The February 12, 2015 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:** *Keith Wurtz, Ben Gamboa, Joe Cabrales, Kirsten Colvey, Carol Hannon, Cory Brady, Kristina Heilgeist, Andy Chang, \*Larry Aycock, \*James Smith, \*Cyndi Gunderson, \*Corrina Baber, and Dianna Jones*

**Absent:** *Amalia Perez, Rebecca Warren-Marlatt, Ricky Shabazz, Marco Cota, Colleen Gamboa, Gregory Allred, John Muskavitch, Amber Gallagher, and Michelle Crocfer*

 **I. Current MIS Submissions - Status**

The committee discussed the MIS files that were submitted on Friday, January 30th, 2015. Carol Hannon discussed the excel spreadsheet of CB errors that she created that revealed during the processing of Course Basic. Carol stated that the Instruction office should use the XMDR report to identify errors. Corrina Baber stated that some errors with Curriculum Inventory (TOPS/SAM Codes, etc.) are not flagged on the XMDR report; and asked if we could modify the XMDR process to include these types of errors. Carol suggested that the offices download the two files (CCI courses and Course Basic data file) into excel and compare to find the differences. Corrina stated that she would submit a Help Desk Ticket to have the XMDR process updated to include a lookup and compare to the CCI course MIS elements.

The committee was informed that at the time of the 1/30/2015 submission, the following were still outstanding:

⦁ SG Data - Puente, MCHS, and Tumaini data had not yet been received/processed

⦁ SS Data – Seven records submitted; currently, SS process updates are being modified/tested

⦁ SV Data – yet to be created/processed/submitted

⦁ SD Data – yet to be created/processed/submitted

⦁ CW Data – yet to be created/processed/submitted

⦁ SC Data – yet to be created/processed/submitted

**Clearinghouse:**

Degree files – Fall 2014 Term Degree files are scheduled to be submitted on February 15, 2015.

**II. Gainful Employment (GE) Reporting**

On February 10, 2015 we were notified by the State Chancellor’s Office that they will no longer create Gainful Employment reporting files on our behalf. Due to recent changes in the file layout, the required data is not contained in our existing MIS reporting. The next Gainful Employment (GE) reporting file is due July 1st, 2015.

 **III. Clearinghouse – Invalid Anticipated Grad Date (72 months)**

We have not received notification of errors from our 1/28/2015 submission which included the

6-year anticipated grad dates. Cory Brady stated that he should have the STUDENT.PROGRAMS anticipated grad dates updated by end of day. Also, the ‘Months-to-Complete’ field on PROG screen will be updated to 48 months.

Keith Wurtz stated that he would send us copies of the Crafton CTE Gainful Employment program lengths that have already been determined. This will enable update of those particular programs to a specific number of months to complete.

1. Student Success – Ed Plan coding review

Kirsten Colvey will meet with DCS to review/track Crafton’s student success records as they are populated in the student success data file. Kirsten will identify some test students for our review.

1. Miscellaneous

SX02 Grade of ‘W’ prior to census date - All approvals have been obtained, the Help Desk Ticket (8146-74694) created, and currently scheduled for Fall 2015 implementation.

The meeting adjourned at 9:19am.

The next regularly scheduled MIS Executive Committee meeting on Thursday, February 26th, 2015 at 8:30 in District Annex Conference Room 3.