The April 7, 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:** *Andy Chang, Kirsten Colvey, Cyndi Gundersen, \*Giovanni Sosa, Dr. Keith Wurtz, and*

 *Dianna Jones*

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

There was no committee discussion on this topic. The final MIS Submission Timeline has been distributed.

1. **MIS – Fall 2015 resubmission**

SB - The SB data file was updated to reflect the recent high school graduates. Keith Wurtz identified these students using the Institutions Attended data and modified the existing SB data file which was then re-transmitted to the State Chancellor’s Office MIS database.

SS – Based upon a request from Kirsten Colvey to review how Comprehensive Ed Plans (EPC) are being derived for MIS reporting, the committee reviewed the following to determine if students with ‘Undecided/Undeclared’ programs are being accurately derived:

⦁ Colleague ***CSSI/CCPI****/****SSPD*** screens

⦁ WebAdvisor ***Counseling/Advising*** tabs

It was determined that some EPCs were imported via SARS. **This should not be the case**, since sometime back in October of 2015 it was decided that EPA would come from SARS and EPC would only come from Degree Planner based on 3 approved/archived terms.

**Action Items:**

**(1)** DCS to verify the SARS import process translation of ‘EP’ Reason Code which should be translating to EPA. *Verified that the program was modified on 10/5/2015 to translate SARS EP Reason Code to EPA. Fall 2015 SARS import processed in 2 batches, the first import was done on 10/26/2015 for date range of 8/15/15 – 9/30/15; the second import was done on 12/21/15 for date range of 10/1/15 – 12/18/15.*

**(2)** After verifying the above, DCS to remove Fall 2015 EPC data that was uploaded from SARS as SARS contacts from Colleague, as these should have been EPA.

**(3)** DCS to confirm that SSPD (Student Success Parameters) can be setup as ‘3 Terms for Comp Plan’ **and** ‘30 credits’. **CONFIRMED:** ***Yes, however, if you specify both a number of terms and a number of credits, then the student must meet both criteria to qualify for a comprehensive education plan.***

**(4)** Take to DAWG for district-level discussion: CHC wants to remove the ‘Undeclared’ program if a student has another active program that is ‘Declared’. The committee wants to get SBVC input on what they might see as the ‘pros’ and ‘cons’ to removing the undeclared major.

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

Still waiting on response from State Chancellor’s Office.

 **IV. Miscellaneous** (see attached)

There were no other items of discussion.

The meeting adjourned at 10:15am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, April 21st, 2016* at 8:30am in District Annex Conference Room 3.