The June 16, 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:** *\*Kirsten Colvey*, *\*Marco Cota, \*Dr. James Smith,* *Dr. Keith Wurtz, and Dianna Jones*

1. **MIS Submissions – Spring 2016** (Carol Hannon)

Carol Hannon was not present. Those in attendance briefly discussed the Spring 2016 submission timeline which has a target due date of June 27, 2016. Based on Carol’s 6/15/2016 email stating the Employee Basic (EB) file has not yet been received from payroll, it is doubtful that we will meet the targeted submission deadline of June 27, 2016.

1. **MIS – SS File data element review** (Keith Wurtz)

Keith Wurtz requested to discuss/review the SS04 and SS07 data counts that were retrieved from the State Chancellor’s Office Data Mart on Student Success Services. The committee discussed the number of students ‘*Directed to Assessment Service and NOT Received*’ versus the number ‘*Directed to Assessment Service and Received*’. Kirsten Colvey and Marco Cota expressed concern that the Fall 2015 number ‘Received’ was too low. The MIS Data Element Dictionary for SS07 revealed that the Assessments are to be *reported each term for services provided* ***during the term***. A review of the Summer 2015 data reflects that number of assessments taken (received) were higher during this summer session; which could account for the lower number(s) for the Fall 2015 term.

Keith Wurtz stated that he would draft an email to the State Chancellor’s Office inquiring about how assessments are counted when taken in one term in preparation for enrollment in the subsequent term.

**III. Miscellaneous**

No additional items of discussion.

The meeting adjourned at 9:05am.

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