

# ALBERTA ADVANCED EDUCATION AND TECHNOLOGY

## SCHEDULE OF EDUCATIONAL INSTITUTIONAL ACCOUNTABILITY DATA SUBMISSIONS ON THE 2010/2011

### ACADEMIC YEAR AND IN PREPARATION FOR 2011/2012 ACADEMIC YEAR

March 2011

<u>COMPONENT</u>	<u>SECTOR RESPONSIBLE</u>	<u>FINAL DATE FOR SUBMISSION</u>	<u>TEMPLATES INCLUDED IN SUBMISSION</u>	<u>SUBMISSION FORMATS</u>
EDINFO SUBMISSIONS 2011/2012	All Sectors	March-April 2011 per the submission dates sent to EDinfo contacts		Electronic to EDinfo (this includes PRS database and email)
PROGRAM SESSIONS AND COSTS SUBMISSIONS - STUDENTS FINANCE FULL-TIME POST-SECONDARY DESIGNATED PROGRAMS	All Sectors	<u>Preferred</u> Final Submission Date: <b>May 2, 2011</b>  AET-PRS Sessions and Costs Submission for programs that start August 1, 2011 and beyond.  <b>Note:</b> This supports production implementation of the Students Finance System - Online full time post-secondary funding application targeted for release Early <b>June 2011</b> .	Institutions are required to use AET-PRS to submit accurate program session start/end dates and costs information. (Pertains to programs/ specializations records designated by AET-Students Finance funding only.)	AET-PRS Sessions and Costs Submission Options: <ul style="list-style-type: none"> <li>• Manual Entry via Online access to PRS Original, or</li> <li>• Auto Load process via electronic file submission to the PRS Help Desk</li> </ul> <u>Contact: 780-427-5318 Option 6 or PSIHhelpdesk@gov.ab.ca</u>
2010/2011 PRS RECORDS FINALIZED & LOCKED	All Sectors	May 31, 2011		
ASN MATCHING FILES	All Sectors	May 31, 2011	Through Edulink	Edulink
SUBMISSION OF LERS: (FULL ACADEMIC YEAR 2010/2011)	CARIs, Banff Centre, and IAIs BASIs, ACAD, Polytechs, and CCIs	June 30, 2011 July 30, 2011	Enrolment Data (LERS Table 1 & FLE Credit Enrolment by Operating Rev. and Location report)	Electronic in LERS format, Banff Paper Report (Accountability/Outcomes Reporting Branch)
<u>INSTITUTION SIGN-OFF</u> OF LERS (FULL ACADEMIC YEAR 2010/2011)	CARIs, Banff Centre, and IAIs BASIs, Polytechs, and CCIs	August 31, 2011 September 30, 2011	Summary Format including Enrolments, Graduates, Tuition Fee, and Operating. Revenue & Location	<b>Submission Confirmation signed by Vice President</b> (Accountability/Outcomes Reporting Branch)
PRELIMINARY ENROLMENT SURVEY OF FALL 2011 ENROLMENTS	All Sectors	September 30, 2011	Enrolment Survey Table (as sent out by September 16, 2011)	E-mail (Accountability/Outcomes Reporting Branch)
ADMISSION AVERAGES FALL 2011	All institutions offering baccal. & UT programs	October 14, 2011	Admission Average Template (as sent out by October 3, 2011)	E-mail (Accountability/Outcomes Reporting Branch)
SUBMISSION OF FALL 2011 ASI (APPLICATION DATA)	All Sectors	October 3, 2011	ASI File Layout	Edulink (Accountability/Outcomes Reporting Branch)
<u>INSTITUTION CONFIRMATION</u> OF FALL 2011 ASI	All Sectors	October 31, 2011	Institutional Fall 2011 ASI Cube	<b>E-mail confirmation by Registrar and cc VP</b> (Accountability/Outcomes Reporting Branch)
PRELIMINARY ENROLMENT REPORT FOR HWAP 2007 FUNDED PROGRAMS	All Sectors	November 1, 2011	Word Enrolment table	Paper Copy (Post-secondary Planning & Investment Branch)

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March 2011

<i>COMPREHENSIVE INSTITUTIONAL PLAN (CIP) (2011/12 – 2013/14)</i>	CARIs and Banff Centre	March 15, 2011		Electronic via CAPS One hard copy from the Board Chair to the Minister Eight hard copies to the Deputy Minister
	All other PSIs	June 1, 2011		
<i>AUDITED FINANCIAL STATEMENTS (FISCAL YEAR 2010/2011)</i>	CARIs and Banff Centre	July 15, 2011		OAG submits paper copy for the publics while Banff Centre & IAIs directly submit a paper copy (Post-secondary Planning & Investment Branch)
	BASIs, ACAD, Polytechs, CCI and IAIs	October 31, 2011		
<i>ANNUAL REPORT – 2010/2011</i>	All Sectors	6 months after end of fiscal year		<b>One Copy from the Board Chair to the Minister</b> and eight copies to the Deputy Minister
<i>SUBMISSION OF FIRS (FISCAL YEAR 2010/2011)</i>	CARIs and Banff Centre	July 30, 2011	Rev., Exp., Indirect & TFP Compliance	Electronic in FIRS Format (Post-secondary Planning & Investment Branch)
		August 31, 2011	All Remaining Templates	
	BASIs, ACAD, Polytechs, CCI and IAIs	November 15, 2011	All FIRS Templates	
<i>SUBMISSION OF KPIRS (FISCAL YEAR 2010/2011)</i>	All sectors except Banff Centre	November 15, 2011	KPIRS Costing and Reconciliation Templates	Electronic in KPIRS Format (Post-secondary Planning & Investment Branch)
<i>INSTITUTION SIGN-OFF OF 2010/2011 FIRS &amp; KPIRS COSTING SUBMISSIONS</i>	All Sectors	December 15, 2011	Complete FIRS & KPIRS Costing & Reconciliation reports	<b>Sign-off letter by Vice President</b> (Post-secondary Planning & Investment Branch)
<i>OTHER KPIRS FINAL SUBMISSION ACADEMIC YEAR 2010/2011</i>	All Sectors	December 23, 2011	All Remaining Templates (such as Access – Non-credit and PBU Course Completion)	Electronic in KPIRS Format (Accountability/Outcomes Reporting Branch)
<i>TUITION VALIDATION – SUBMISSION OF DRAFT 2012/2013 AVERAGE INCREASE REPORT</i>	CARIs, BASIs, Polytechs, ACAD and CCI	December 1, 2011	Templates are provided electronically by Advanced Education and Technology	E-mail (Accountability/Outcomes Reporting Branch)
<i>INSTITUTIONAL SIGN-OFF – TUITION VALIDATION – SUBMISSION OF FINAL 2012/2013 AVERAGE INCREASE REPORT</i>	CARIs, BASIs, Polytechs, ACAD and CCI	March 15, 2012	Templates are provided electronically by Advanced Education and Technology	<b>E-mail &amp; Paper Copy signed by VP Finance</b> (Accountability/Outcomes Reporting Branch)
<i>PRS PROGRAM PROPOSALS FOR NEW PROGRAMS AND MAJOR CHANGES (CERTIFICATES AND DIPLOMAS) COMMENCING SEPT. 2012</i>	CARIs, BASIs, Polytechs, ACAD and CCI	January 31, 2012	PRS Templates	Through PRS from the Office of Vice-President, Academic
<i>PRS PROGRAM PROPOSALS FOR MINOR CHANGES (E.G., LOADS AND LENGTH) TO BE IMPLEMENTED IN SEPTEMBER 2012</i>	All Sectors	February 29, 2012	PRS Templates	Through PRS from the Office of Vice-President, Academic