The June 18, 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:** *Cyndi Gunderson*, *Kristina Heilgeist, Andy Chang, Cory Brady, \*James Smith,*

*\*Corrina Baber \*Colleen Gamboa, \*Ben Gamboa, \*Carol Hannon, and Dianna Jones*

**Absent:** *Larry Aycock, Kirsten Colvey, Joe Cabrales, April Dale-Carter, Amber Gallagher, Amalia Perez, John Muskavitch, Marco Cota, Rebecca Warren-Marlatt, Ricky Shabazz,*

*Gregory Allred, and Michelle Crocfer*

 **I. Upcoming MIS Submission Status**

An overview of the Spring 2015 MIS data processing status was provided. An initial run of the Course Basic (CB) file has been generated and distributed to the colleges who have made updates/corrections. Further updates/changes may be required when the files are submitted in tandem with other referential files, such as section/session/assignment, etc.

A preliminary run of other files is currently being generated.

 **II. Gainful Employment (GE) Reporting –** Status on Action Items

There was discussion on the status of the action items from our last meeting.

***Instruction:*** Corrina Baber stated that she has reviewed Valley’s GE programs and confirmed that the PROG screen has been updated with type code of ‘GE’. Corrina stated that she utilized an Informer Report to produce a list of the programs coded as ‘GE’.

***Financial Aid:*** There were no Financial Aid representatives in attendance.

***Research:*** James Smith stated that he had received an email from Amber Gallagher requesting a list of the GE programs that he has used for GE Disclosure. James will be forwarding this information to her and to the Bookstore who will provide a cost summary of books, supplies, equipment, etc. for each of the GE programs listed. Dianna Jones stated that she would send a sample of the GEPI screen to James. Upon receipt, Financial Aid can begin updating the TFPD screen with the programs that are DOE Title IV eligible for years 2008-2009 thru 2012-13. Ben Gamboa stated that he will follow-up to ensure that the ‘cost summary’ information will be provided.

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  |

1. **Cynosure Orientation Import – CHC**

The list of EPC student contacts to be changed from EPC to CSL still needs to be sent to Kirsten for her review and approval. Afterwards, the changes can be made. Dianna Jones stated that she anticipates getting the list to Kirsten by the middle of next week.

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

Although the issue for which the help desk ticket was created has been programmed, tested, and resolved, the committee was advised that during UL Testing it was revealed that, since 2005, the section census dates have been incorrectly calculated when course sections do not start on a Monday. The program logic needs to be reviewed to ensure that it correctly determines whether or not a date is a ‘Sunday’.

Corrina Baber asked about the impact of incorrect census date calculation to FTE reporting, and if Steve Sutorus and/or VPs of Instruction have been notified of this issue. She was advised that further research is needed to determine what the impact is/will be, at which time management will be informed.

1. Miscellaneous

There were no other discussion items.

The meeting adjourned at 9:00am.

The next regularly scheduled MIS Executive Committee meeting is Thursday, July 16th, 2015 at 8:30am in District Annex Conference Room 3.