Thursday, September 5th, 2013

The 09/05/2013 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:** *Marco Cota,* *Kirsten Colvey, Joe Cabrales, Larry Aycock, Joyce Bond, Cory Brady,*

*\*James Smith*, *\*Corrina Baber,* *and Dianna Jones*

**Absent:** *Vicky Franco, Colleen Gamboa, Ben Gamboa, Keith Wurtz, Amalia Perez*

1. Review MIS Executive Committee Charge

Committee reviewed and discussed the ‘purpose/charge’ of the MIS Executive Committee, and approved the following as the official charge:

The purpose of the Management Information Systems (MIS) Executive Committee is to:

* Review and ensure that SBCCD meets local, state, and federal MIS regulations affecting community college operations.
* Discuss and recommend efficient implementation strategies for new or modified MIS data reporting requirements.
* Review MIS processes and submission for efficiency, accuracy and completeness.
* Provide an informative, collaborative environment for MIS discussions across institutional departments.

1. Annual 2013 Reporting – MIS, FISAP, and BFAP

MIS - Advised committee of an issue with Crafton’s program award for C.AAT.BUSAD, which is not on the State’s Curriculum Inventory system approved list of programs. These awards will have to be changed from AAT to AST or be removed from the file. Final date for submission is September 10th, 2013. Kirsten advised that Rick Hogrefe should be included in the emails regarding this issue; and Corrina suggested that Kelly Bingham also be included in this email string discussion.

FISAP – The FISAP report is due October 1st. I advised the committee that Joseph Nguyen had requested the FISAP reports which were generated and provided to him on Tuesday, 9/3/2013. Joe Cabrales advised that all Financial Aid requests should come from and go through Marco Cota.

BFAP processing has not yet begun.

1. MIS – Summer 2013 Reporting

Processing of the Summer 2013 MIS data files are currently in progress, with the following issues:

•EB file not yet received.

•SV for has no Crafton VTEA/Perkins records.

•CW has no Crafton CalWORKS (CW/SC) records.

The target submission date is still Friday, September 20th, 2013.

1. Student Ed Plans

The Student Success ‘beta’ module was been released by Ellucian and installed in our ‘test’ account on Wednesday, September 4, 2013.

Advised committee that there are several translation tables that need to be setup with SBCCD codes for translation to SS data elements. Also advised that we need to determine and setup exemption rules for orientation, assessment, and counseling. Kirsten and Marco stated that all students are directed to orientation, regardless of their education status; and that assessment exemptions are on a course level. It was explained that the Student Success data element (SS04) identifies initial assessment exemption and we need to determine if/when student qualifies for this type of assessment exemption.

Kirsten and Marco stated that, basically, there are no orientation exemptions as all students are currently required to take the orientation. Kirsten stated that most exemption rules would fall into the assessment area based on student assessment test scores.

Kirsten and Marco stated that they would send me copies of their respective college’s exemption criteria for use in creating exemption rules. Further discussion took place regarding course equivalencies, and it was agreed that these discussions need to occur between faculty and curriculum.

It was suggested that we reserve the *October 3rd*, 2013 MIS meeting for further review and testing of the Student Success data screens. This will allow the counselors time to attend the MIS Summit on September 23rd and 24th and gather more information on how this data is captured at other institutions and what the State chancellor’s Office is expecting from the colleges. At the October 3rd meeting the committee can then review setup of the new translation tables.

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

Discussion tabled.

1. IPEDS Reporting

Discussion tabled.

The meeting adjourned at 9:40am.

The next regularly scheduled MIS Executive Committee meeting is Thursday, September 19th, 2013 at 8:30am in the 8th Street Annex Conference Room.