Thursday, September 19th, 2013

The 09/19/2013 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:** *Joe Cabrales, Keith Wurtz, Ben Gamboa, Vicky Franco*, *Marco Cota,* *Joyce Bond,*

*Cory Brady, \*Rebeccah Warren-Marlatt, \*James Smith*, *and Dianna Jones*

**Absent:** *Kirsten Colvey, Colleen Gamboa, Amalia Perez, Corrina Baber*

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

MIS - Program Awards file was successfully transmitted to the State on September 5, 2013. Students awarded an AAT.BUSAD have had their award data updated to A**S**T.BUSAD. Since the update, the question was posed to the committee “who” should be tasked with updating all active students in the AAT.BUSAD program so that their programs can be reassigned to the AST.BUSAD program. Keith stated that he would contact Ben Mudgett to discuss updating the effected students’ records. Joe advised that Admissions & Records will need to ensure that the available program selections in CCC Apply are updated to remove the AAT.BUSAD as an option; and he will discuss this with Larry Aycock.

FISAP - Processing is in full swing. The FISAP reports have been generated 3 times due to updates to FWS and SEOG. The final run is planned for today, if time permits. The reports take about 6 hours to run, so it is dependent upon when the process starts.

BFAP processing has not yet begun.

SB70 - Advised the committee of the upcoming California Student Aid Commission (CSAC) reporting that is due mid-December. Processing of this file has not yet begun. Rhonda Mohr of the State Chancellor’s Office has confirmed that they will again create and make available to Colleges a draft of the files (Enrollment, Graduate, and Job Placement) for submission of the CSAC reporting data for 2012-2013. Note: SB70 is the law, which became effective in 2012, that requires Cal Grant participating institutions to report data on enrollment, persistence, graduation, job placement rate, and salary and wage information, for its undergraduate programs.

1. MIS – Summer 2013 Reporting

Awaiting receipt of the EB (Employee Demographics) file from payroll. All of the other 11 files have passed through the syntactical, referential, and data quality edits at the State. Summer 2013 MIS processing cannot move forward until the EB file is received and processed.

Keith Wurtz stated that having to wait on the EB file is one compelling reason for the District to purchase and implement an integrated HR/Payroll system, thus, eliminating the need to do double entry into both Colleague and EPICS, the San Bernardino County Schools system.

Since the EB file has not yet been received, advised the committee that, clearly, we will not meet the target submission date of Friday, September 20th, 2013.

1. Student Ed Plans

Discussion was tabled until the *October 3rd*, 2013 MIS meeting to 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. The following Crafton and Valley counseling staff will be attending the Summit:

|  |  |
| --- | --- |
| Crafton | Valley |
| Rebeccah Warren-Marlatt | Joe Cabrales |
| Kirsten Colvey | Marco Cota |
| Robert McAtee |  |

The committee members in attendance reviewed a handout (attached) of Student Success (SS) Data Element Questions that the MIS Task Force plan to ask at the Summit. Of note is the question on the SS09 data element, as it is directly related to funding.

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

Discussion on ‘hold’. To be removed from Agenda until further notice.

1. IPEDS Reporting

Discussion on ‘hold’. To be removed from Agenda until further notice.

The meeting adjourned at 9:30am.

The next regularly scheduled MIS Executive Committee meeting is Thursday, October 3rd, 2013 at 8:30am in the 8th Street Annex Conference Room.

**Student Success (SS) Data Element Questions:**

* SS03, SS04 and SS05
  + If a student has completed an Associate or higher degree can they be reported as directed to initial orientation services (AY) or must they be reported as exempt (DY)?
* SS06
  + At what point during a student’s career is an orientation not an initial orientation?
  + Should an orientation service also be reported as an SS11 position one value of receiving other orientation services?
* SS07 – Student received INITIAL placement services based on
  + Alternate multiple measures (MM) on lieu of assessment test
  + Assessment testing AND Alt MM
  + Other college test
  + Early Assessment Program (EAP)
    - Initial placement for ‘each’ assessment instrument?  (once for MATH, ENGL, etc.)
    - Once reported for the first time, then we are not reporting this field again?
* SS08
  + Can a counseling and advisement service also be reported as another service if it was discussed during the counseling or advisement service?
    - An example would be a counseling session that advises a student on an education plan
    - In this cause can the SS08 be reported as an to “A” and the SS11 position 3 value be set to “1” giving a single service two meanings or can only one of the data elements be reported?
* SS09
  + If a student education plan spans two terms is it a comprehensive plan or an abbreviated plan?
* SS11 (2)   Career, interest, OR subsequent placement assessment services
  + - These are very different categories, which one?  Should they be split?
    - What defines subsequent placement assessment?
      * Any of SS07 options that were not the initial assessment?

September 18, 2013