The March 10, 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, Carol Hannon,*

*Dr. Keith Wurtz, and Dianna Jones*

1. **Upcoming MIS Submissions – Spring 2016**

The committee briefly discussed the upcoming Spring 2016 submissions. Carol Hannon stated that she is currently creating the submission timeline which will be reviewed by the committee and then distributed to the departments. Carol stated that she expects to be completed by the end of next week and the committee can review it at the next MIS meeting on March 24th, 2016 which Carol will conduct.

Carol stated that the VTEA data is now being captured using the new survey process in WebAdvisor. Also, Carol stated that she would like to create the EB file data earlier, but it was determined that this would not be feasible because of the late-start courses.

1. **MIS – Fall 2015**

The SS (Student Success) file was resubmitted on 3/8/2016, capturing 23,995 SS records. However, the ‘“*undecided/undeclared academic programs cannot have comprehensive ed plan*” were still excluded from the resubmitted data file. Kirsten Colvey is aware of these SS rejections. The committee was also advised that Kristina Heilgeist is aware of the issue of conflicting course/enrollment records for the Kinesiology (KIN) courses. To date, no updates have been received from Kirsten on the SS issue or from Kristina on the CB (KIN) issue.

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

Communications with the State Chancellor’s Office indicate that our EJ data does include District (980) records. We are waiting on a response from the State Chancellor’s Office regarding what may be a possible difference in formatting of data that is downloaded from ‘Data on Demand’, resulting in omission of the ‘980’ records.

**IV. Miscellaneous** (see attached)

The committee reviewed the latest CCCCO MIS Update memo and data elements:

⦁ MIS Update Webinar on March 17, 2016 (10:00am to 11:30am)

⦁ MIS Submission Site downtime

⦁ MIS DED changes (SS, SP02, SD01, SD03, SG, and SF21)

The meeting adjourned at 9:00am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, March 24th, 2016* at 8:30am in District Annex Conference Room 3.