

MEMORANDUM

TO: Presidents
Community College System

FROM: Arthur E. Hohnsbehn
Associate Director State-Level Information Services

SUBJECT: 1998-99 IPEDS Survey

DATE: August 26, 1998

Enclosed are the 1998-99 IPEDS (Integrated Postsecondary Education Data System) survey forms for your college. The forms included in this year's survey are listed below along with the scheduled due dates.

<u>Form Title and Number</u>	<u>Due Date</u>	<u>IS Contact</u>
Institutional Characteristics FORM IPEDS-IC	September 15, 1998	Vicki Strayer
Fall Enrollment FORM IPEDS-EF-2	October 15, 1998	Angelica Pickett
Salaries, Tenure and Fringe Benefits FORM IPEDS-SA	October 15, 1998	Vicki Strayer
Academic Libraries FORM IPEDS-L	October 15, 1998	Joy Barefoot
Finance FORM IPEDS-F-1	December 10, 1998	Vicki Strayer
Graduation Rate FORM IPEDS-GRS-2	January 25, 1999	Vicki Strayer

CC-98-261
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Presidents
Page 2
August 26, 1998

IIPS software will generate the IPEDS survey reports for the Fall Enrollment form. IIPS software will also produce and transmit the data for the Finance form to the System Office.

As in previous years, FORM IPEDS-C-2, Completions, will be generated by the System Office from the CSPIS (Curriculum Student Progress Information System) data file. The Fall Staff report will be generated using your college's data from the Staff Information file as of October 1998.

FORM DCC 7-27, College Assignment of Forms Responsibility, should be completed and returned to Vicki Strayer by September 9, 1998. Please indicate the name of the individual at your college to whom each survey form has been referred for completion. Statistical Services staff will contact these people rather than your office if we have questions concerning the data reported.

Please be sure to keep the supplemental instructions attached to the form when you distribute to the appropriate personnel at your college. These instructions will point out any new reporting requirements as well as clarify IPEDS instructions. The supplemental instructions also point out potential problem areas and list cross-section checks for accuracy.

All completed reports (survey forms or electronic data as appropriate) should be returned to the System Office. Each survey form lists the specific person to whom that form should be returned. Please include a copy of the Transmission of Data form, DCC 7-38, for each survey form submitted. A copy of this form is also attached.

Our office will process all survey forms for the 58 colleges. We will send the completed survey to the US Department of Education via electronic media, as well as to Linda Balfour at UNC-General Administration.

Attachments

CC-98-261
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