



## **OTERO COLLEGE PROCEDURE**

### **OCP 4.2: Data Entry and Reporting Responsibilities**

**OCP REFERENCE NUMBER:**

OCP 4.2

**REVISED/REVIEWED ON:**

March 3, 2025

**EFFECTIVE:**

July 2015

**APPROVED BY:**

Otero College Cabinet

**APPLICATION:**

Data entry and reporting at Otero College are managed by individual departments based on functional responsibilities. Otero College contracts with the Office of Institutional Research (IR) and Effectiveness at Front Range Community College (FRCC). FRCC's IR office assists with reviewing data and reports for integrity and accuracy as needed and where their access to the data is authorized.

**BASIS:**

Data entry and responsibility for ensuring data integrity are managed by various departments that enter data into Banner as part of their daily business operations. Responsibility for the management of key data sets is as follows:

- Student records; registrar and admissions
- Financial aid: director of financial aid
- Finance: vice president of business and administrative services
- Employee: director of human resources

**PROCEDURE:**

COGNOS is the reporting system provided by the Colorado Community College System (CCCS) to generate reports using data captured in Banner. The Office of IR and Effectiveness provides support and assistance to Otero College staff using the COGNOS system.

Otero College faculty and staff may generate COGNOS reports using standard, pre-established formats. Customized reports and training in using COGNOS may be requested from the Office of IR and Effectiveness. Requests requiring extensive customization or the



inclusion of certain types of data may require CCCS approval. The Office of IR and Effectiveness will submit requests for CCCS approval when required.

The business owners responsible for managing data entry for each functional area are also responsible for managing the submission of required state data reports for their area. The Office of IR and Effectiveness will review those reports to which their access is authorized prior to final report submission to verify the quality and accuracy of the data included.

The Office of IR and Effectiveness serves as the main point of contact for Otero College for all required IPEDS federal reports. The Office coordinates with business owners to assemble and submit required federal reports based on deadlines and other guidelines provided by the U.S. Department of Education and other entities requiring reports.

**REVISING THIS PROCEDURE:**

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.