The December 17, 2015 MIS meeting began at 8:30a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *\*Ben Gamboa, \*Colleen Gamboa, Cyndi Gundersen, Carol Hannon,*

 *Rebecca Warren-Marlatt, Keith Wurtz, and Dianna Jones*

1. **Upcoming MIS Submissions**

⦁Annual Employee Fall Collection - The committee was reminded of the MIS ***Annual 2015*** Employee Fall Collection (EB/EJ) data file which is due to the State Chancellor’s Office by January 10, 2016. Dianna Jones advised the committee that she is still researching the issue of District (980) employees not identified as such in the EJ file.

⦁ MIS Fall 2015 Term – This file is due no later than January 30th in order to meet the IPEDS reporting requirements for Graduation rates. The issue of faculty who teach only non-credit course(s) not being in the EB data file was discussed. Colleen Gamboa stated that payroll processed records from faculty based on faculty contracts received – if no faculty contract is received by payroll, the faculty record cannot be processed in the county system. Dianna Jones stated that she would follow-up with Instruction to develop a ‘best practice’ to identify and ensure that all faculty, assigned to sections with enrollment, have faculty contracts.

The committee reviewed the latest Fall 2015 MIS Submission Timeline created by Carol Hannon reflecting a final MIS submission date of Tuesday, January 26, 2016.

 **II. IPEDS Winter data collection timeline**

Keith Wurtz had requested that the MIS committee discuss the December 10th, 2015 email regarding IPEDS Winter and Spring Collection. Specifically, of note, for discussion was the following note advising schools of the need to have their Fall 2015 enrollment data submitted in January:

*\* Fall 2015 enrollment data must be submitted in January to ensure accurate reporting of Graduation Rates and 200% Graduation Rates for completers. Failure to submit Fall 2015 data before deadline may result in defaulting all completers are no longer enrolled in Fall 2015.*

**Miscellaneous**

**⦁** HSCU Title IV eligibility – Keith Wurtz advised the committee of an issue with our colleges being excluded from the list of Hispanic Serving Colleges and Universities (HSCU). Keith stated that he will investigate further.

The meeting adjourned at 9:05am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, January 14th, 2016* at 8:30am in District Annex Conference Room 3.