The 02/06/14 MIS meeting began at 8:30 am in 8th Street Annex Conference Room, with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Ben Gamboa, Keith Wurtz, April Dale-Carter, Marco Cota, Larry Aycock*, *Kirsten Colvey\*,*

 *Amalia Perez\*, Colleen Gamboa\*, Vicky Franco\*, Michelle Crocfer\*, Joyce Bond,*

 *Cory Brady and Dianna Jones*

**Absent:** *James Smith and Corrina Baber*

1. MIS Fall 2013 Reporting - COMPLETED

We met the February 3rd, 2014 submission deadline for the Fall 2013 term data files. Keith Wurtz stated that he was able to complete the IPEDS reporting in a timely manner. There continues to be an issue with the SX02 rejections error “*Grade of ‘W’ assigned for course(s) dropped prior to census date.*” There was some discussion regarding the need to come to a resolution on this issue as it could possibly have a negative impact on a student’s academic standing and course repeats. Kirsten Colvey stated that she was also concerned about the impact it would have on students educational planning. An email has been sent to the Elias Regalado at the State Chancellor’s Office requesting clarification on the SX02 issue.

**II. Student Success (SS)**

The committee was advised that a new BETA release is expected this Friday, February 7th, 2014.

There was discussion on how the academic program is reported in the SS file. Currently, the SS process reports the most current ‘active’ academic program for a student (regardless to which college the academic program belongs). It was pointed out that this would only impact internal reporting if the SS file is used. However, Keith pointed out that as long as researchers are aware that the SS file contains the most current academic program only, then, he could retrieve all active academic programs from Colleague, thus minimizing the issue of the SS data file reporting only the most current active program.

Since SS data reporting will replace SM beginning with Summer 2014 MIS reporting, there was much discussion on what date to use to distinguish Spring 2014 contacts from Summer 2014 contacts. It was decided that we should identify the latest late start class and use the day following the ***last day to add*** as the date on which contacts will be counted towards the Summer 2014 term. Keith Wurtz identified the dates as ***04/03/2014*** for Crafton, and ***04/05/2014*** for Valley.

Both SM and SS reporting domains include records for students who:

1. “Received pre-enrollment matriculation services”
2. “The services are to be reported in the term they were received”

Marco Cota stated that he will confirm the SARS import translation codes developed by Valley. The committee discussed the imports to Colleague. Dianna will create an HDO Ticket 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

*Marco advised that Valley is moving from Comevo to Cynosure*. It is expected that Valley will be in contract with Cynosure by the end of March 2014.

1. Student Planning - licensing

A screen shot of the CCPI screen was provided to the committee members. Cory is working with Ellucian on our access to enter/view student data on this screen.

1. Upcoming: NSC Degrees Fall 2013

Advised committee that Fall 2013 term degrees awarded are due to the National Student Clearinghouse on February 18th, 2014.

1. Miscellaneous

There were no miscellaneous discussion items.

 The meeting adjourned at 9:15am.

The next regularly scheduled MIS Executive Committee meeting is Thursday, February 20th, 2014.