Thursday, March 21, 2013

The 03/21/13 MIS Executive Committee meeting began at 8:30 am in 8th Street Annex Conference Room with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Keith Wurtz\*, Marco Cota\*, Corrina Baber*\*, *Joyce Bond, Cory Brady, and Dianna Jones*

**Absent:** *Joe Cabrales, Vicky Franco, Kirsten Colvey, Dan Angelo, James Smith, Amalia Perez, and Colleen Gamboa*

1. MIS Fall 2012 Reporting Issues

Discussed the updates made since our last meeting:

•SB – Created the HDO Ticket and resolved the Student Basic (SB) error of 1899 Grad Year.

•CB – Received the CB00 Unique identifiers for Crafton Hills’ courses MATH-943 and MATH-953.

We are currently processing all MIS data files, and one outstanding issue remains with the Student Enrollment (SX) data error “*Enroll Drop Date Before Section 1st Census Date*”, which affects approximately 81 enrollment records. These are students with a grade of ‘W’ for a course with a drop date prior to census. Discussion continued in regards to the impact of changes made to withdrawal period (AP4233). Further research is required to determine what corrective measures are necessary to correct the problem.

California Community College, Guidelines for Title 5 Regulations, Chapter 6, Part 2, Section 55024. Withdrawal, (3) states the following:

“*No notation (“W” or other) shall be made on the academic record of the student who withdraws during the first four weeks or 30 percent of a term, whichever is less. The governing board may establish a period of time shorter than the first four weeks or 30 percent of a term, during which no notation shall be made.”*

**II. SB70 Reporting**

Discussed the CSAC SB70 data files that have been downloaded from the Chancellor’s Office website; these files will be sent to the College Financial Aid Offices for submission via Web Grants. The deadline is March 31st, 2013. DCS will work with the Financial Aid Coordinators to get the files submitted.

1. ARCC Reporting

Discussed the requested update to our ENGL-914 CB21 (College-Level) code for prior terms. Keith Wurtz will confirm prior terms’ ENGL-914 CB21 codes have been updated as requested and are reflected in our ARCC reporting.

1. Miscellaneous

No other issues were discussed.

The meeting adjourned at 9:08am. Our next regularly scheduled MIS Executive Committee meeting is Thursday, April 4th, 2013.