MIS Executive Committee

Meeting Minutes
Thursday, March 21, 2019
8:30 a.m. to 9:30 a.m.

The March 21, 2019 MIS meeting began at 8:35 a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (* = *via ZOOM*):

Present: *Larry Aycock (CHC), Corrina Baber (TESS), *Jeremiah Gilbert (DIST),
            *Kristina Heilgeist (CHC), Dianna Jones (TESS), *James Smith (SBVC)

I.   **MIS File Submission Calendar**
At the request of Andy Chang (Director of Administrative Application Systems), Corrina prepared a report displaying files/reports TESS submits for MIS, where we pull the data from and what are the reporting ranges for each submission. With a few minor updates to date ranges, I have attached the document to these minutes.

For future reference, once submissions are made to the State, Student Services categorical program offices can view submitted data on the Chancellor's Office Data Mart: https://datamart.cccco.edu/Services/Default.aspx

II.   **Fall 2018 File Resubmissions**
A. DSPS – Continue to research students who were not included in the final submission of the SD file. Reviewing how the file was generated, and what the parameters were. Will also use Informer report.
B. Special Groups (MESA) – We were informed by the State Chancellor's Office that we were not in compliance with the requirements of the MESA grant, which is to submit student data count through MIS, thus the withholding of grant funds. SBVC has identified the responsibility manager/faculty of this special population and will begin flagging students in Colleague so we may submit initially for Fall 2018, and possibly 2017-2018.

III.   **Annual 2017-2018 Resubmission**
A. Financial Aid – Summer 2018 Pell grant information was not included in the Financial Aid annual submission. Summer will be run, combined with the initial submission and re-submitted. Corrina will work with Ernesto Nery for both SBVC and CHC to confirm completion.

IV.   **Noncredit Academic Level – End-User Testing**
A HelpDesk ticket was submitted by CHC with a request to add a Noncredit (NC) **academic level** to the Program (PROG) screen in Colleague. In speaking with Kristina Heilgeist this morning, she is working with Joe Ho on a noncredit transcript. Given the initial request has been completed, Corrina will be closing the ticket.

V.   **Miscellaneous**
Larry Aycock requested additional information on the Degree Verify process and submission dates for National Clearinghouse. In response to Corrina sending out a 'Degree Verify Reminder' earlier this week, Larry asked the process for submitting awards given *after* the Degree Verify submission date, which lead to the discussion on modifying our current submission dates. Any awards not captured would have to be submitted manually.

Given this information, Larry requested a change in our current submission dates to an approximate 6-8 week submission date. As both Crafton Hills and Valley College share the same deadline, he will confer with April Dale-Carter and send in alternate submission dates.

With no additional questions or comments, the meeting adjourned at 8:49 a.m.

The next scheduled MIS Executive Committee meeting is *Thursday, April 4, 2019* at **8:30 a.m.** in District Annex Conference Room 3.