The August 25, 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, \*Ben Gamboa, Cynthia Gundersen, and Dianna Jones*

1. **MIS Term Submissions – Summer 2016**

Dianna Jones advised the committee that we are in the process of generating the following preliminary MIS data files:

⦁ Course Basic (CB)

⦁ Section/Session/Assignment (XB/XF/XE)

⦁ CalWorks (CW/SC)

⦁ EOPS (SE)

⦁ Student Groups (SG)

We will continue working on the other data files in order to submit our data in a timely manner.

1. **MIS Annual Submission – (2015-2016)**

The committee was advised that we anticipate no issues with the timely submission of the Program Award, Assessment, and Financial Aid MIS files. We will be working on these Annual files in tandem with the Summer 2016 data files.

1. **Clearinghouse Access – SBVC update needed**

As the new Data Analyst, Cynthia Gundersen, needs to have access to the Clearinghouse FTP, Submission Data, and Web. As the NSC User Administrator for SBVC, April Dale-Carter is working on updating Cyndi’s access for future submissions.

1. **Clearinghouse – REDSTAR student list (SBVC)**

It was determined that SBVC Research signed up to participate in the Clearinghouse REDSTAR study on Race & Ethnicity. The files received from Clearinghouse were placed in the secure Research folder for Dr. James Smith to retrieve and append the required student information.

 **V. Miscellaneous**

No additional items of discussion.

The meeting adjourned at 9:00am.

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