based on priorities.

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
new	S29	End of Term GPA & Completions by Rubric Report - By Instructor	End of Term GPA & Completions by Rubric Report - (for previous Summer term) - this report always done for the term preceding the current term since data are not available until the end of each term.	1-Jun	1-Jul	Pablo
	S30	Faculty 65/35 SCH Report - Fall and Spring only - for Glen Houston after CBM-008 and CBM-004 are certified generally towards the end of each long term.	Faculty 65/35 SCH Report (this report may be a carry over from the previous Spring term)	1-Jun	1-Jul	Pablo
	S31	Information requested by Jean Carr for Budget Projections - also include CBM-004 edit report with SCH by fund code - Cindy Lamb runs PS query to assist with this report.	Information requested by Jean Carr for Budget Projections	30-Jul	15-Aug	Peggy
	S32	Summary of Semester Credit Hours (SCH) by Location - On and Off campus SCH using the certified CBM-004 with fiscal year total - provided to Jean Carr - Annual report for all terms.	Summary of Semester Credit Hours (SCH) by Location	15-Aug	30-Aug	Peggy
	S33	Facts at a Glance - detailed student enrollment demographics.	Facts at a Glance	20-Aug	30-Sep	Mary / Peggy review
new	S34	Facts at a Glance - detailed student enrollment demographics for Pearland students	Facts at a Glance - Pearland profile	20-Aug	30-Sep	Mary
new	S35	Facts at a Glance - detailed student enrollment demographics for International students	Facts at a Glance - International profile	20-Aug	30-Sep	Mary
	S36	International Student by Residence Report	International Student by Residence	20-Aug	30-Sep	Peggy
	-	**Surveys - Creation and Analysis - Mary is the key contact person for all survey (new and existing) requests**				
	S37	Accounting Alumni Survey - every 2 years for Accounting accreditation.	Accounting Alumni Survey	1-Jul	15-Aug	Mary

= Check off when project complete

= reference number of project

	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	S38	President's Office Survey - This survey was conducted to collect information that will be used to further improve the services provided by the Office of the President staff at the University of Houston-Clear Lake (UHCL). Done once a year only.	President's Office Survey	Date pending notification from President's Office	Date pending notification from President's Office	Mary
	S39	External survey requests will be reviewed by Director and Associate Director - due to a heavy survey workload for Fall and Spring terms - many external surveys will be evaluated on a case by case basis. Most external surveys now are completed by EM.	External Survey Requests	on-going	on-going	Miriam / Pablo / Mary
	S40	OPEN DOORS Survey	External Survey Requests	1-Jul	15-Jul	Pablo
	S41	Open Records Request	Texas Public Information Act Requests approved by UH System	Summer	Summer	Pablo
	-	**Other Activities**				
new	S42	Grant data requests - these requests have increased over the last year and have been included in the OIR calendar due to Title III and Title V demand. As a side-note - grant requests have been received by OIR every month in 2011	Grant Office Requests	on-going	on-going	Entire OIR Team - Peggy / Pablo in most instances
new	S43	Mini-report breakouts from ASSA, GSS, Alumni survey for SACS related program review - Some of these requests can take up to 2 days. Also there has been an increase in requests related to SACS for other data including university learning outcomes, etc.	SACS office	on-going	on-going	Mary
	S44	OIR cross-training activities - to ensure staff are cross-trained on various software and process and procedures.	Cross-Training	on-going	on-going	Entire OIR Team
	S45	Ad-Hoc requests will be evaluated by Associate Director before agreed to and priority assigned as needed.	Ad-Hoc requests	on-going	on-going	Assigned by Assoc. Dir. To entire OIR Team
	S46	Purchasing and Office Administration.	Purchasing and Office Administration	on-going	on-going	unfilled

= Check off when project complete

= reference number of project

☑	#	Description of Report	Report Title	Start Date	Due Date	Person(s) Responsible
	S47	Update of OIR website - continually add new reports/ continue to modify for customer ease of navigation.	OIR Website	on-going	on-going	Entire OIR Team
	S48	University of Houston System data requests - includes enrollment data, graduation data, SCH, FTE requests	University of Houston System data requests	on-going	on-going	Miriam
	S49	Peer Review activities	Peer Review activities	on-going	on-going	Entire OIR Team
	-	**Special Projects or Special Requests that are not routine**				
	S50	Chancellor Khator special data requests	Khator requests	on-going	on-going	Peggy / Miriam / Pablo
	S51	Routinely asked to provide student distribution lists for external surveys that sometimes take considerable amounts of time	Routine Student Distribution Lists	on-going	on-going	Miriam / Pablo / Mary
	S52	Represent UHCL in THECB meetings	Represent UHCL in THECB meetings	on-going	on-going	Miriam
	S53	Pearland Campus reporting for Glen Houston	Comprehensive Pearland Demographic data and students by Pearland area Zips Report	on-going	on-going	Peggy