The 04/17/14 MIS meeting began at 8:30 am at our new location, 1289 Bryn Mawr, Redlands, with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Ben Gamboa, Gregory Allred, Kirsten Colvey, Keith Wurtz, Rebecca Warren-Marlatt,*

 *Amalia Perez\*, April Dale-Carter\*, James Smith\*, Joyce Bond, Cory Brady and*

 *Dianna Jones*

**Absent:** *Marco Cota, Ricky Shabazz, Larry Aycock, Colleen Gamboa, Corrina Baber and*

 *Vicky Franco*

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

Keith Wurtz presented the revised Administrative Policy *AP4233* (Withdrawal/ Military Withdrawal) clarifying the language regarding census day calculations for full-term Weekly Census courses and other funding accounting method type courses.

There was no discussion on Administrative Policy *AP5080* (Course Adds & Drops). Keith stated that Larry Aycock is following up with College and District Administrators to determine whether we need to have an AP5080 policy since AP4233 addresses withdrawals.

Keith Wurtz advised that the changes need to go to District Assembly for approval; and then, to the Board of Trustees for final approval before the changes can be implemented. Once the Board has approved the changes, a Help Desk Ticket will be created to address the program changes necessary

to implement census date changes.

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

The committee reviewed the latest changes that Ellucian has made to Student Success:

 ▪ CSSI – Added term code to the output in Orientation Services field

 ▪ SSPD – Added new field ‘Use Degree Planning for Ed Plans’ with Yes/No option

SS09 – The committee was advised that the State Chancellor’s Office now allows Districts

to report both an Abbreviated and a Comprehensive Ed Plan in the same term – and will be funded for both.

SS10 – Advised committee that we need to have an additional contact type (i.e. PRD) to capture Student ‘Dismissal’ Services.

SB24 – The committee was advised that in order to capture and report on Transfer Center Services, we need to have a SARS translated value of TR (i.e. TRAN). Currently, the TR codes are set to be translated to CSL for a counseling contact. Kirsten Colvey stated that when a student comes into the Counseling Center they are receiving counseling as well as transfer center services; and asked if one code could be translated to 2 services. Cory Brady advised that it could be programmed for this.

Kirsten stated that the counseling staff will need to have some training and/or review on CASM/CON to enter exemption codes for orientation, assessment, and education plan.

Dianna advised that training can be arranged for the Counseling staff at a time designated by Kirsten. The new SS module is planned to go Live sometime in first couple of weeks of May, so training could occur sometime in the middle to end of May 2014. Kirsten will let me know the best time.

**III. MIS - Spring 2014 Reporting reminders**

The committee discussed usage of the XMDR report for Student Basic (SB), Course Basic (CB), and Student Enrollment (SX) data files. Keith Wurtz confirmed that he received the Spring 2014 XMDR Course Basic report for Crafton Hills, and advised that Bryan Reece should be copied on MIS course-related correspondence.

1. Miscellaneous

Ben Gamboa asked why the district is not reporting data for MIS data element, SG09 – Student-Parent/Guardian-Education-Level. He was advised that the committee has had discussions in past meetings about this element which is currently not one of the data elements imported from CCCApply. However, it has been identified as an MIS element, and we are analyzing it for import when we implement the new Open CCCApply. We need to determine where, in Colleague, to store this data so it can be accessed/retrieved for MIS and other reporting purposes.

 Gregory Allred asked about the status of two Project requests submitted by Noemi Elizalde. He asked

 about the fixes to the custom Sponsorship Report (XSPO), and the Scholarship Project. Cory Brady

 advised him that XSPO is not currently being worked on due to other higher priority projects, and that

 the Scholarship project is not yet on the list to be worked on because it has not yet been prioritized.

The meeting adjourned at 9:20am.

Our next regularly scheduled MIS Executive Committee meeting on Thursday, May 1st, 2014 at 8:30 in Annex Conference Room at our new location, 1289 Bryn Mawr Ave., Suite B, Redlands, CA 92374.