Thursday, August 8th, 2013

The 08/08/2013 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, Rebecca Warren-Marlatt, Kirsten Colvey, Joe Cabrales, Ben Gamboa*,

 *\*Corrina Baber,* *Joyce Bond, Cory Brady, and Dianna Jones*

**Absent:** *Vicky Franco, Colleen Gamboa, James Smith, Marco Cota-schedule conflict, and*

 *Amalia Perez-schedule conflict*

1. MIS – Spring 2013 Reporting

Committee reviewed the Annual Reporting timeline for MIS, FISAP, and BFAP. We also discussed the need to have the Financial Aid department oversee the collection and coordination of the data required for FISAP and BFAP. DCS will provide the necessary reports and/or data, but the coordination has previously been done by SBVC Financial Aid Director. These reports/data will go to Joe Cabrales for delegation to his designee.

1. MIS – Summer 2013 Reporting

Advised committee of the upcoming Summer session reporting requirements which includes the existing 12 MIS data files that have a target submission date of September 20, 2013.

1. Student Ed Plans

The committee discussed the Informer Report that was provided by Keith Wurtz for review of where/how to determine and track ‘Abbreviated’ versus ‘Comprehensive’ Ed Plans. Kirsten provided an overview of workflow used by counselors. Kirsten indicated that the current process, at Crafton, is for new students to complete online Course Planning for two terms, selecting an “Undecided” major. It was discussed that the ‘undecided’ major causes issues with Financial Aid SAP processing and could cause a problem with MIS reporting of the new Student Success (SS) data file.

Kirsten stressed that we need a method of automation to move the WebAdvisor E-Advising content into Colleague (Datatel). Kirsten indicated that entering data into multiple platforms (WebAdvisor, SARS, Datatel screens) is not an efficient method for counselors or for student educational plan processing.

Keith suggested that we add “Student Planning Module” as an ongoing item on the MIS Agenda. Since SBCCD is one of the beta testers for the new SS data file that is being developed by Ellucian, we will have an opportunity to review and test the ‘proposed’ new Student Success screens, and hopefully provide feedback to Datatel developers on the workflow.

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

Joe Cabrales indicated that we can discuss this issue at an upcoming MIS meeting (tbd).

1. IPEDS Reporting

No discussion – item will remain on agenda.

1. Miscellaneous

Project Request - Keith asked about the status of his Project Request to implement the new Student Planning Module. Cory stated that he has found the emailed copy of the request which will be vetted through the project request process to determine to which (Special Projects/Operations/Mandates) ‘team’ it will be assigned. This team assignment will determine if it needs to go through the project prioritization process, or if it can be worked on immediately. There was a discussion of budget requirements for implementation of the project. It was determined that both Crafton and Valley need to participate in this project from an implementation and budgeting standpoint.

The meeting adjourned at 9:25am. Our next regularly scheduled MIS Executive Committee meeting is Thursday, August 22nd, 2013 at 8:30am in the 8th Street Annex Conference Room.