The February 23, 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, Joe Cabrales, \*Yancie Carter, Kristina Heilgeist, Keith Wurtz, and Dianna Jones*

1. **MIS Fall 2016 Term –** Resubmission for CB records

The committee was advised that the corrective measures have been completed for the 8 Course Basic records omitted from the initial MIS submission because of missing CB00#s. 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; expected completion is Friday, March 3rd, 2017. The committee was advised that schools are now required to correct errors on their SSCR Error Report within 10 business days to maintain compliance.

In light of the many program updates required over the past months, Dianna Jones reminded the committee of the annual Gainful Employment reporting due date of October 1st, 2017. Kristina Heilgeist asked for confirmation on what Colleague field is used to flag a Program as Gainful Employment (GE). Corrina Baber stated that it resides on the PROG screen in the ‘Types’ field.

Keith Wurtz stated that the Gainful Employment Disclosures are due in April and that he would be working on getting that data ready. Dianna Jones requested that the Colleges confirm/identify their GE Programs, as well as Program Costs for those programs so this data can be accurately reported. Kristina Heilgeist stated the she believes some of the program credits have changed, and therefore, some program costs may be affected. Keith Wurtz mentioned that some of the programs on Crafton’s PPA need to be updated and asked if he and Joe Cabrales could meet with John Muskavitch regarding updating the list of programs.

Dianna Jones stated that some Webinars have been scheduled for schools to learn more about the SSCRs. Corrina Baber asked if this information could be sent out so that other people might want to attend. Dianna Jones also advised that we need to review and update our Clearinghouse Contacts as there are names of retired individuals on the contact emails. These updates should be made by the school’s Clearinghouse User Administrator at each school.

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

The committee briefly discussed the 2017 MIS submission timeline which was updated to reflect the 4/10 summer work schedule, as well as adding dates for sending the Staff Data (stafdnld.out) file to payroll and the return date of the EB/EJ file back from payroll.

1. **Miscellaneous**

Keith Wurtz reminded us of his request to receive prior year’s SB files so that he can update the Nonresident values, as he did with the most recent Fall 2016 MIS SB file. Dianna Jones stated that she would send him the files from when she first came on board, 2009 thru 2016.

The meeting adjourned at 9:00am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, March 9th, 2017* at 8:30am in District Annex Conference Room 3.