Thursday, October 17th, 2013

The 10/17/2013 MIS Executive Committee meeting began at 8:40 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, Kirsten Colvey*, *Rebecca Warren-Marlatt,*

 *\*Marco Cota, \*James Smith, \*Larry Aycock, Joyce Bond, Cory Brady, and Dianna Jones*

**Absent:** *Vicky Franco, Colleen Gamboa, Amalia Perez, Corrina Baber*

\*\* Working Session for Student Success Beta Testing Review and Setup \*\*

1. Review Translation Table(s)

The committee reviewed the new translation tables delivered with the Student Success module.

It was agreed that Counseling will need to define these codes AFTER Kirsten and Marco are provided with a list of the existing and ‘new’ values for translation. The tables are:

•CAST.SS.CONTACT (CORE –STAFF.REMINDER.TYPES – Max code size is 3)

•CAST.SS.ACTIVITY (CORE –ACTIVITY.TYPES – Max code size is 2)

•CAST.SS.TEST (ST – NON.COURSE.CATEGORIES – Max code size is 5)

1. Review & Determine Parameter setup for each College (SSPD)

Rules for Exemption - The committee reviewed the new SSPD screen where each college can set up parameters unique to its population and operations workflow. Advised committee that the 3CMIS task force members who attended the SUMMIT interpreted it as the State Chancellor’s Office expects that students with an AA degree or higher will be exempt from Orientation and Assessment. The sample parameter rule provided for Orientation, Assessment, and Ed Plan Exemption was reviewed and following was the outcome:

•At Crafton, an Associate Degree or Higher = **Exempt** from **Assessment** and **Ed Plan**

•At Valley, an Associate Degree or Higher = **Exempt** from **Orientation** and **Assessment**

It was mentioned that some 3CMIS Task Force participants who attended the MIS Summit on Student Success believed that the State Chancellor’s Office expects those who hold an AA degree or higher to be exempt from orientation and assessment; and that we should closely examine our exemptions prior to implementation. Kirsten stated that she believes the decision to exempt students from orientation, assessment, and educational planning is a local college decision.

Rules for Services Provided – A brief discussion was held regarding the setup for capturing services provided. Kirsten advised that Academic Probation and other types of services are imported from SARS and defined by ‘Reason Codes’. Kirsten requested a list of the existing and proposed new validation and translation table codes; as well as a mapping of how SARS codes are translated into MIS codes.

Comprehensive Ed Plan # of Terms – Discussed what value to use for the *Comprehensive Ed Plan Terms* field on SSPD. It was agreed that both colleges will use ‘3’ as the # of Terms required to flag the Ed Plan as a Comprehensive Ed Plan as opposed to an Abbreviated Ed Plan.

1. Directed to Service – ALL Students?

After some discussion, it was decided that we would flag all students as ‘directed to service’ and exempt based on AA Degree or Higher. Crafton and Valley will flag all students as directed to service.

1. Student Self-Service Course Planning Module

The committee was advised that SBCCD does plan to purchase this module. Cory stated that we have a Project Request to implement the Student Course Planning module, but are determining how to fund it. Kirsten stated that Crafton has some funds that could be used towards purchase; Marco also stated that Valley would help to fund the purchase of this product. Cory will get with the necessary administrators to work out the funding aspect for this purchase.

1. Identify and compare SM to SS output

A comparison of the SM/SS output can best be accomplished after further detail work has been completed on the exemption and services provided rules have been determined. We can review comparative process at a future meeting.

1. Impact to SARS import process

It was determined that we need to meet with Arlene McGowan to ensure that any new Contact, Activity, and Test translate table codes meet the standards for importing from SARS. Kirsten suggested a yearly review of the SARS ***reason codes*** to identify and capture any changes that impact how the reason codes are translated to MIS-specific values.

The meeting adjourned at 9:40am.

The next regularly scheduled MIS Executive Committee meeting is Thursday, October 31st, 2013 at 8:30am in the 8th Street Annex Conference Room.