The October 20, 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:** *Komal Bandyopadhyay, \*Michelle Crocfer, \*Ben Gamboa, \*Colleen Gamboa,*

*Cynthia Gundersen, \*Diana Pineda, and Dianna Jones*

1. **MIS Submission data – Summer 2016**

The committee reviewed the MIS submission data for Summer 2016 that was distributed to the MIS executive committee members with the 10/20/16 Agenda. It was noted that there were zero (0) Comprehensive Ed Plans recorded for the summer 2016 reporting period. Further review is required to validate the SS09 Comprehensive Ed Plan derivation. The committee was advised that during the Fall 2015 resubmission it was requested that Abbreviated Ed Plans (EPA) come from SARS and Comprehensive Ed Plans (EPC) only come from Degree Planner based on 3 approved/archived terms (***see MIS Minutes of April 7th, 2016***).

Below are the counts for the Annual submission data files:

**MIS Submission data – Annual 2015-2016**

|  |
| --- |
| **Annual 2015-2016** |
| File | File Name | Crafton | SB Valley | # Records |
| SP | Program Award | 961 | 1,443 | 2,404 |
| SA | Student Assessment | 5,769 | 23,230 | 28,999 |
| SF | Student Financial Aid Applicant | 6,394 | 17,407 | 23,801 |
| FA | Student FA Awards | 12,021 | 37,693 | 49,714 |

1. **MIS Financial Aid anomalies**

The committee, again, briefly discussed the anomalies with some of the financial aid data that was first discussed at the 10/6/16 MIS meeting, such as:

1. Scholarships awarded, but student not enrolled.

Crafton has agreed to not enter scholarships into Colleague if the student is not enrolled. San Bernardino Valley has not indicated how they plan to resolve the issue. Komal stated that she discussed this issue with upper management who agreed that it is appropriate not to enter these types of scholarships into Colleague.

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

Since there were no Financial Aid representation at the meeting, these issues will be tabled for further review and discussion either independently or at a future MIS meeting.

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

The committee briefly reviewed the Fall 2016 timeline which included the Employee Fall Collection. Colleen Gamboa stated that her staff is aware of the deadlines and will work diligently to provide the data file by January 3, 2017 as indicated on the Submission Timeline.

 **V. Miscellaneous**

No additional items of discussion.

The meeting adjourned at 9:00am.

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