# MIS Executive Committee

# Meeting Minutes

August 11, 2011

1. MIS Status

Reviewed the Status of upcoming MIS data file submissions, including:

•Summer 2011 Term-based files: No processing has begun. We will begin to generate some preliminary batch processing reports within the next 2-3 weeks.

•Annual Program Awards file

Batch and initial processing has been completed

Made one submission to State prior to website downtime and identified 7 rejections due to students earned a certificate from a ‘now’ inactive program. Responsible areas were notified and corrected the rejects. The file will be resubmitted upon website availability.

•Annual Financial Aid file

 The FA processing had an issue last year because students were coded as a Crafton student but was actually a Valley student (or vice versa). At that time it was revealed that the existing FA program uses a student’s most current academic program to determine the student’s college of record. Many students apply to both colleges, ultimately deciding on one to attend – however, the one which they attended may not be the one with the student’s most current academic program. It was discussed that this is an issue not only here at SBCCD, but with other Datatel community colleges, and that this issue is being addressed by the Datatel Technical Programmer/Analyst with whom the 3CDUG MIS Task Force meets with (via phone conference) on a bi-weekly basis.

•Annual Assessment file

 The Assessment file contains information on student assessment tests administered during the reporting year, and is due October 1st for the previous year. There are typically no issues with the processing or validation of these records, and we expect to meet the deadline without incidence.

•Annual Employee Fall Collection files

Employee Basic (EB) and Employee Assignment (EJ) are the 2 data files reported for this process. A question was raised about the timeliness of getting the data ready for submission. It was noted that this annual EB/EJ reporting data has experienced no time delays; as used to be the case with the Summer term EB data due to Board approval.

1. FISAP Reporting

The Fiscal Operations & Application to Participate Report is due September 30, 2011. We have begun collecting the necessary data. Income Range reports will be generated next week for use by the FA Directors.

1. BFAP Reporting

It was discussed that the BOGW counts are derived from an existing query. We need to run both the BOGW query and FA MIS and compare counts to ensure all BOGWs are included in the BFAP reporting. It was discussed how the BOGW awards are unique because it is the only award which can be reported with zero dollars, and that we must include those students who drop after the class 1st census date, but exclude those who drop prior to the class census date.

1. SG – Student Special Populations Group

New Screens - Reviewed the ‘new’ Datatel end-user screens that will be used for capturing and managing these special populations.

Training - Briefly discussed when/where/how/who training on this new process should be accomplished. The committee agreed that we would be best to wait until the programming has been completed by Datatel before discussing end-user training. The list of contact persons for the following special populations was updated as follows:

•Added Brian Mullgrav for Military/Dependent-Status

•Added Rejoice Chavira for Foster-Care-Status

•Added Dan Angelo for First-Generation-Status

Data Element Derivation - There were questions raised about where the data for the specific data elements will be derived. It was noted that data element derivation was an at-length discussion at our prior meeting on 7/28/11, and would be sent out again to the committee.

1. Chancellor’s Office Data Submission Website Downtime for 2011

The MIS submission website is down August 8th, 2011 thru August 28th, 2011. It was noted that the website actually was taken down early, on Thursday, August 4th, 2011.

1. National Student Clearinghouse – Contacts & Responsibilities

Discussed the Financial Aid Directors review of the Clearinghouse Submission Schedule, Contacts and Responsibilities.

The Submission Schedule and Contacts List were reviewed at our FA Directors meeting on Wednesday, August 10, 2011; at which time the schedule was modified from 5 submissions per term to 3 submissions per term. Received email from clearinghouse recommending that we submit every 30 – 45 days rather than only 3 times a term. Based upon the Clearinghouse’s recommendation, the committee agreed that we should submit at a minimum of 4 times a term. Therefore, we modified the submission schedule to 4 times a term, to include one submission on term start date, one on term census date, and one subsequent to end of term and the last submission would be at term end.

The Contacts & Responsibility list was reviewed by the committee and revised based upon the role of the contact person. The role of User Administrator will be with the Financial Aid Directors, with an additional person for backup. The committee’s recommendations will be discussed/reviewed with the Financial Aid Directors, discussed/reviewed again with this committee, and then revised with the Clearinghouse.

Attachments:

SG Data Derivation

NSC School Contacts (Crafton & Valley)

NSC Contact Responsibilities