Thursday, December 13, 2012

The 12/13/12 MIS meeting began at 8:30 am in 8th Street Annex Conference Room, with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Marco Cota\*, Colleen Gamboa\*, Amalia Perez*\*, *Cory Brady, and Dianna Jones*

**Absent:** *Corrina Baber (vacation)*, *Keith Wurtz (meeting), Joe Cabrales (meeting), Joyce Bond,*

*James Smith, Kirsten Colvey, Dan Angelo*

1. MIS Fall 2012 Reporting Timeline

Discussed the upcoming MIS Fall 2012 reporting timeline, and the role of the academic standing process which is completed by college staff.

**II. MINF/XMINF**

Since there was no representative present for discussion of this request, it will be tabled until our next meeting on Thursday, January 10th, 2013.

1. IPEDS Reporting

There was no discussion on this topic since Keith was unable to attend today’s meeting. Upon completion of Keith’s analysis, the MIS Committee will discuss how the District can ensure the accuracy and integrity of the data that we are reporting to IPEDS:

1. IPEDS Reporting on Institutional Characteristics and 12-Month Enrollment
2. IPEDS Reporting on Fall Enrollment
3. IPEDS Reporting on Human Resources and Finance
4. IPEDS Reporting on Graduation Rates and 200% Graduation Rates
5. IPEDS Reporting on Student Financial Aid
6. SG Data – Responses to email requests

Discussed 12/10/12 email which was sent to offices responsible for special student population groups as defined in the MIS SG file. Marco stated that he advised the Puente and Tumaini coordinators to submit student names, however, none have been received to date.

1. MIS – Employee Fall Collection – Fall 2012

The MIS Employee Fall Collection data file for Fall 2012 was successfully submitted on 12/4/12.

1. Miscellaneous

There were no miscellaneous items of discussion.

The meeting adjourned at 8:50am. The next MIS Executive Committee Meeting will be Thursday, January 10th, 2013