2023-2024 Spring Collection and Points of Interest

December 6, 2023 – April 3, 2024

4 components are due:
Fall Enrollment
Human Resources
Finance
Academic Libraries

Fall Enrollment Survey
SBCTC Responsibilities:
- Process Data
- Provide reports to colleges
- Upload Data by March 22, 2024
- Provide support to colleges

College Responsibilities:
- Review Data
- Perform edit checks and resolve any flagged data on the IPEDS web site
- Lock the survey by April 3, 2024

Human Resources Survey
SBCTC Responsibilities:
- Provide support for QARS reports and data
- Upload the data into the IPEDS system by March 22, 2024

College Responsibilities:
- Review QARS reports for accuracy
- Perform edit checks and resolve any flagged data on the IPEDS website
- Lock the survey by April 3, 2024

If you have questions regarding the HR survey for PeopleSoft, please contact Data Services Inbox (DataServices@sbctc.edu or 360-704-4375). See **also HCM IPEDS Reporting Procedures** posted here: https://www.sbctc.edu/colleges-staff/data-services/ipeds-reporting.aspx

Finance Survey

SBCTC Responsibilities:
- Process Data
- Provide reports to colleges
- Provide support to colleges

College Responsibilities:
- Information is hand-entered by College into IPEDS system
- Some calculations will need to be completed by the college
- Perform edit checks and resolve any flagged data on the IPEDS web site
- Lock the survey by April 3, 2024

If you have questions regarding the Finance survey, please contact Lori Carambot (lcarambot@sbctc.edu or 360-704-1029).

<u>Academic Libraries Survey</u>
College Responsibilities:

- The Academic Libraries survey is required from institutions who reported library expenditures greater than $0. Please work directly with your Library Director, Finance Director and/or previous respondents to complete the items in this survey.
- Information is hand-entered by College into IPEDS system
- Perform edit checks and resolve any flagged data on the IPEDS web site
- Lock the survey by April 3, 2024