

Institutional Research Annual Calendar

Data/Report	Available	Users	Uses
Update comparative studies of: costs, enrollment, student demographics, faculty demographics	August 15	E-Team Trustees Strategic Planning	Setting tuition & R&B charges Setting tuition & R&B charges Updating the state of the College
Prior year faculty load reports	Sept 1	Dept chairs Dept chairs Provost Senate	Planning next year's class schedule Program review documentation Review faculty resource allocations New & replacement faculty approval
Fall enrollment data	September 15	E-Team IPEDS U.S. News WASC	Validate budget income parameters Annual enrollment report Annual survey Annual enrollment report
Update rolling 4-sem enrollment model	October 1	Admissions E-Team Dir of Global Ed Trustees	Confirm admit goals for next year Budget planning Inform program planning Budget planning
Faculty compensation and benefits report and update salary model	October 1	AAUP CCC CCCU E-Team Faculty Salary & Budget Comm IPEDS	Annual salary survey Annual salary survey Annual salary survey Budget planning Make recommendations pertaining to next year's salary schedule Compensation survey
Report on graduates during the previous academic year; updating 6-Yr graduation rate report	October 15	Dept chairs E-Team & faculty OCA & Admissions IPEDS & WASC Senate U.S. News	Program review documentation Understanding retention and degree completion Marketing & recruiting Retention & degree completion reports Understanding retention and degree completion Annual survey
Report from national survey administered the previous year (CIRP, CSS, NSSE)	January 1	E-Team Trustees Faculty Student Life staff	Understanding student culture and student perceptions of Westmont & its programs
Spring enrollment data	January 20	E-Team Trustees	Validate budget income parameters Validate budget income parameters

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Update rolling enrollment model through next academic year	January 20	Admissions E-Team Dir of Global Ed Trustees	Planning admit goals for next year Budget planning Inform program planning Budget planning
Course enrollment history	February 1	Dept Chairs Registrar Provost Office	Plan, construct and approve schedule of classes and adjunct faculty for next academic year
Selected year(s) alumni survey focused on graduate studies and careers	March 1	Admissions & OCA E-Team, Trustees, Faculty, Strategic Planning Comm, Student Life staff Dept chairs WASC	Marketing & recruiting Understanding student success Program review documentation Documenting student success
Report from national survey administered the previous year (CIRP, CSS, NSSE) if two surveys were administered	April 1	E-Team Trustees Faculty Student Life staff	Understanding student culture and student perceptions of Westmont & its programs