The April 19, 2018 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:**  *Dianna Jones, Gio Sosa, Artour Aslanian, Samantha Sarabia, \*Corrina Baber, \*Kristina Heilgeist, \* Yancie Carter, \*Christopher Crew, \*John Muskavitch, \*Juanita Sousa, \*Kirsten Colvey, \*Larry Aycock*

1. **Valley: Course Types> ‘In Service’ value listed on the Course Types on SECT screen in Colleague.**
	* Course Type ***INSER***designation/code is on the valcode table, however, has never been used on any courses.
		1. It was discussed by Committee that this value was not included within the data warehouse, and since not utilized for MIS reporting and unsure of who or where this designation was implemented by that this was to be removed from any section.
2. **MIS – Spring 2018 Term Processing Status**
	* **Instruction:** Notified Committee that both Instruction Offices at colleges have verified that all CB00#s are in Colleague for the Spring 2018 term.
	* **Payroll:** Notified Committee of upcoming deadline of TESS sending the Staff Data Download to payroll for the EB/EJ data file to be returned to TESS by June 1, 2018.
	* **Special Groups:** Notified Committee that Puente student list has been received, however, was still awaiting student lists for MCHS and Umoja and that the deadline for the submission of these student lists is May 25, 2018.
3. **MIS – Data Element changes effective Summer 2018**
	* The Committee was notified of the critical changes to the MIS data collection and processing that will be implemented beginning Summer 2018 per CCCCO.
		1. **SB23** – Committee notified. Both colleges confirmed no Pre apprenticeship programs currently offered.
		2. **SB34** – Committee notified that CCC ID is already included in the CCCApply import.
		3. **SB35** – Committee notified that CCCCO MIS team stated that there was a look up tool on CCCApply application process, however, last posting announcement from CCCTECH stated that currently there is no API developed and that the data contact between the CDE and CCCApply clearly states that colleges will not be able to download SSIDs during the first data exchange phase.
		4. **SB36** – Committee notified that this is now required for MIS by State Chancellor’s Office. Concerns were raised given the sensitivity of the nature of this information and privacy. Committee notified that within Colleague there is ability to securely limit accessibility to stored information (screens). Gio Sosa informed the Committee that there were other meetings scheduled to discuss a plan as to how to handle and store the data securely in order to meet this reporting requirement.
		5. **SB37** – Committee notified that this is now required for MIS by State Chancellor’s Office. Concerns were raised given the sensitivity of the nature of this information and privacy. Committee notified that within Colleague there is ability to securely limit accessibility to stored information (screens). Gio Sosa informed the Committee that there were other meetings scheduled to discuss a plan as to how to handle and store the data securely in order to meet this reporting requirement.
		6. **SC18** – Committee notified that SBCCD CalWORKs department leads and staff were notified on March 30, 2018 of this new MIS reporting requirement.
		7. **SG10 – SG21** – Committee was notified that the CCCCO MIS team stated that these data elements were initially requested by Adult Ed for Workforce Innovation and Opportunity Act reporting and was supposed to be included on the CCCApply application process, however, these questions are not on the CCCApply application and will be on hold until further notice. CCCCO MIS clarified that if Districts/Colleges do not currently collect this data that they are not required to report this data. Thus, SBCCD will be reporting these as Unknown/Unreported.
		8. **SF21 –** Committee was notified of the new award codes to correlate and account for awards transmitted.
		9. **SA07** – Committee was notified of new data element. Questions were asked by Kirsten Colvey which requires more information by MIS. Is this a Adult Ed assessment designation? Email sent to CCCCO MIS Team on 4/19/18. Waiting on response.
4. **Miscellaneous**

The Committee was asked if anyone in attendance had any questions, comments or concerns.

Kirsten Colvey requested to meet in regards to the mapping of SARS contacts and locations and the extraction process and criteria of the Student Planning of comprehensive education plans.

The April 19, 2018 MIS Executive Committee meeting adjourned at 9:09am.

The next regularly scheduled MIS Executive Committee meeting will be *Thursday, May 3, 2018* at 8:30am in District Annex Conference Room 3 and will also be available via CCC Confer.