The 06/26/14 MIS meeting began at 8:30 am at District Redlands Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** \**Gregory Allred*, \**Keith Wurtz, \*Larry Aycock,\*, \*Kirsten Colvey, Cory Brady,*

*Andy Chang, and Dianna Jones*

**Absent:** *April Date-Carter, Marco Cota, Vicky Franco, James Smith, Michelle Crocfer,*

*Rebecca Warren-Marlatt, Ricky Shabazz, Ben Gamboa, Colleen Gamboa,*

*Amalia Perez, Corrina Baber, and Joyce Bond*

**I. MIS - Spring 2014 Reporting**

The committee discussed the issues discovered thus far with processing the MIS data files:

***Course Basic (CB)***

We are still waiting on the Course Unique Identifier (CB00) for ACCT-033. There is one student (DSPS) enrolled in the course, so we need to get the CB00 so that the student’s record can counted.

***Student Enrollment (SX)***

Grades were assigned to students enrolled in non-credit courses, LRC-900x4 and ESL-602. This generates the MIS edit error, “*Passing grade must have units earned*”. To correct, the grade of ‘P’ must be removed from each of the student’s academic record.

***Employee Basic (EB)***

There are five instructors with invalid or blank Citizenship (EB05) or Disability (EB06) status. These need to be resolved using one of the CCCCO values:

EB05 valid values are **C**-U.S. Citizen or **N**-Non-Resident Alien

EB06 valid values are **1**-Disabled or **2-**Not Disabled

***Student Groups (SG08):*** We are still awaiting receipt of the saved list for SBVC’s Tumaini program.

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

Larry Aycock advised that he has requested to be put on the Agenda of the District Assembly committee for review and/or approval of the proposed changes to Administrative Policy *AP5080* (Course Adds & Drops) and AP4233 (Withdrawals). Depending upon when the Board grants final approval of the proposed changes, Larry suggested that we make the policy ‘retroactive’ for the Fall 2014 term since the District Assembly does not meet again until August 2014. Amber Gallagher stated that making the changes ‘retroactive’ could have a negative impact on students financial aid awarded status, possibly creating overpayments. It was suggested that we make the changes effective with the Spring 2015 term rather than make it retroactive to Fall 2014.

There was some discussion on how to handle students who may be blocked from registration because the ‘W’ grade they received, prior to census, put them over the # of course attempts. We discussed whether to proactively identify these students and enter petitions to allow them to register or to process them on a one-on-one basis. It was decided that we would handle them on a one-on-one basis.

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

We are still waiting on updates to the Reason Code translations from Valley. Marco Cota stated via phone message on 6/11/2014 that he has been working with the Counseling staff to get the updates and expects to have the spreadsheet completed and submitted to DCS by end of business on Thursday, June 12, 2014.

There were questions on the status of the Online Orientation implementation of Cynosure at Valley College. April Dale-Carter stated that she would follow-up with Marco to find out what’s going on with the implementation and when we are expected to go live with Cynosure online orientation at SBVC.

Kirsten expressed concern about CHC orientation records, created in Cynosure and uploaded directly to MATI, not being visible on the new Student Success screens/forms. Kirsten requested this orientation information be viewable on CASM for the Fall 2014 *Priority E* date which is July 19th, 2014.

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

Preliminary MIS data files are currently being generated and the following issues exist:

***Course Basic (CB)***: Dianna generated the XMDR report which identified outstanding issues with a couple of Crafton courses that do not have Unique Course Identifiers (CB00). Vicky Franco has been notified of the missing CB00# and she is working with the State Curriculum folks to resolve the issue. Keith Wurtz asked who had access to run the XMDR report, and when the report can be run. Dianna stated that XMDR was created specifically for Instruction and Admissions & Records to help them identify anomalies with their data prior to MIS term processing to minimize syntactical and referential edit errors discovered during processing. Keith asked when the course record errors need to be updated, and was advised that we need the course data updated by June 20, since the target deadline for the final Spring 2014 MIS submission is June 30th.

***Academic Standing:*** The proposed MIS Timeline has the academic standing process scheduled to be run on June 14th and 15th. Rebecca Orta requested to run Crafton’s academic standing upon her return from vacation on June 18th. Kirsten stated that this works out best for Crafton because there are still too many courses with outstanding grades. SBVC’s academic standing process was run multiple times which created duplicates; thus requiring DCS to run a utility to remove all of the previously processed Spring 2014 academic standings, and the process must now be rerun.

***Student Groups (SG08):*** We are still awaiting receipt of the saved list for SBVC’s Tumaini program.

1. Parent Education Level (SG09) – CCCCO Response to Researcher inquiries:

Ben Gamboa stated that he is waiting to hear from Alice at the State Chancellor’s Office regarding:

1. How can we submit historical SG09 data for terms Fall 2012, Spring 2013, and Fall 2013?
2. Which SG09 value do we report when a student has multiple applications – initial or latest?

Based on the State Chancellor’s Office response, #2 may be a District decision.

1. Miscellaneous

Advised the committee of the Fall 2013 resubmission status of Student Disability (SD) and Perkins/VTEA (SV). The SD count increased from 461 to 771 due to updating the ‘Undecided’ Academic Program PCN value from ‘null’ to ‘99999’. The additional Student Survey records results in no net increase in the SV count.

The meeting adjourned at 9:30am.

Our next regularly scheduled MIS Executive Committee meeting on Thursday, June 26th, 2014

at 8:30 in District Annex Conference Room 3, 1289 Bryn Mawr Ave., Suite B, Redlands, CA 92374.