The February 11, 2016 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:** *\*Corrina Baber, Andy Chang, \*Ben Gamboa, Cyndi Gundersen, \*Kristina Heilgeist, Dr. Keith Wurtz, and Dianna Jones*

1. **MIS Submission – Fall 2015**

Carol Hannon was not present. An overview was provided on the anomalies encountered with the Student Success (SS) and Course Basic (CB) Fall 2015 term data files.

For SS, the committee was advised that Kirsten Colvey is aware of the SS rejections for “*undecided/undeclared academic programs cannot have comprehensive ed plan*” and that she is working to identify and notify the effected students to update their academic programs. The other issue with the SS file data was the rejections for “*student ID not found in production* *database*” (approximately 261 for CHC; 844 for SBVC). These are being researched to determine if they can be resubmitted. For CB, Kristina Heilgeist is aware of the issue of conflicting course/enrollment records for the Kinesiology (KIN) courses, and she is working with CHC curriculum to get these resolved.

**II. HSCU Title IV eligibility**

Nothing new to report on determining the methodology used by IPEDS to flag our colleges as not meeting the “needy student” requirement to be a Hispanic Serving Institution.

**III. EJ file – District (980) employees**

No new information to report as this issue is still being researched.

**IV. Miscellaneous**

MIS Term Submission Timeline - Carol Hannon had requested to add this item to the Agenda. In her absence, the committee was asked how the ‘extended’ timeline worked for them. Both Corrina Baber and Kristina Heilgeist stated that it worked well for them.

The meeting adjourned at 8:45am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, February 25th, 2016* at 8:30am in District Annex Conference Room 3.