Thursday, September 20, 2012

The 09/20/12 MIS meeting began at 8:30am in 8th Street Annex Conference Room, with the following discussions and individuals in attendance (\* = *via CCC Confer*):

Present: *Marco Cota*, *Keith Wurtz*, *Cory Brady*, *James Smith*\*, *Amalia Perez*\*,

 *Corrina Baber*\* and *Dianna Jones*

1. MIS Summer 2012 Session files
2. Faculty (EB) file has not yet been received. All other Summer 2012 session MIS files have been generated and have passed the syntactical, referential, and data quality edits. Upon receipt of the EB file, we can complete the final submission. The target submission date is September 28th, 2012.
3. Existing SG data file currently contains only the Military and Foster Youth which are derived via information that resides within Colleague. In order to capture other special populations, such as Puente, MCHS, UMOJA, and First Generation Status we must receive a savedlist of students to process for each of these specific populations.
4. Financial Aid RESUBMISSIONS (2010 & 2011) – Zero $ BOGWs

Discussed the fact that colleges must resubmit 2010 and 2011 prior years’ financial aid MIS data files because of the high number of Zero $ BOGWs submitted. In order for institutions to include the 0$ BOGW award, the institution must be able to “affirmatively document those students who attended at least one meeting of a course prior to dropping all courses”.

 Since community colleges do not ‘take attendance’ in weekly or daily census classes, further discussion continued on how we could “identify, document, and process” a student’s attendance in at least one meeting of a course. Following were suggestions on how to *identify*, *document*, and *process* 0$ BOGW attendance:

*Identify*

1. Gradebook – check if student had a graded assignment for the course for the term.
2. Online Courses – check if Blackboard can provide us with a report of attendance (log-in).
3. Late Adds – check “used” late add codes of any 0$ BOGW students.
4. Positive Attendance Courses – check positive attendance hours for 0$ BOGW students.

*Document*

1. Use SATS to indicate last date of attendance based on drop date (manual process).

*Process*

1. Generate the FA MIS file with ‘Report Zero BOGWs’ flag set to ‘No’, then manually update the flag to ‘Yes’ based upon above positive identification and documentation.

Based on the District Total # of Zero $ BOGWs reported for 2010 and 2011, Keith Wurtz’ estimated that it was approximately $238-$240 per student; that is an approximate $790,000 loss of funding per year for 2010 and 2011. Keith Wurtz and Marco Cota requested a breakdown by College of Total # of Zero $ BOGWs reported for 2010 and 2011.

The Committee agreed that the final decision on whether or not to exclude all Zero $ BOGWs or to attempt to identify, document, and process legitimate zero $ BOGWs, should be brought before the upcoming District Applications Workgroup (DAWG) meeting on Wednesday, October 3rd, 2012.

There was also discussion on how other community colleges are handling the Zero $ BOGW issue. There were 40 colleges that over-reported the number of Zero $ BOGW awards, but all colleges have to resubmit 2010 and 2011.

1. Gainful Employment

The GE *Reporting* requirement is currently ‘not required’, and the DOE is monitoring this component. However, the *disclosure* requirement is still in place, and we have been informed that a major update to the disclosure requirement process is around the corner.

1. Student Special Populations Group (SG)

The individual(s) responsible for these areas need to submit a list of their students to be included in the MIS SG file submission. Of the 10 Special Populations within the SG file, the following have been identified as active for SBCCD:

• Military Status

• Military Dependent Status

• Foster Care Status

• PUENTE Status – *requires a savedlist of students*

• MCHS and/or ECHS Status – *requires a savedlist of students*

• UMOJA Status – *requires a savedlist of students*

• First Generation Status – *identification and savedlist of students*

We do not report:

•Incarcerated Status

•MESA and ASEM Status

•CAA Status

A follow-up email requesting student lists will be sent to the individuals responsible for the active special populations reported by SBCCD.

The meeting adjourned at 9:30am.