**MIS Executive Committee Meeting**

Thursday, October 20th, 2016

 8:30 to 9:30am

1. **MIS Submission data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Summer 2016** |  |  |  |
| File | File Name | Crafton | SB Valley | # Records |
| CB | Course Basic | 875 | 945 | 1,820 |
| EB | Faculty Basic | *District-based report* | 328 |
| SB | Student Basic |  | 65,518 |
| SG | Special Groups | 2,165 | 5,157 | 7,322 |
| SX | Student Enrollment | 3,465 | 9,504 | 12,969 |
| XB | Section/Session/Assignment | 777 | 1,560 | 2,337 |
|  | XB-Section | 229 | 406 | 635 |
|  | XF-Session | 283 | 541 | 824 |
|  | XE-Assignment | 265 | 613 | 878 |
| SE | EOPS | 152 | 324 | 476 |
| SS | Student Success | 5,629 | 13,280 | 18,909 |
|  | SS06-Initial Orientation Service | 1,315 | 3,525 | 4,840 |
|  | SS07-Initial Assessment Service | 157 | 390 | 547 |
|  | SS08-Initial Counseling/Advmnt | 2,361 | 6,872 | 9,233 |
|  | SS09-Abbreviated Ed Plan | 1,119 | 4,202 | 5,321 |
|  | SS09-Comprehensive Ed Plan | 0 | 0 | 0 |
|  | SS10-Academic/Progress Probation | 557 | 438 | 995 |
|  | SS10-Academic/Progress Dismissal | 0 | 186 | 186 |
| SV | Student VTEA | *Not reported for Summer term* |
| SD | Student Disability | 67 | 154 | 221 |
| CW | CalWorks Assignments | 8 | 72 | 80 |
| SC | CalWorks Applicants | 11 | 175 | 186 |

1. **MIS Financial Aid anomalies**

⦁ College-specific BOG (i.e. VBOGC), but enrolled at other college (CHC)

 CBOGB, but SBVC classes (0745871, 0783940, 0801149)

⦁ Received VFWS funds for 2015FA, not enrolled – (0837237, 0975430)

⦁ Received Scholarship funds, not enrolled – (1516560, 1286080)

 VOSCH for 16/SP1 (1516560)

 CSCHL for 15/FA & 16/SP (1286080, 1165916)

1. **Upcoming MIS Reporting Fall 2016 Employee Collection**

⦁ Fall Employee Collection - Staff Data File to Payroll by 11/14/16

⦁ Fall 2016 Term – submission timeline (attached).

1. **Miscellaneous**

**Proposed MIS Timeline for Fall 2016**

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Description** |
| 11/14/16 | 11/16/16 |  TESS - Send Fall 2016 Staff Data Download (stafdnld.out) EB/EJ data to Payroll |
| 12/25/16 | 01/02/17 |  HOLIDAY – Winter Break |
| 01/03/17 | 01/03/17 |  ***Payroll*** - **return EB/EJ files** for Fall 2016 term & Fall Employee Collection |
| 01/03/17 | 01/06/17 |  Preliminary run of the MIS *Fall 2016* term data files  |
| 01/09/17 | 01/10/17 | Initial run of MIS *Fall 2016* term data files |
| 01/11/17 | 01/11/17 | Submit EB/EJ Fall Employee Collection file to State Chancellor’s Office |
| 01/12/17 | 01/13/17 | **Must run*****Academic Standing* Process** **to continue with MIS processing** |
| 01/16/17 | 01/16/17 | HOLIDAY - Dr. Martin Luther King Jr. Day |
|       *No MIS data tasks for* ***Offices*** *during week of January 16th, 2017 due to Start of 2017SP term* |
| 01/17/17 | 01/18/17 | Prepare Syntactical and/or Referential edit reports for correction |
| 01/19/17 | 01/20/17 | Distribute Syntactical and/or Referential edit reports for Office review |
| 01/23/17 | 01/23/17 | Secondary run of MIS *Fall 2016* term data files, if necessary |
| 01/24/17 | 01/25/17 | Distribute Syntactical and/or Referential edit reports for review/correction |
| 01/26/17 | 01/26/17 | Final run of MIS *Fall 2016* term data files |
| 01/27/17 | 01/27/17 | Submit FINAL *Fall 2016* Term MIS data files to State Chancellor’s Office\*\*This ‘end of January’ **due date is required** to meet **IPEDS** reporting\*\* |