**MIS Executive Committee Meeting**

*As of* August 25, 2011

# I. MIS – Term & Annual Reports - Upcoming

|  |  |  |
| --- | --- | --- |
| Record | File | Due |
| Summer 2011 | All Term-Based Files | Sept. 12, 2011 (30 days after end of term) |
| SP | Program Award File | Sept. 1, 2011 (Ready to submit) |
| FA | Financial Aid | Oct. 1, 2011 (drop dead date is Dec. 1, 2011) |
| SA | Assessment | Oct. 1, 2011 |
| EB/EJ | Employee Fall Collection | Nov. 1, 2011 |

# II. FISAP Reporting

|  |  |  |
| --- | --- | --- |
| Name |  | Due |
| Fiscal Operations & Application to Participate | | Sept. 30, 2011 -Reports distributed to FA  Currently validating FWS numbers |

# III. BFAP Reporting

|  |  |  |
| --- | --- | --- |
| Name |  | Due |
| BOGW Awards | | Oct. 14, 2011 (Validating terms) |

Comparison of following sources:

•FMGT report: 2010 includes 2010FA, 2011SP, and 2011SM (awarded, not necessarily disbursed)

•MIS Fin Aid: 2010 includes 2010SM, 2010FA, and 2011SP

•Queries: Can be generated specifying which terms to include.

# IV. National Student Clearinghouse

# •Fall 2011 Submission Dates

Updated the Submission Dates and sent the 1st submission on 08/16/11

# •Contacts & Responsibilities

FA Directors to send updated College contacts list to [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org)

requesting update (Updated lists attached).

# V. GE – Gainful Employment Reporting

|  |  |  |  |
| --- | --- | --- | --- |
| # | Task | Departments | Date Required |
| 1 | Update Matriculation SM01/SM02 prior terms | ***Optional***  – Student Serv/Instruction | September 20th, 2011 |
| 2 | Retrieve ‘potential cohort’ created by CCCCO MIS for years 2006-07 thru 2009-10 | DCS/Research - send to Instruction | Cohort available 9/27/11 |
| 3 | Validate the ‘potential cohort’ data records | Instruction | Upon receipt of cohort |
| 4 | Update Gainful Employment Status in CI | Instruction | October 1st, 2011 |
| 5 | Retrieve ‘potential cohort’ created by CCCCO MIS for year 2010-2011 | DCS/Research - send to Instruction | 2010-2011 Cohort  Available on 10/24/11 |
| 6 | Report GE Status years 2006-07 thru 2010-11 | DCS thru NSC Clearinghouse process | November 15, 2011**\*** |

**\***If unable to report, the institution must provide an explanation sent to [GE-Missing-Data@ed.gov](mailto:GE-Missing-Data@ed.gov)

# VI. Chancellor’s Office Data Submission Website Downtime for 2011

* August 8, 2011 thru August 28, 2011 – Should be available Monday, August 29, 2011.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name/Title/Address** | **Telephone** | **Fax** | **E-mail Address** | **Responsibility** | **Web Access?** |
| LARRY AYCOCK  ADMISSIONS & RECORDS  COORDINATOR/ETX  11711 SAND CANYON RD.  YUCAIPA, CA 92399 | (909) 389-3663 |  | laycock@craftonhills.edu | Degree Online Update  Degree Research  Online Update  **User Administrator**  Web | Yes |
| JOE CABRALES  DEAN, STUDENT SERVICES  11711 SAND CANYON RD  YUCAIPA, CA 92399 | (909) 389-3368 |  | jcabrale@craftonhills.edu | Registrar  Reports | No |
| BENJAMIN MUDGETT  RECORDS EVALUATOR  11711 SAND CANYON RD.  YUCAIPA, CA 92399 | (909) 389-3370 |  | bmudgett@craftonhills.edu | Degree Online Update  Degree Research  Online Update  Web | Yes |
| JOHN MUSKAVITCH  FINANCIAL AID DIRETOR  11711 SAND CYN RD  YUCAIPA, CA 92399 | (909) 389-3269 | (909) 794-7881 | jmuskavitch@craftonhills.edu | Financial Aid Director  **User Administrator**  Web | Yes |
| ADMISSIONS & RECORDS OFFICE  11711 SAND CANYON ROAD  YUCAIPA, CA 92399 | (909) 379-3372 |  |  | Certification Address | No |
| FLOYD SIMPSON  ADMISSIONS & RECORDS TECHNICIAN  11711 SAND CANYON RD.  YUCAIPA, CA 92399 | (909) 389-3371 |  | fsimpson@craftonhills.edu | Degree Online Update  Degree Research  Online Update  Web | Yes |
| KEITH WURTZ  DIRECTOR OF RESEARCH & PLANNING  11711 SAND CANYON ROAD  YUCAIPA, CA 92399 |  |  | kwurtz@craftonhills.edu | FTP  StudentTracker Operations | No |
| JUANITA SOUSA  FINANCIAL AID OFFICE  11711 SAND CANYON RD  YUCAIPA, CA 92399 | (909) 389-3224 |  | jsousa@craftonhills.edu | Online Update  **User Administrator**  Web | Yes |
| DIANNA JONES SYSTEM USER LIAISON 441 WEST 8TH STREET  SAN BERNARDINO, CA 92401 | (909) 384-4364 | (909) 885-3371 | dijones@sbccd.cc.ca.us | FTP  Submission Data  Degree Verify Coordinator  Web | Yes |
| MIKE TRAN  SENIOR PROGRAMMER ANALYST  441 W. 8TH ST.  SAN BERNARDINO, CA 92399 | (909) 384-4351 | (909)885-3371 | mtran@sbccd.cc.ca.us | FTP  Submission Data Alternate  Programmer/Technical  Web | Yes |
|  |  |  |  |  |  |

**National Student Clearinghouse Contact List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Code** |  | **Branch** |  | **Name** |
| **009272** |  | **00** |  | **CRAFTON HILLS COLLEGE** |

**National Student Clearinghouse Contact List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Code** |  | **Branch** |  | **Name** |
| **001272** |  | **00** |  | **SAN BERNARDINO VALLEY COLLEGE** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name/Title/Address** | **Telephone** | **Fax** | **E-mail Address** | **Responsibility** | **Web Access?** |
| APRIL DALE-CARTER  ADMISSIONS & RECORDS COORDINATOR  701 SOUTH MT. VERNON AVENUE  SAN BERNARDINO, CA 92410-2798 | (909) 384-8922 | (909) 889-4988 | acarter@sbccd.cc.ca.us | Degree Online Update  Degree Research  Online Update  **User Administrator**  Web | Yes |
| DANIEL ANGELO ASSOCIATE DEAN OF ENROLLMENT MANAGEMENT 701 SOUTH MT. VERNON AVENUE SAN BERNARDINO, CA 92410-2798 | (909) 384-8568 | (909) 889-4988 | dangelo@valleycollege.edu | Registrar  Reports | No |
| STEVEN SILVA  RECORDS EVALUATOR  701 SOUTH MT. VERNON AVENUE  SAN BERNARDINO, CA 92410-2798 | (909) 384-8953 | (909) 384-9226 | ssilva@valleycollege.edu | Degree Online Update  Degree Research  Online Update  Web | Yes |
| OFFICE OF THE REGISTRAR 701 SO MT VERNON AVE SAN BERNARDINO, CA 92410 | (909) 888-6511 |  |  | Certification Address | No |
| JOSEPH NGUYEN FINANCIAL AID DIRECTOR 701 S. MT. VERNON AVENUE SAN BERNARDINO, CA 92410 | (909) 384-8677 | (909) 384-9226 | jnguyen@valleycollege.edu | Financial Aid Director **User Administrator** Web | Yes |
| MARIA TRUJILLO FINANCIAL AID SPECIALIST II 701 SOUTH MOUNT VERNON AVENUE SAN BERNARDINO, CA 92410 | (909) 384-8688 |  | mtrujil@valleycollege.edu | Online Update  **User Administrator** Web | Yes |
| MARIE PEREZ FINANCIAL AID SPECIALIST I 701 SOUTH MOUNT VERNON AVENUE SAN BERNARDINO, CA 92410 | (909) 384-8678 |  | mperez@valleycollege.edu | Online Update Web | Yes |
| JAMES SMITH DIR OF RESEARCH & PLANNING 701 SOUTH MT. VERNON AVENUE  SAN BERNARDINO, CA 92410 | (909) 384-8600 | (909) 885-3371 | jasmith@sbccd.cc.ca.us | FTP  StudentTracker Operations | No |
| DIANNA JONES SYSTEM USER LIAISON 441 WEST 8TH STREET  SAN BERNARDINO, CA 92401 | (909) 384-4364 |  | dijones@sbccd.cc.ca.us | FTP Submission Data  Degree Verify Coordinator  Web | Yes |
| MIKE TRAN SENIOR PROGRAMMER 441 WEST 8th STREET  SAN BERNARDINO, CA 92401 | (909) 384-4351X1269 | (909) 381-4506 | mtran@sbccd.cc.ca.us | FTP Submission Data Alternate  Programmer/Technical Web | Yes |

Updated Submission Schedule\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Term** | **First of Term** | **Subsequent 1\*** | **Subsequent 2** | **Subsequent 3** | **\*Term Census** |
| Fall 2011 | 08/15/2011 | 09/6/2011 | 10/26/2011 | 12/16/2011 | 09/06/2011 |
| Spring 2012 | 01/17/2012 | 02/6/2012 | 03/30/2012 | 05/24/2012 | 02/06/2012 |
| Summer 2012 | 05/29/2012 | 07/9/2012 | 08/10/2012 |  | |