**MIS Executive Committee Meeting**

Thursday, April 4th, 2013

8:30 to 9:30am

1. **MIS - Fall 2012 (SX02 Error) - Submitted**

One unresolved issue remains with the Student Enrollment (SX) data file, which is producing the error “***Enroll Drop Date Before Section 1st Census Date***” for approximately 81 enrollment records. These students have a grade of ‘W’ for a course that was dropped prior to census date. (*Referential Edit Report attached*)

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.”*

If left unresolved, this issue can have ***negative impact*** on effected students’ ***academic standing*** calculation and/or financial aid ***satisfactory academic progress*** (SAP).*.*

**II. SB 70 Reporting**

The Enrollment (EN), Graduate (GR), and Job Placement (JP) files were uploaded to CSAC via Web Grants by the College Financial Aid Offices on Friday, March 22nd, 2013.

1. **ARCC Reporting**

Confirm update of ENGL-914 CB21 code reflected in English improvement rate.

**IV. Spring 2013 - MIS Proposed Timeline**

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| **From** | **To** | **Description** |
| 06/10/13 | 06/14/13 | Preliminary run of the MIS Spring 2013 term data files |
| 06/17/13 | 06/18/13 | DCS Internal Review of MIS data files and parameter |
| 06/19/13 | 06/20/13 | Academic Standing processing |
| 06/24/13 | 06/25/13 | Initial run of MIS Spring 2013 term data files |
| 06/26/13 | 06/27/13 | Distribute Syntactical and/or referential edit reports for review/correction |
| 06/28/13 | 07/05/13 | Departmental corrections/updates |
| 07/08/13 | 07/09/13 | Secondary run of MIS Spring 2013 term data files |
| 07/10/13 | 07/11/13 | Distribute Syntactical and/or Referential edit report for correction |
| 07/12/13 | 07/16/13 | Departmental corrections/updates |
| 07/17/13 | 07/18/13 | DCS validation of MIS data files |
| 07/19/13 | 07/19/13 | Submit FINAL Spring 2013 Term MIS data files to State |

**V. IPEDS Reporting (Discussion led by Keith Wurtz)**

1. IPEDS Reporting on Institutional Characteristics and 12 Month Enrollment
2. IPEDS Reporting on Student Financial Aid
3. IPEDS Reporting on Fall Enrollment
4. IPEDS Reporting on Graduation Rates and 200% Graduation Rates
5. IPEDS Reporting on Human Resources and Finance