Data requested	Date	Notes	January	February	March	April	May	June	July	August	September	October	November	December	Assigned to
Contact list for enrolled students w/ OC as primary campus, organized by: general counseling tab, tabs for each categorical, master list tab	First week of each semester	Following census each term? Fall, spring and summer term. Does counseling need access to Argos to pull the list themselves?	Yes							Yes					John
ACCJC Annual Report Checking/Submission				Yes											Damien
ACCJC Annual Report Data Analysis									Yes						Damien
Add demographic profile for catalog					Yes										Damien
Analyze FYE Discovery Week surveys		Move survey data collection to FYE. Receive data from FYE and analyze disaggregated data.								Yes					Damien
Analyze survey data from the fall term														Yes	Damien and Sofia
Annual AB705 evaluation: english, math and ESL		Enrollment, success and throughput report. Tableau dashboard with and without coreq. support. Add disagg & ASCCC eval questions						Yes	Yes						Damien and Sofia
Annual Work Plan/Reporting Calendar status update			Yes					Yes							Keller, Susie and Sofia
Build APR data analysis programs for FYE, STEM, Exito, TRIO SSS		following census each term? Fall, spring and summer term. Does counseling need access to Argos to pull the list themselves?										Yes			Damien and Sofia
CTEOS student contact data file		State releases student list to the college in December. We provide contact info. for listed students. CTE Dean/admin assistant is contact person for this request.										Yes		Yes	John
Eligible to register but not enrolled by categorical program + general counseling		This should be at the beginning of fall and spring semester; confirm timing. Include applied but never enrolled?	Yes							Yes					John
EOPS, student summary Academic progress, enrollment by term and by academic year.	Four weeks following end of term	Damien and John will meet and figure it out	Yes												Damien and John
ESL Guided Self Placement Questionnaire Revisions		Damien will verify and changes with Mati and will make updates						Yes							Damien
Fall FTE all students for music licenses												Yes			Rocio
Fall transfers by institution previous year													Yes		Damien
Confirm alignment of CSLOs and PSLOs to COR		Twice a year, each primary semester (summer?). John please confirm!								Yes					John
CTEOS Cohorts Contact List		Santa Rosa College will release cohort list to colleges in December or January. Colleges must provide contact information ASAP. For info: https://cteos.santarosa.edu/information	Yes											Yes	John and Susie
Honors eligibility: Students with a HS weighted GPA of 3.25 or a college cumulative GPA of 3.25 with 12 degree applicable/transfer units, students who have transferred not be included (or, maybe exclude students with over 50 units?		John Argos program. FROM JENNIFER: students who have transferred not be included (or, maybe exclude students with over 50 units? To graduate from the Honors Program, they must complete at least 15 Honors units, so what I'm finding is that students with over 50 usually don't have enough coursework left to complete the Program.	Yes					Yes		Yes					John
HSI grant eligibility application		Folder creation and live link Damien	Yes												Damien

Task	Timing	Notes/Method	Owner
IE Website/Tableau Dashboard updates			Rocio
List of students that indicate they are parents or needed child care (month before start of classes & 2 weeks after)	Month before classes start and 2 weeks after semester starts	Argos report	John
Outreach and clearance list of students on probation from previous term	January and May	Add to spring semester around May	John
Outreach list with unit thresholds (15-30, 45+ degree applicable, transfer units)		On demand Argos report Sofia: This was done for outreach. Let's connect with Gaby and Amparo and Oscar and see what we need to do.	John
Outreach/GPA list: All categoricals and special populations		On demand Argos report (GPA, units, program of study, enrollment status ?)	John
Outreach list: Condor Fest list			John
Outreach list: HS students who have completed their OC applications	As needed before priority registration starts	This is for students who will take summer and fall classes. Pull March/April. Request/prompt comes from Imelda and Laura.	John
Outreach list: New applicants following a HS workshop		After a HS Workshop, Laura and Imelda request a list of new applicants for outreach. Pulled once a year, separate list for each HS workshop visit. Must be delivered prior to priority registration	John
Outreach list: Ed plan, students who do not have an abbreviated ed plan and list of students who do not have a comprehensive ed plan (all categoricals and number of units)	Second week of the semester	Argos report	John
Outreach list: students who have created their own abbreviated ed plan	Monthly basis	Report delivered if there are students on the list. This repeats monthly	John
PG committee survey		Updating the surveys for spring distribution	Damien
Plan and develop Flex week presentation			All
Publish current cycle program review dashboards		Tableau	Rocio
Publish current cycle program review forms		Elumen	John
Pull all provisional degree and certificate data and send to Registrar, disaggregated by program code, type of award, age, and ethnicity		TEAMS: damien and john	Rocio or John

Task	Timing	Notes	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	Responsible
Pull Dean's list from prior term		Ask Joel when he needs it; ask Oscar. SOFIA Joel's answer 2.10.22 Hi Sofia, I don't need the dean's list. You may want to check with Oscar because I think he might need it. There is an existing Argos report that pulls the list of students on the dean's list. I believe James also publishes their names on the website so I did provide the list to him in the past. If you are publishing names on the website, you have to make sure you exclude any students that requested their public directory information to be withheld. Since the existing dean's list Argos report didn't have the confidential indicator, I modified the report to include so I can provide James a list he can publish.	Yes				Yes								Rocio or John
Pull TRIO SSS eligible students for Katie Pena		On demand Argos report		Yes											John
Scorecards for Elumen	One week after census	Add this to October also for the fall semester			Yes										John
Analyze Starfish and Accudemia data for student services program review								Yes							Sofis
Develop Business services data for program review (2023)				Yes											Damien and Keller
Analyze Business services data for program review								Yes							Damien
Start current cycle program review dashboards		Tableau						Yes	Yes						Rocio
Start current cycle program review forms		Elumen						Yes	Yes						John
Start SLO scorecards		Twice a year, each primary semester (summer?). John please confirm! Work with curriculum tech for new courses etc.						Yes	Yes						John
Student Equity and Achievement Plan/SEAP updates		Create dashboard Use INTERNAL DATA FOR THE OFF YEARS: STATE DATA FOR SEAP REPORTING YEAR						Yes	Yes						Rocio
Update Internal & External data request form/link to go live July 1								Yes							John and Susie
Update tableau dashboard for EMP metrics			Yes					Yes	Yes						Rocio
Update enrollment dashboards		Rocio and John Cooney dashboards	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Rocio
Update website		Factbook, IPEDS, ACCJC status etc.						Yes	Yes						Rocio
Plan yearly student surveys									Yes						Keller and Sofia
Complete IE program review											Yes				All
Students enrolled in EOPS/CARE, Cum and by term GPA with students above 3.0 GPA	1st week of each semester		Yes					Yes		Yes					John