The February 9, 2017 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, \*Yancie Carter, \*Ben Gamboa, \*Colleen Gamboa, \*Kirsten Colvey, and Dianna Jones*

1. **MIS Fall 2016 Term –** Successfully Transmitted on 01/31/2017

The committee was advised that the District met the deadline for submission required for IPEDS. The files and record counts were reviewed with those in attendance.

The committee was advised that there were eight (8) Crafton courses that had to be omitted from the submission file because of missing CB00#s. As a result, the associated section, session, assignment, and enrollment records of those students also had to be removed from the submitted files. Upon resolution of the CB00# issue, the Fall 2016 term files can be resubmitted.

There were also numerous Student Success (SS) records that had to be omitted because the students had a Comprehensive Ed Plan, and an Undecided program major, which causes the record to reject. There were approximately 160 at Crafton and 264 at San Bernardino Valley.

The request to have these program major updated and the SS records resubmitted was reviewed and it was determined that it was not advisable as this could create an audit exception with data mismatch between Colleague and submitted MIS data. So, the MIS Student Success (SS) data file will not be updated with any Fall 2016 term resubmission. Kirsten asked if we could send her the name of the Informer Report created to identify students with an Undecided Major as well as another valid (informed) major. Dianna Jones stated that she would email the name of the Informer Report to Kirsten and Yancie Carter.

Dianna Jones reminded the committee that resubmissions can occur up until the 1st Monday in August. Because of vacation scheduling, resubmissions need to take place no later than June 30, 2017.

Fall 2016 term data files are in the process of being updated and prepared for resubmission, which is expected to occur sometime in mid- to late March 2017. Kristina Heilgeist stated that the courses have been updated in Colleague as well as in the Curriculum Inventory system, were applicable. Those in attendance were reminded to review current term courses to ensure that courses being taught have a valid CB00#.

1. **Gainful Employment** – In Progress

Clearinghouse - The Student Status Confirmation Reporting (SSCR) Error reports are currently in the process of being completed.

1. **MIS – Spring 2017 Submission Timeline**

The Spring 2017 MIS submission timeline which was reviewed. Colleen Gamboa asked to have the ‘need by’ dates added for payroll to process the staff data (stafdnld.out) file and return the EB/EJ files. Dianna Jones stated that she would update the timeline.

1. **Miscellaneous**

Keith Wurtz asked if he could get the prior year’s SB files so that he can update the Nonresident values. Dianna Jones stated that she would get those files to him.

The meeting adjourned at 9:10am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, February 23rd, 2017* at 8:30am in District Annex Conference Room 3.