The June 4, 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:** *Larry Aycock, Kirsten Colvey, Joe Cabrales, Kristina Heilgeist, Carol Hannon,*

*Andy Chang, Cory Brady, \*Keith Wurtz, \*John Muskavitch,* *\*Amber Gallagher,*

*\*Corrina Baber, \*Cyndi Gunderson,* *and Dianna Jones*

**Absent:** *James Smith, April Dale-Carter, Colleen Gamboa, Ben Gamboa, Amalia Perez,*

*Marco Cota, Rebecca Warren-Marlatt, Ricky Shabazz, Gregory Allred, and Michelle Crocfer*

**I. Gainful Employment (GE) Reporting Status**

The committee began with open discussion and review of the Gainful Employment reporting, including tasks that must be completed in order for the district to meet the reporting deadline date of July 31, 2015. There was much discussion on identifying and updating the various screens required in order for the Colleague Gainful Employment process to accurately extract the required data.

***Flag GE on PROG screen***

The college instructional offices need to ensure that the code of ‘GE’ is entered on each of the academic programs (PROG) screen.

***⦁Action Item:*** College ***Instruction*** *Offices* will flag GE programs on PROG

***⦁Action to be completed by:*** July 20, 2015

***Identify Title IV Programs (TFPD) - resulting in DOE on APRS***

It was initially discussed that Instructional Services would need to update the ***APRS*** screen with the Program Designation code of ‘DOE’. However, Cory Brady stated that through the Financial Aid Annual Setup process review currently being done by Ellucian consultants, the DOE code can actually be derived from the Title IV Program Designation (***TFPD***) screen data which is entered/maintained by the Financial Aid departments. Therefore, the Financial Aid offices will need to update TFPD with all of the GE program data (Program Length in weeks) for years 2008-09 thru 2012-13.

***⦁Action Item:*** College ***Financial Aid*** Offices will update TFPD with GE programs (Length in weeks)

***⦁Action to be completed by:*** July 20, 2015

***Cost of Attendance Summary (GEPI)***

The committee was advised that the ‘cost of attendance summary’ information is now a required component of the Gainful Employment reporting. Amber Gallagher asked if we could use the cost of attendance data from the Financial Aid annual budget. However, since this is the TOTAL cost of the program and not by year, we cannot get this value directly from the Annual Student Budget sheets.

Joe Cabrales stated that much of this information has been gathered and used by Keith Wurtz as part of the Gainful Employment Disclosure process. Keith stated that he has this data in an Excel spreadsheet format and will email it to John Muskavitch to use for updating the TFPD programs for Crafton.

Amber Gallagher stated that she would contact James Smith to get Valley’s Gainful Employment Disclosure data from prior years to determine the GE program information that should be reported for each of the required reporting years (2008-09 thru 2012-13).

After further discussion, it was decided that each of the colleges’ Research Offices would provide this cost of attendance summary information. ***We still need to determine which office will be responsible for entering and maintaining this data on the GEPI screen.***

***⦁Action Item:*** College ***Research*** Offices will provide Cost of Attendance Summary information

***⦁Action to be completed by:*** July 20, 2015

Overview of the tasks to be completed by ***July 20, 2015***:

|  |  |
| --- | --- |
| Responsible Department | Task |
| Instructional Services | Verify Gainful Employment (GE) Programs by year, 2008-09 thru 2012-13 |
| PROG – Flag all Gainful Employment programs as ‘GE’ in ‘Types’ field |
| Financial Aid | TFPD – Enter all Gainful Employment programs with Program Length & #Weeks  for years 2008-09 thru 2012-13. Once entered, the DOE value defaults to  the APRS screen for the program for the reporting year. |
| Research | GEPI – Determine program costs by GE Program for 2008-09 thru 2012-13 |

**II. Upcoming MIS Submission Status**

Carol Hannon provided a brief overview of the status of the Spring 2015 MIS data file processing. Carol stated that she has done an initial run of the Course Basic (CB) file and distributed results to the college Instructional departments for review and updates, if necessary.

She reminded the committee that Spring 2015 MIS reporting is due 30 days after end of term.

1. **Cynosure Orientation Import – CHC**

Kirsten Colvey reviewed the initial list of EPC student contacts to be changed from EPC to EPA, and has requested to have these changed from EPC to CSL (counseling/advising) instead.

1. **SX02 Grade of ‘W’ prior to census date** (HDO# 8146-74694)

The committee was advised that the programming has been completed to modify the XRGD (Registration Dates Populate) process, and has been moved to User Liaison (UL) testing. This change has been targeted for a Fall 2015 implementation.

1. Miscellaneous

There were no other discussion items.

The meeting adjourned at 9:42am.

The next regularly scheduled MIS Executive Committee meeting on Thursday, June 18th, 2015 at 8:30 in District Annex Conference Room 3.