Thursday, July 25th, 2013

The 07/25/2013 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, Ben Gamboa*, *Joyce Bond, Cory Brady, and Dianna Jones*

**Absent:** *Kirsten Colvey, Vicky Franco, Amalia Perez, Colleen Gamboa, James Smith,*

 *Marco Cota-schedule conflict, Corrina Baber-schedule conflict, and Joe Cabrales-schedule conflict*

1. MIS –Spring 2013 Reporting

Advised committee that Spring 2013 MIS data was transmitted to State Chancellor’s Office on Tuesday, July 23, 2013, prior to the August 1st allocation deadline for categorical programs. A breakdown of the record counts by college was provided via the agenda. Data reports were distributed to categorically funded offices, such as EOPS, DSPS, and CalWORKS, which validated/confirmed their respective numbers.

1. Status: SX02 error (Grade of ‘W’ for courses dropped prior to census date.)

Discussed this outstanding issue which continues to occur with the Spring 2013 reporting.

•If these are valid prior-to-census date drops, exclude record from the MIS SX reporting, and remove the ‘W’ grade. Otherwise, we need to resolve the issue with the census date/drop grade process.

Additionally, Valley has 8 outstanding SX04/SX02 “Invalid Drop Date” errors that need to be corrected prior to August 10th if they are to be included in a Spring 2013 term resubmission.

1. Degree File - National Student Clearinghouse

Spring 2013 Degree file was submitted on 7/16/2013. CHC had 428 records; SBVC had 629 records.

1. Webinar – CCCCO MIS Update on Summer 2014 Data Collection

Discussed the State Chancellor’s Office memo regarding the August 7th, 2013 webinar to review Summer 2014 Data Collection changes which includes the new Student Success Data file. The committee was advised that we will need to schedule some meetings to discuss the structure of the new Student Success Data file and how the data elements will be collected, maintained, and reported. Keith suggested that we schedule the Student Success meetings to occur during the existing MIS meetings timeframe. These Student Success meetings will occur in late August or early September. Further details will be provided as Ellucian (Datatel) completes the data mappings for the new SS file.

Keith asked about the status of his Project Request to implement the new Student Planning Module. Cory stated that he will check with Jeremy on the status of this project request, and that two Informer Reports (Student Ed Plans) have been created to identify student(s) who have course planning data in WebAdvisor. One of these reports is for use by counselors only.

1. IPEDS Reporting

No discussion – item will remain on agenda.

1. Miscellaneous

Advised committee of upcoming reporting due dates:

•September 1st – Annual Program Awards file

•September 20th – Summer 2013 session term-based reporting

•October 1st – Annual Financial Aid & Assessment files

The meeting adjourned at 9:05am. Our next regularly scheduled MIS Executive Committee meeting is Thursday, August 8th, 2013 at 8:30am in the 8th Street Annex Conference Room.