The 02/20/14 MIS meeting began at 8:35 am in 8th Street Annex Conference Room, with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Keith Wurtz, April Dale-Carter, Larry Aycock*, *Kirsten Colvey, Rebecca Warren-Marlatt,*

*Ricky Shabazz, Vicky Franco\*, Joyce Bond, Cory Brady and Dianna Jones*

**Absent:** *James Smith, Corrina Baber, Ben Gamboa, Marco Cota, Amalia Perez,*

*Colleen Gamboa and Michelle Crocfer*

1. MIS – SX02 Grade of ‘W’ prior to census date

Discussion continued on the SX02 rejections error “*Grade of ‘W’ assigned for course(s) dropped prior to census date.*” It was mentioned that we 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. Keith Wurtz stated that he and Larry Aycock would review/discuss this issue, in detail, and bring Valley College into these discussions to arrive at a resolution.

Elias Regalado of the State Chancellor’s Office responded to our email request for clarification on the SX02 issue. His 2/12/2014 email response is excerpted below:

**“**Based on the latitude granted by Title 5 Section 55024(a)(3), districts are permitted to set a course withdrawal deadline date prior to the 30 percent of a term during which no notation to the academic record of a student shall be made (a course withdrawal by a student after this date must result in a "W" symbol being recorded for the student, unless an specific exception applies).  There is nothing in this section that I'm aware of that would preclude a district from setting this withdrawal without a "W" deadline before the 20 percent census point/date that is applicable for purposes of properly claiming state apportionment.  However, depending at which point the district sets this deadline, it may be that students that withdraw from a course and must have a "W" recorded as a result of that course withdrawal may NOT be eligible to be claimed for apportionment IF that "W" withdrawal occurs prior to the applicable census date for a course in accordance with Title 5 Section 58004(c) (refer Title 5 Section 58003.1 for rules on setting census dates).  The reason for this is that section 58004(c) requires districts to clear the rolls of inactive enrollment as of each census day.  Inactive enrollment for this purpose includes students who have "officially withdrawn" from the course, with or without a "W" being recorded. Please note that the actual clearing of class rolls of ALL inactive enrollment is to occur on the "drop date," which is the end of business of the day immediately preceding the census date.

In summary, students that withdraw from a course or are otherwise considered to be inactively enrolled as defined by Title 5 Section 58004(c) prior to the census date for a course cannot under any circumstances be claimed for state apportionment, whether a "W" is recorded or not. Please refer to the above noted Title 5 Sections, including for detailed requirements for setting the census date for courses and for clearing the rolls of inactive enrollment for apportionment purposes.”

**II. Student Success (SS)**

Testing continues on the latest BETA released on Friday, February 7th, 2014.

Ricky Shabazz, Vice-President of Student Services, advised the committee that his former college, El Camino Community College, they had a Student Success screen/form that included drop-down options from which counselors could select to view/enter various SS data elements. Ricky Shabazz stated that he would send us a copy of the Ellucian SS screen/form being used at El Camino.

An HDO ticket has been created for modification of Cynosure (online orientation) import to:

⦁ Create contact records with specified translated contact types (identified by colleges)

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

⦁ Continue to update PERC holds

Valley is moving from Comevo to Cynosure, so only Cynosure processing will be modified.

Ricky Shabazz stated that Cynosure has been filming on the Valley campus and we expect to go live with Cynosure online orientation in May of 2014.

1. Student Planning - CCPI

The CCPI screen can now be viewed in the Test environment. There was some discussion regarding from where the CCPI data is derived as it appears to be from the Student Planning module which SBCCD has not yet implemented. Cory stated that the Student Planning module servers are expected to be installed around mid-March 2014, and that we are currently validating our existing Degree Audit setup to ensure integration with the Degree Audit component of the Student Planning module.

There was a brief discussion on whether Districts will need to import existing ed plans into Course Planning and how funding is determined for these ed plans. Kirsten stated that she will ask her colleagues at other institutions how they plan to capture ed plans --- start from the inception of Student Success implementation or import existing plans (abbreviated or comprehensive).

1. NSC Degrees Fall 2013

Keith stated that the # of Degrees/Certificates for Crafton were different from what he obtained when he ran the XGPR report. Dianna will research both sources to identify the discrepancy and provide Keith with an update.

1. Miscellaneous

Cory requested to add “Review of MATI screen” to the next MIS Agenda.

Keith requested to add “Review of MIS responsibility matrix” to the next MIS Agenda.

The meeting adjourned at 9:15am.

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