The 01/23/14 MIS meeting began at 8:40 am in 8th Street Annex Conference Room, with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Kirsten Colvey, Corrina Baber*\*, *Keith Wurtz\*, James Smith*\*, *Ben Gamboa\*, Joyce Bond,*

 *Cory Brady and Dianna Jones*

**Absent:** *Colleen Gamboa, Marco Cota, Vicky Franco, Larry Aycock, and April Dale-Carter and*

 *Amalia Perez*

1. MIS Fall 2013 Reporting

*Employee Fall Collection* - Discussed the upcoming Employee Fall Collection Data file submission which missed the January 17th, 2014 deadline. Advised committee that an email was sent to State Chancellor’s Office MIS unit regarding the impact of late submission --- to date, have received no reply from CCCCO. The Employee data file was received from HR on 01/22/14 and we will be processing this file for submission this week.

*Fall 2013 term-based data Files* - Our revised target date for final submission of the Fall 2013 MIS data is *Monday, February 3, 2014* to meet IPEDS reporting requirements. The committee was advised that there were some course basic discrepancies identified on the edit reports. However, it has been reported by several institutions that there appears to be an issue with the Chancellor’s Office editing logic which compares the CB00 unique identifier with the Curriculum Inventory (CCI) control number. Corrina Baber offered to review the Course Basic errors on the MIS Edit report to determine if the data being reported matches the CCI. If the data matches but errors are being reported, it will be escalated to the State Chancellor’s Office MIS unit for resolution.

**II. Student Success (SS) Discussion Topics**

Advised committee that the 3CDUG conference was in session, January 22nd thru January 23rd, 2014 at Cabrillo College where multiple sessions were devoted to Student Success. The importance of the District’s participation in these conferences was stressed to ensure maximum benefit from the development and implementation of Student Success and any other future enhancement modules.

The committee briefly reviewed the SARS import translation codes developed by Crafton. Kirsten recommended that Valley utilize the same codes, but have a college indicator such as a “V” to distinguish the college.

The committee discussed the Cynosure import to Colleague. It was determined that an HDO Ticket will be created for a ‘Mandates’ project to modify the Cynosure import to:

⦁ Create contact records with a contact type of ‘ORI’ (as identified by Crafton)

⦁ Use actual ‘date taken’ as indicated on Cynosure import

⦁ Continue to update PERC holds

As a Beta test site for SS, it was brought to the committee’s attention the current discussions regarding the reporting of student academic programs. The existing batch process used for creating the SS submission file is currently reporting the most current academic program for a student. For single college districts this is not a problem. However, for multi-college districts, simply reporting the most current academic program (regardless to which college the academic program belongs) may pose a data integrity issue for internal/external reconciliation and reporting. Discussions are on-going with regards to academic program reporting. It was suggested that Deans of Counseling might contact their counterparts at multi-college districts to see if they are aware of the academic program reporting issue.

Cory advised that the District now has licensing for the Student Self-Service module giving us access to the CCPI screen to view student educational plans by term.

1. Miscellaneous

There were no miscellaneous discussion items.

 The meeting adjourned at 9:35am.

The next regularly scheduled MIS Executive Committee meeting is Thursday, February 6th, 2014.