Data Information Directory

Office of Academic Affairs

Report Name	Description	Person Responsible	Due When	Distributed to:			
				External	Internal	Manager	Person responsible
IPEDS - Library			Nov	IPEDS		David Haney	Lorraine Abraham
Marsye Eymonerie Association (MEA)			Nov	MEA		David Haney	Lorraine Abraham
Money - Library			Spring	Money		David Haney	Lorraine Abraham
SCHEV - Library			Fall	SCHEV		David Haney	Lorraine Abraham
Common Data Set (CDS) (Part E, I)			Fall		Kevork Horissian	David Haney	Chris Qualls
US News & World Report (Library - addition to CDS)			Spring		Kevork Horissian	David Haney	Kris Sheets
Library U.S. Government Report			odd year			David Haney	Lorraine Abraham
Title III report for the Department of Education			Every 2 years			David Haney	Lorraine Abraham

Data Information Directory

Office of Admissions

Report Name	Description	Due When	Distributed to: External	Internal	Manager	Person responsible
Admissions Requirements B10 SCHEV		Sept 1st	SCHEV		David Hawsey	Jessica Hawks
CICV		Fall	CICV		David Hawsey	Jessica Hawks
SCHEV - Admissions*		September	SCHEV		David Hawsey	Jessica Hawks
SCHEV B8 Fall Admissions Data File		Nov 1st	SCHEV		David Hawsey	Jessica Hawks
VA Found of Indep Colleges (VFIC), Sect IV		Fall	VFIC		David Hawsey	Jessica Hawks
VA Little Six Survey, Sect A		September	Little Six		David Hawsey	Jessica Hawks
Common Data Set- (CDS) Admissions (Part C & D)		Fall		Kevork Horissian	David Hawsey	Jessica Hawks
Weekly Status Reports on Applications		Nov-Aug		Adm Staff, President	David Hawsey	Jessica Hawks

Data Information Directory

Office of Financial Aid

Report Name	Description	Due When	Distributed to: External	Distributed to: Internal	Manager	Person responsible
Common Data Set - (CDS) Fin Aid (Part H, G)				Kevork Horissian	David Hawsey	Lauren Pizzo/ Scarlett Blevins
Fiscal Operations Report (FISOP)			Dept of Ed		David Hawsey	Lauren Pizzo/ Scarlett Blevins
SCHEV - Financial Aid*			SCHEV		David Hawsey	Lauren Pizzo/ Scarlett Blevins
SCHEV TAGP Tag Data File		May 1st	SCHEV		David Hawsey	Lauren Pizzo/ Scarlett Blevins
US News (additional data to CDS)		Mar		Kevork Horissian	David Hawsey	Lauren Pizzo/ Scarlett Blevins
VA Found of Indep Colleges (VFIC), Sect IV		Fall	VFIC		David Hawsey	Lauren Pizzo/ Scarlett Blevins
VA Little Six Survey, Sect A		September	Little Six	Dirk Wilmoth	David Hawsey	Lauren Pizzo/ Scarlett Blevins
Monthly New student Financial Aid Report		Nov-Aug		VP Enrollment, VP of Finance, President	David Hawsey	Lauren Pizzo/ Scarlett Blevins
SI Spring Collection-SCHEV					David Hawsey	Lauren Pizzo/ Scarlett Blevins
Tuition Assistance Grant Program Data File-SCHEV					David Hawsey	Lauren Pizzo/ Scarlett Blevins
College Scholarship Assistance Program Data File-SCHEV					David Hawsey	Lauren Pizzo/ Scarlett Blevins
Cambridge Associates Freshman Financial aid and Admissions Survey					David Hawsey	Lauren Pizzo/ Scarlett Blevins
Lettie Pate Whitehead Foundation Scholarship Recipient Report					David Hawsey	Lauren Pizzo/ Scarlett Blevins
FADMS Report for Division III-NCAA					David Hawsey	Lauren Pizzo/ Scarlett Blevins
CICV Financial Aid Survey					David Hawsey	Lauren Pizzo/ Scarlett Blevins
S2-A Report and Financial Aid Data File-SCHEV					David Hawsey	Lauren Pizzo/ Scarlett Blevins
IPEDS - Students Financial Aid		Mar	IPEDS		David Hawsey	Lauren Pizzo/ Scarlett Blevins

Data Information Directory

Athletics

Report Name	Description	Data From	Due When	Distributed to: External	Internal	Manager	Person responsible
NCAA - Student - Athlete Affirmation of Eligibility (11)			Fall	NCAA		Roz Reichard	Myra Sims
NCAA Analysis of Revenues & Expenses			Fall	NCAA		Roz Reichard Dirk Wilmoth	Myra Sims
NCAA Coaches Affidavit			Spring	NCAA		Roz Reichard	Myra Sims
NCAA Division III Basketball Championship Facility Questionnaire (*)			Winter	NCAA		Roz Reichard	Myra Sims
NCAA Division III Basketball Championship Proposed Budget (*)			Winter	NCAA		Roz Reichard	Myra Sims
NCAA Division III Football Championship Facility Questionnaire (3 reports)			Fall	NCAA		Roz Reichard	Myra Sims
NCAA division III Football Championship Proposed Budget			Fall	NCAA		Roz Reichard	Myra Sims
NCAA Division III Soccer Championship Facility Questionnaire (*)			Fall	NCAA		Roz Reichard	Myra Sims
NCAA Division III Soccer Championship Proposed Budget (*)			Fall	NCAA		Roz Reichard	Myra Sims
NCAA Division III Women's Softball Weekly Team Record			Spring	NCAA		Roz Reichard	Myra Sims
NCAA Self-Study			Spring	NCAA		Roz Reichard	Myra Sims
NCAA Demographic Report			August	NCAA		Roz Reichard	Myra Sims
EADA Report-Dept. of Education			October	US Department of Education		Roz Reichard	Myra Sims
NCAA Membership Financial Data			January	NCAA		Roz Reichard	Myra Sims
NCAA Graduation Rates		Lynn Elliott	1-Jun	NCAA		Roz Reichard	Kevork Horissian
FADMS Report for Division III-NCAA						Roz Reichard	Myra Sims

* Completed only if we are hosting a tournament

Data Information Directory

Offices of Business Affairs

Report Name	Description	Due When	Distributed to: External	Internal	Manager	Person responsible
1099 Report		Jan	Vendors & IRS		Dirk Wilmoth	Sherry Lowery
5500 Defined Contribution		July	IRS		Dirk Wilmoth	Iris Worley
5500 Group Health Ins		Oct	IRS		Dirk Wilmoth	Angie Edmonson
5500 Group Total Disability		Mar	IRS		Dirk Wilmoth	Angie Edmonson
5500 Tax Deferred Annuity		July	IRS		Dirk Wilmoth	Angie Edmonson
55600 Life Insurance		Sept	IRS		Dirk Wilmoth	Angie Edmonson
990 Tax Return		Nov	IRS		Dirk Wilmoth	Benita Bare
Board of Trustees Reports **(list out reports)**					Dirk Wilmoth	Dirk Wilmoth/Benita Bare
Bonner Report		Quarterly	Bonner Found		Dirk Wilmoth	Benita Bare
Federal Quarterly Tax Returns		Quarterly	IRS		Dirk Wilmoth	Benita Bare
Fiscal Operations Report (FISAP)		Nov	Dept of Education		Dirk Wilmoth	Iris Worley
Quarterly Financial Statements		Quarterly	As Requested		Dirk Wilmoth	Benita Bare
Sales Tax Report		Monthly	VA Dept of Taxation		Dirk Wilmoth	Iris Worley
SCHEV T-1 and T-2		May	SCHEV	Kevork Horissian	Dirk Wilmoth	Benita Bare
State Quarterly Payroll Tax Returns		Quarterly	VA Dept of Taxation		Dirk Wilmoth	Benita Bare
VA Little Six Surveys **(list out surveys)**		Sept & Mar	Business Officers of VA Little Six Colleges		Dirk Wilmoth	Benita Bare
W-2 Forms		Jan	Social Security Administration, IRS, VA Department of Taxation		Dirk Wilmoth	Angie Edmonson
W-9 Form		Varies	As Requested		Dirk Wilmoth	Sherry Lowery
A-133 Financial Report to the Council of Higher Education					Dirk Wilmoth	Benita Bare
A-133 Financial Report to the Department of Education		July			Dirk Wilmoth	Benita Bare
IPEDS - Finance	Financial data on assets, liabilities, revenue, expenses, grants, gifts	Mar	IPEDS		Dirk Wilmoth	Benita Bare
U.S.News - Finance		Mar	U.S.News	Kevork Horissian	Dirk Wilmoth	Benita Bare
Voluntary and not submitted every year:						
Cambridge Financial Indicators Survey					Dirk Wilmoth	Benita Bare
Cambridge Annual Analysis of Investment Pool Returns Survey					Dirk Wilmoth	Benita Bare
Cambridge Annual Survey of Student Charges					Dirk Wilmoth	Benita Bare
Commonfund Institute Benchmarks Study					Dirk Wilmoth	Benita Bare
NACUBO Endowment Survey					Dirk Wilmoth	Benita Bare
CIC Annual report	Tuition Exch	October	CIC		Dirk Wilmoth	Benita Bare
TE Annual Report	Data		TE		Dirk Wilmoth	Benita Bare
Enrollment Projections					Dirk Wilmoth David Hawsey	Dirk Wilmoth David Hawsey Kevork Horissian

Data Information Directory

Student Life

Report Name	Description	Due When	Distributed to: External	Distributed to: Internal	Manager	Person responsible
Common Data Set - student Life (CDS) (part F)		Fall	Claudia Duffy	Kevork Horissian	Pam Gourley	Kevork Horissian
Cooperative Institutional Research Program (CIRP) Freshman Survey		Aug		President, Exec Council	Pam Gourley	
Departmental Goals		Aug		SAS, Student Life Comm, BOT	Pam Gourley	
Dining Hall Satisfaction		Dec		DOS, President, Dining Hall	Pam Gourley	
Exit Interview/Withdrawal		As needed		Exec Council, EMT	Pam Gourley	
National Association of Student Personnel Administrators (NASPA) Salary Survey		Oct			Pam Gourley	
Orientation Evaluation		Oct/Mar		Student Affairs Staff (SAS), Orientation Committee	Pam Gourley	
Quality of Life Survey		Mar		BOT, SAS, Exec Council	Pam Gourley	
Residence Hall Safety Survey		Oct/Feb		Residence Life staff, DOS, Physical Facility	Pam Gourley	
Student Activity Center (SAC)		Jan		CSA, DOS, SAC	Pam Gourley	
Student Development Task & Lifestyle Inventory		Oct/Mar		Exec Council, DOS, Student Life Committee, BOT	Pam Gourley	
Student Residence Environment Survey		Mar		BOT, DOS, Exec Council, Student Life	Pam Gourley	Pam Gourley
U.S. Department of Education campus crime statistics		October			Pam Gourley	Pam Gourley

Data Information Directory

Institutional Advancement

Report Name	Description	Data From	Due When	Distributed to:			
				External	Internal	Manager	Person responsible
Council for Aid to Education (CFAE)			Before Dec 31	CFAE		Joseph Taylor	
Development			4 times a year		Exec Council, BOT, Board of Visitors	Joseph Taylor	
US News		Patty Hunt	Spring		Kevork Horissian	Joseph Taylor	Kevork Horissian

Data Information Directory

Greg McMillan/Director of Institutional Research

Report Name	Description		Due When	Distributed to:			
				External	Internal	Manager	Person responsible
Emory & Henry Fact Book			July			Roz Reichard	Kevork Horissian
ACT Questionnaire	CDS plus some additional information	CDS and Misc	Feb	ACT		Roz Reichard	Kevork Horissian
Barron's Educational Series Survey	CDS plus some additional information	CDS and Misc	Dec	Barron's		Roz Reichard	Kevork Horissian
Common Data Set (CDS)	Used to provide consistent data to all outside reporting agencies. Provides information on enrollment and persistence, first-time, first-year admission, transfer admission, academic offerings and policies, student life, annual expenses, financial aid, instructional faculty and class size, and degrees conferred	Admissions, Financial Aid, Dean of Students, catalog information				Roz Reichard	Kevork Horissian
Chronicle Guidance Publications Survey	CDS plus some additional information	CDS and Misc	Jan	CGP		Roz Reichard	Kevork Horissian
Chronicle Programs of Study						Roz Reichard	Kevork Horissian
IPEDS - Institutional Characteristics	Provides general institutional information about educational offerings, organization and accreditation, admissions requirements and services, student charges, and additional general information on athletics and staff		Sept	IPEDS		Roz Reichard	Kevork Horissian
Peterson's Annual Survey of Higher Education Personnel		Angie Edmondson		Peterson's	Kevork Horissian	Roz Reichard	Angie Edmondson
Peterson's Annual Survey of Undergraduate Institutions		CDS and Misc		Peterson's		Roz Reichard	Kevork Horissian
Peterson's Survey of Undergraduate Financial Aid				Peterson's		Roz Reichard	Kevork Horissian
Princeton Review Survey		CDS and Misc				Roz Reichard	Kevork Horissian
U.S. News & World Report		CDS and Misc	Mar	US News		Roz Reichard	Kevork Horissian
Wintergreen Orchard House Survey						Roz Reichard	Kevork Horissian
College Board Survey	CDS plus some additional information	CDS and Misc	Feb	The College Board		Roz Reichard	Kevork Horissian
College Sports Project						Roz Reichard	Kevork Horissian
NPSAS - Department of Education financial aid survey						Roz Reichard	Kevork Horissian

Data Information Directory

Human Resources

Report Name	Description	Data From	Due When	Distributed to: External	Internal	Manager	Person responsible
AAUP	Information on professors by gender, rank, ethnicity, etc.	Angie Edmondson	Dec	AAUP		Dirk Wilmoth	Angie Edmondson
IPEDS - Employees by Assigned Position	Faculty by status and primary function	Angie Edmon	Dec	IPEDS		Dirk Wilmoth	Angie Edmondson
IPEDS - Fall Staff	Staff information broken down by gender, ethnicity, salary, type, etc.	Angie Edmondson	Dec	IPEDS		Dirk Wilmoth	Angie Edmondson
IPEDS - Salaries	Salaries and benefits for faculty by level and gender	Angie Edmon	Dec	IPEDS		Dirk Wilmoth	Angie Edmondson

Data Information Directory

Registrar Office

Report Name	Description	Data From	Due When	Distributed to: External	Distributed to: Internal	Manager	Person responsible
Common Data Set (CDS) - registrar data (Part B, I, J)	Used to provide consistent data to all outside reporting agencies. Provides information on enrollment and persistence, first-time, first-year admission, transfer admission, academic offerings and policies, student life, annual expenses, financial aid, instructional faculty and class size, and degrees conferred		October		Kevork Horissian	David Hawsey	Lynn Elliott
Board of Higher Education & Ministry of the United Methodist Church (MINDS)			Mar	Board of Higher Education & Ministry of the UMC	President	David Hawsey	Lynn Elliott
CICV Annual Enrollment Survey						David Hawsey	Lynn Elliott
Council of Independent Colleges Enrollment Update						David Hawsey	Lynn Elliott
IPEDS - Completions	Graduate information by ethnicity and gender broken down by each of the CIP areas	Lynn Elliott	Sept	IPEDS		David Hawsey	Lynn Elliott
IPEDS - Enrollment	Enrollment broken down by full-time, part-time, gender, ethnicity, degree seeking, academic level, and some programs (math & sciences)	Lynn Elliott	Mar			David Hawsey	Lynn Elliott
IPEDS - Graduation Rates	Graduation rates for the six year cohort by gender, ethnicity, academic level, and number of years to complete	Lynn Elliott	Mar	IPEDS		David Hawsey	Lynn Elliott
SCHEV - Institutional Catalog	Catalog link	Lynn Elliott		SCHEV		David Hawsey	Lynn Elliott
SCHEV - Course Enrollment File	Enrollment information reported by student, listing gender, ethnicity, type, birth date, major, CIP, etc. Also lists every class that they were enrolled in for entire year and all related course information	Lynn Elliott	Sept	SCHEV		David Hawsey	Lynn Elliott
SCHEV - Degrees Conferred	Degree information reported by student, listing gender, ethnicity, type, birth date, major, CIP, etc.	Lynn Elliott	Sept	SCHEV		David Hawsey	Lynn Elliott
SCHEV - Fall Headcount	Enrollment information for fall census date by	Lynn Elliott	Nov			David Hawsey	Lynn Elliott
SCHEV - Graduation Rates	Graduation rates for the six year cohort by gender, ethnicity, academic level, and number of years to complete by student	Lynn Elliott	Jan	SCHEV		David Hawsey	Lynn Elliott
SCHEV - Institutional Information Data File	Basic institutional information, CIP, majors, etc. - can be updated through the year	Lynn Elliott	Oct	SCHEV		David Hawsey	Lynn Elliott
SCHEV L2 - Estimated & Projected Student Enrollment	Enrollment projections	Exec Council	Mar	SCHEV		David Hawsey	Lynn Elliott