The October 6, 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, Komal Bandyopadhyay, Joe Cabrales, \*Kirsten Colvey, \*Michelle Crocfer, Cynthia Gundersen, \*Diana Pineda, \*Juanita Sousa, \*Keith Wurtz, and Dianna Jones*

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

Dianna Jones advised the committee that the Summer 2016 term files were submitted on October 1st, 2016, but there are outstanding issues with the Student Groups (SG) and the Student Success (SS) data. The SG and SS files both had file format changes since the Spring 2016 submission and will have to be modified in order to pass the syntactical edit phase. Ellucian is currently working on modifying the file structure in the new format. Updated SG and SS files will be submitted after the Annual Financial Aid transmission has been completed.

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

The Program Awards and Assessment files were successfully transmitted, on time.

The Financial Aid file which was due October 1st, 2016, has not yet been submitted. During the creation of the Financial Aid data file the following issues were identified:

1. Scholarships awarded and disbursed to students who were not enrolled during the award term.
2. Federal Work Study (FWS) awarded and disbursed to students who were not enrolled during the term in which the FWS dollars were paid.
3. College-specific BOGs. BOGW awarded at one college, but student is enrolled in the other college.

Dianna Jones advised the committee that these records are rejected by the State Chancellor’s MIS processor and must be resolved or removed from the MIS Financial Aid file.

Keith Wurtz confirmed, via Informer, that the students identified during the meeting were not enrolled in the term(s) for which the scholarship award was disbursed. Joe Cabrales contacted CHC Financial Aid and Juanita Sousa joined the meeting. After reviewing a couple of students with Scholarships but no enrollment, Juanita advised that these were CHC Foundation scholarship recipients who moved/transferred on to other colleges or universities. Juanita and Cyndi stated that CHC Foundation used to enter the scholarships, but due to staff change, CHC Financial Aid now receives a list of recipients and enters that award information into Colleague. Joe Cabrales and Komal Bandyopadhyay agreed that perhaps we need to modify our scholarship workflow process; and not enter these scholarships into Colleague if the student is not enrolled. Joe Cabrales requested a list of these anomalies so that they can work on resolving these types of issues moving forward.

Kirsten Colvey questioned the annual counts for SARS contacts which are around 11,000 but the data mart has approximately 6,400. Keith Wurtz stated that he would work with Kirsten to identify and resolve.

1. **Gainful Employment 2015-2016**

The 2015-2016 Gainful Employment data files were transmitted to Clearinghouse on the due date, Saturday, October 1st, 2016. The GE Programs for Crafton were identified and successfully transmitted on September 28th, 2016. San Bernardino Valley Research provided the complete GE list on Friday, September 30th, 2016.

1. **Student Disability (SD) code changes**

Dianna Jones provided a brief overview of the upcoming Student Disability (SD) code changes for new disability codes to capture ADHD, Autism, and Mental; and the need to review/modify our existing DSPS custom colleague reports, and change to DSPS priority registration which was taken to the DAWG committee.

Michelle stated that the DSPS office is currently collecting data on the new and/or revised disability types, maintaining this manually outside of Colleague. Dianna Jones stated that the Chancellor’s Office as well as Ellucian are in the process of programming the new and/or revised disability codes into the MIS disability data file processing.

**V. Miscellaneous**

No additional items of discussion.

The meeting adjourned at 9:45am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, October 20th, 2016* at 8:30am in District Annex Conference Room 3.