The November 3, 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, \*Corrina Baber, \*Ben Gamboa, \*Colleen Gamboa,*

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

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

The committee briefly discussed the Fall 2016 Employee Collection (staff data) and Fall 2016 term submission reporting deadlines. These files must be transmitted by January 30th, 2017 in order to meet the IPEDS deadline. The staff data file will be provided to payroll by 11/14/16, and is scheduled to be returned (EB/EJ) to DCS by January 3rd, 2017 for processing.

1. **International Student Data** (Ben Gamboa)

Ben Gamboa asked how student data is recorded and maintained for Citizenship, VISA Type, and Immigration Status fields in Colleague. Ben also stated that the following four Informer reports appear to have errors in the Citizenship Country, Residence Country, Visa Issuing Country, and Visa Number fields:

⦁ International Student Enrollment Report

⦁ Foreign / International Student Enrollment Report (Using VISA Type)

⦁ International Student Graduate Report (Using Student Groups)

⦁ Foreign / International Student Graduate Report (Using VISA Type)

The committee discussed these issues and it was decided that since the A&R office and/or International Student counselor or other responsible position provides the reporting on International students, that this issue should be discussed at a DAWG meeting where all involved departments are present. Ben Gamboa advised that the Cynthia Shum is the International Student coordinator for Crafton Hills. The International student coordinator at Valley College was not known.

1. **Miscellaneous**

There were no additional discussion items.

The meeting adjourned at 9:00am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, November 17th, 2016* at 8:30am in District Annex Conference Room 3.