The 03/20/14 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:** *Kirsten Colvey, Keith Wurtz, Larry Aycock*, *Ben Gamboa, April Dale-Carter\*,*

*James Smith\*, Michelle Crocfer****\*****,* *Joyce Bond, Cory Brady and Dianna Jones*

**Absent:** *Marco Cota, Rebecca Warren-Marlatt, Ricky Shabazz, Gregory Allred, Amalia Perez,*

*Colleen Gamboa, Corrina Baber and Vicky Franco*

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

Keith Wurtz and Larry Aycock proposed modifying Administrative Policy *AP4233* (Withdrawal/ Military Withdrawal) by re-wording the language regarding census day calculations. The committee discussed the need to further clarify language regarding census day calculation for full-term Weekly Census courses and other funding accounting method type courses.

A brief discussion on Administrative Policy *AP5080* (Course Adds & Drops) occurred. Larry Aycock will explore with College and District Administrators whether we need to have an AP5080 policy since AP4233 addresses withdrawals.

Keith Wurtz and Larry Aycock will revise AP4233 language as discussed above and bring it back to the committee for approval prior to presenting the recommended changes to District Assembly.

**II. Student Success (SS) Overview**

A handout was presented to the committee members to use for the Student Success overview.

Accessing the State Chancellor’s Office website, the committee reviewed the MIS Reporting Domain for the new SS data file. It was noted that pre-enrollment matriculation services received are included, and that services are to be reported in the term they were received. Kirsten Colvey stated that she and her colleagues strongly advocated for some time getting pre-enrollment matriculation services included in the matriculation service counts.

The committee reviewed the Student Success Information (CSSI) screen flagged to identify from where the data comes. Keith Wurtz asked whether SARS will import multiple services provided under the same reason code. Cory Brady stated that the import process will create multiple Contact Types. It was decided that this is a scenario we will test during the import testing process.

Kirsten stated she believes we should get credit for both an abbreviated and a comprehensive Ed Plan if both were provided in the same reporting period. It was explained that data element SS11 was created as a 4-digit data element to identify and capture additional resources spent on Ed Plan (SS09) services as well as Orientation (SS06), Assessment (SS07) and Progress probation/dismissal (SS10) services. Student Success validation and translation table mappings of SARS reason codes to SS contact types were reviewed.

The SS Parameter screen (SSPD) for both Crafton and Valley were reviewed and confirmed. The committee was advised that as currently defined, the following exemptions apply:

|  |  |  |  |
| --- | --- | --- | --- |
| **College** | **Orientation Exempt SS03** | **Assessment Exempt SS04** | **Ed Plan Exempt SS05** |
| Crafton | NO | AA Degree or District Criteria | AA Degree or District Criteria |
| Valley | AA Degree or District Criteria | AA Degree or District Criteria | NO |

The committee briefly reviewed the Student Success Data Element Derivation chart identifying the SS Data Element, Description, and derivation of reported value.

**III. SS Process Testing**

Due to time constraints, the committee did not get to test the sample students and view the SS file output.

1. Miscellaneous

Cynosure at Valley – The committee questioned the status of the Cynosure orientation implementation at Valley College. April Dale-Carter stated that she believes Cynosure is on track for Fall 2014 Orientation processing.

The meeting adjourned at 10:00am.

Our next regularly scheduled MIS Executive Committee meeting on Thursday, April 3rd, 2014 will be another Student Success *working session*.