Thursday, April 4, 2013

The 04/04/13 MIS Executive Committee meeting began at 8:30 am in the 8th Street Annex Conference Room with the following discussions and individuals in attendance (\* = *via CCC Confer*):

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

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

1. MIS Fall 2012 Submitted (SX02 error outstanding)

The committee was advised that the Fall 2012 MIS data has been submitted to the State without the 81 SX02 rejected records for students with a grade of ‘W’ for a course dropped prior to census date. Discussed the outstanding issue with SX02 – *“Enroll Drop Date Before Section 1st Census Date”*, and the negative impact of not correcting these enrollment records to comply with Title 5 Regulations regarding the assignment of Withdrawal grade. Reiterated that if left unresolved, this issue can negatively impact academic standing calculation as well as financial aid satisfactory academic progress. Keith added that it could also lower our student success rate.

Cory mentioned that the change from 30% to 20% for Withdrawal was approved sometime last year via AP4233. DCS will confirm if the Calculation Notes, which specify *“last day to drop without ‘W’ is Friday of 3rd week”* although Census is Monday of the 4th week, are part of the approved Administrative Procedure. If not, board approval is not required to change the calculation from Friday of the 3rd week to Monday of the 4th week.

Keith stated that he would talk with Joe Cabrales and Larry Aycock regarding the 19 Crafton enrollment records that were rejected. The remaining 62 rejected enrollment records were for Valley students.

**II. SB70 Reporting**

The SB70 files (Enrollment, Graduate, and Job Placement) were successfully transmitted to the State by the Financial Aid offices on Friday, March 22nd, 2013.

1. ARCC Reporting

Keith is validating the data to ensure that ENGL-914 CB21 code has been applied historically and is reflected in our English improvement rate.

1. Spring 2013 – MIS Proposed Timeline

Briefly reviewed the Spring 2013 timeline and advised that XMDR is available for validation purposes.

1. IPEDS Reporting (Discussion by Keith Wurtz)

No discussion

The meeting adjourned at 9:10am. Our next regularly scheduled MIS Executive Committee meeting is Thursday, April 18th, 2013.