

Vernon College
Assessment Activity/Report Communication Form
2014-2015

Title: IPEDS Keyholder Registration

Date of completion: 11-7-2014

Please circle or highlight: Assessment Activity

Report

Both

Highlights of data: Each college that receives Title IV funding must designate a "Keyholder" responsible for assuring all applicable IPEDS reports are completed each year by the due dates. The Keyholder assigns the reports to the appropriate staff members responsible for the required data, and generates passwords and IDs for each. In addition, the Keyholder completes the IC Header Overview before any other surveys can be started.

Use of data: The information questions in the IC Header Overview may only require confirmation of past data if no changes have occurred. Questions pertain to, Educational Offerings, Organization (Controls and Levels), Calendar System, Student Enrollment, Admissions, and other Screening questions.

How associated to Student Success? None. Report only.

Where the report can be found: Office of Admissions and Records, Vernon

Submitted by: Joe Hite, Dean of Admissions and
Financial Aid/Registrar **Date:** 11-7-2014
(Responsible Party)

Received by Office of Quality Enhancement: November 10, 2014
(Date)

Presented to SSBTNCommittee: _____
(Date)