

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 2061

**TITLE:** REPORTS COORDINATION

**BASED ON POLICY:** 2.06 GENERAL POWERS, DUTIES, AND RESPONSIBILITIES  
OF THE PRESIDENT

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE  
SERVICES/EXECUTIVE DIRECTOR,  
INSTITUTIONAL EFFECTIVENESS,  
PLANNING, AND TECHNOLOGY

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I. Purpose:

To provide a procedure that gives guidance to all areas of the College on their responsibilities and on the sequence of actions necessary for the College to accurately complete reports in a timely manner and in agreement with other reports

II. Procedure:

A. This procedure refers to those reports as identified in the Division of Florida Colleges' Community College and Technical Center Management Information Systems (CCTCMIS) Reports manual and the Integrated Postsecondary Education Data System (IPEDS) data collection schedule.

B. Responsibilities of the reports coordinator:

1. Distribute the schedule of reports at the beginning of each academic year
2. Provide appropriate forms, instructions, data, and any additional information as necessary
3. Assist in the preparation of reports by answering questions or seeking clarification from the Division of Florida Colleges when needed and by coordinating with other areas as necessary
4. Check reports for totality, accuracy, and agreement with other reports insofar as is possible and take all actions necessary to insure these standards are met
5. Obtain the signature of the president, or designee, when necessary
6. Submit reports in a timely manner to meet the due date requirements
7. Forward problems when they are received to the individual responsible for completing the original report and assist in resolving these problems

C. Responsibilities of persons completing reports

1. Understand the information being requested in the report including the procedures to be followed in gathering the information.
2. Complete the report by:
  - a. Entering all applicable items
  - b. Checking the accuracy of information provided
  - c. Ensuring consistency with the same or similar information provided on other reports that they submit
3. Submit the report to the reports coordinator
  - a. By email with files containing personally identifiable information (e.g., social security numbers) encrypted
  - b. At least one week (5 working days) before the due date, unless otherwise agreed

D. The reports coordinator may modify the responsibilities established in Paragraph B above, provided report standards are still maintained.

E. For reports not coordinated by the reports coordinator, individuals completing special reports must notify the reports coordinator by email indicating the completion and submittal of the reports. An electronic copy of the report will be forwarded to the reports coordinator.

**HISTORY: Last Revised 4/30/19**

**Adopted:** 5/17/85

**Reviewed:** 1/31/05

**Revised:** 8/1/89, 1/21/02, 4/29/08, 7/10/12, 4/30/19