Thursday, March 24th, 2016

*The MIS meeting began at 8:30am in the District Annex Conference Room 3. In attendance were Joe Cabrales \*, Cyndi Gundersen, Kristina Heilgeist\*, Dianna Jones, Ricky Shabazz\*, and Dr. Keith Wurtz (\* = via CCC Confer). Carol Hannon facilitated the meeting*

**I. MIS – Fall 2015 Resubmission**

SS File modification of rejects from EPC to EPA & resubmittal

Carol Hannon captured the rejected student records with Undeclared/Undecided Majors who had Comprehensive Ed Plans. These reports have been given to the Counseling offices at both colleges. Carol will resubmit the Fall 2015 data including these students, but modify the file to Abbreviated Ed Plans. Counseling will determine how to address these students’ majors.

CB File - KIN course/enrollment records conflict – STATUS of corrections

Carol Hannon will recreate the XB file to include the KIN sections/sessions/assignments and submit to the Chancellor’s Office and see if the course and sections are accepted, or still are rejected. The course name changes have been resolved in Colleague and Curriculum Inventory. Depending upon the timing of when these section records were originally built for the term, they still may have the old name in the individual section, session, and assignment records. SS will be resubmitted *first*, since Student Success impacts funding.

CB00 Unique ID CB Course Name XB Section Name CCC000430122 KIN-070A KIN-970A CCC000560739 KIN-070B KIN-970B CCC000555001 KIN-070C KIN-970C CCC000554908 KIN-070D KIN-970D CCC000556685 KIN/F-164B KIN/S-164B CCC000556686 KIN/F-164D KIN/S-164D CCC000564859 KIN-049 KIN/F-049

Kristina (Crafton) indicated there were two other courses that were taught in Fall but excluded because they did not have CB00 numbers at the time of the MIS submission. They now have CB00 numbers, so it may be possible to resubmit those courses & sections. She will e-mail Carol with the course names; they were EMS and Radiology classes.

Thursday, March 24th, 2016

**II. PROG screen**

Source for de term ining ‘m onths to c om pl e te’ f or d egrees and c erti fic a tes

A discussion was held regarding the length of degree and certificate “months to complete” for GE and SP reporting. A concern about consistency

between degree vs. certificate length was raised, as well as a “blanket” time vs. unique times per program. It was determined that this discussion involved multiple stakeholders at both colleges, so the topic would be moved to the

weekly DAWG meetings.

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

Submission Timeline

The draft timeline was sent to all departments Monday for review, discussion, and suggestions for changes. Carol (DCS) indicated she will work off the timeline as scheduled, until requests for changes by the departments are made. It was emphasized that **June 8** was the **LAST** day for DCS to recreate a new submission file due to corrections being made in Colleague. Any corrections after that will be made in the flat file only.

Corrections and submissions MUST be complete as scheduled since **August 1 is the “drop dead” date for funding. No resubmissions can be done after that date for funding purposes.**

The initial error reports have been run and placed in the respective departments MIS folders for research and correction; the departments have been notified of the reports availability. They are: XMDR, XCHE, XCCS, XSMD.

**IV. EJ file - District (980) employees**

District Employee (980) demographics not available in Data On Demand

Dianna is still waiting for a technical explanation and resolution from the CCCCO. District employees were in the original submission file, but not available when retrieving data from Data On Demand. Original concern was addressed by Ben Gamboa.

**V. Miscellaneous**

None.

The meeting adjourned at 8:55 am.

The next regularly scheduled MIS Executive Committee meeting is ***Thursday, April 7,***

***2016*** at 8:30am in District Annex Conference Room 3.