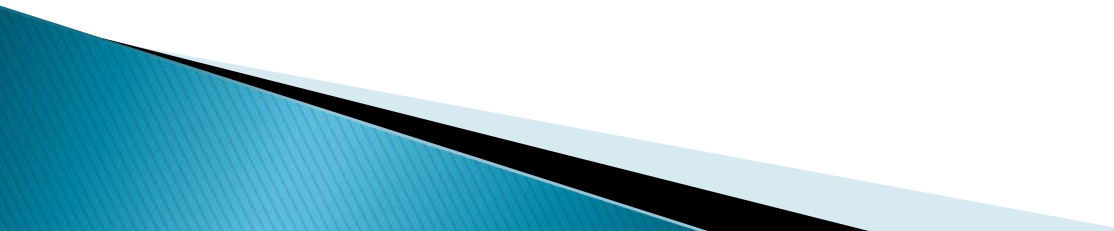


MIS Submission Overview

Agenda

- ▶ Background
 - ▶ Submission Process
 - ▶ Error Reports
 - ▶ Post Submission
 - Data Mart
 - Reports
- 

Background

- ▶ The MIS Website provides access to:
 - Data Element Dictionary
 - Submission Timeline
 - Documentation
- ▶ MIS data eventually becomes IPEDS

Data Elements

- ▶ 20+ distinct files

Data Element Information

Data Elements

Derived Data Elements

Appendices

- Course Data Elements (CB)
- College Calendar Data Elements (CC)
- Student CalWORKs Data Elements (CW)
- Employee Demographic Data Elements (EB)
- Employee Assignment Data Elements (EJ)
- General Data Elements (GI)
- Student Assessment Data Elements (SA)
- Student Characteristics Data Elements (SB)
- Student DSPS Data Elements (SD)
- Student EOPS Data Elements (SE)
- Student Financial Aid Data Elements (SF) and (FA)
- Special Populations Data Elements (SG)
- SSN Update Record (SI)
- Student Matriculation Data Elements (SM)
- Student Program Awards Data Elements (SP)
- Student VTEA Data Elements (SV)
- Student Enrollment Data Elements (SX)
- Section Data Elements (XB)
- Faculty Data Elements (XE)
- Session Data Elements (XF)

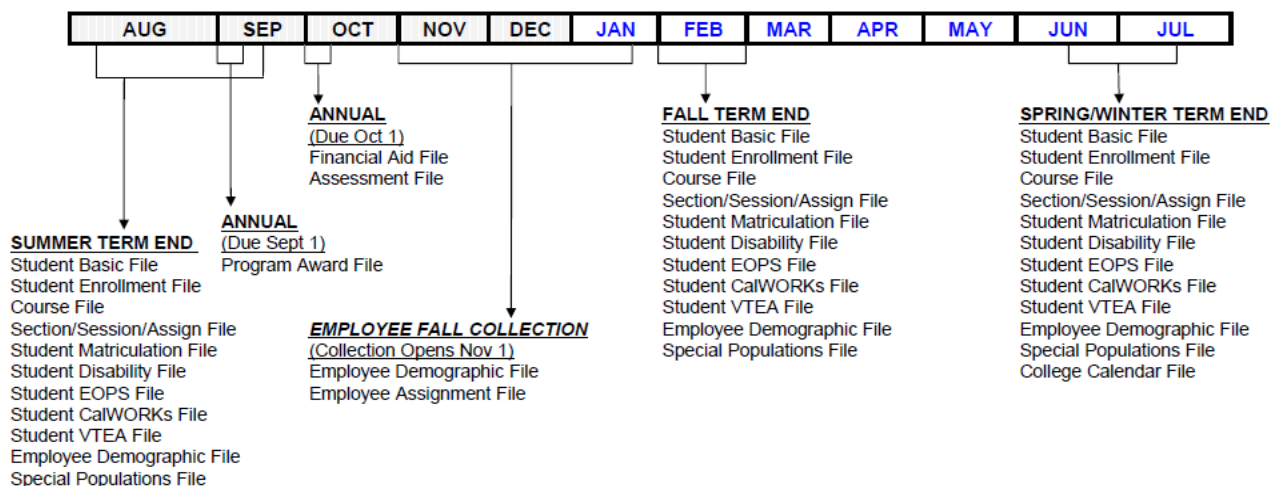
Submission Timeline

- Majority are term specific, some are annual

CALIFORNIA COMMUNITY COLLEGES
MANAGEMENT INFORMATION SYSTEM

MIS DATA SUBMISSION TIMELINES

ATTENTION: Please review critical resubmission timeline information at the bottom of the page.

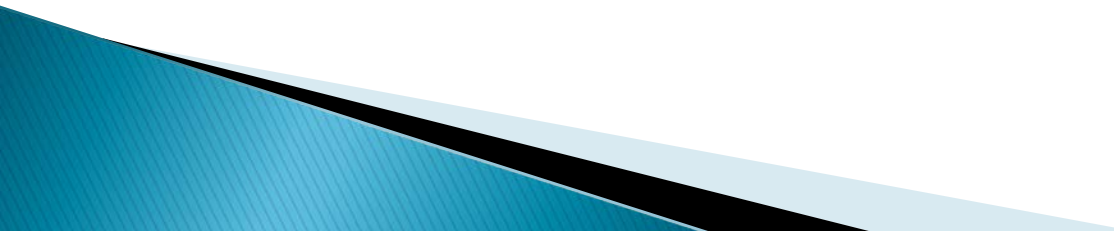


- All term-end files are due within one month after the end of each term, with the following exceptions:
 Winter Quarter data is due at the same time as Spring Quarter data.
 Districts with a Fall due date in January are not required to submit until the first Monday in February.
- THE LAST DAY TO RESUBMIT:**
 Summer, Fall, Winter, Spring term-end files for allocation purposes is the first Monday in August (by 5:00 PM).
 Financial Aid data for VTEA allocation purposes is the second Friday in February (by 5:00 PM).

Submission Process

- ▶ ITS begins the submission process a couple of weeks after the end of the term
- ▶ Banner provides forms and reports to extract the data
 - Most old Cobol reports have largely been replaced with new software from ellucian's California Solutions Center (CalB)

What has changed?

- ▶ Curriculum and Course Inventory
 - ▶ Data Quality Initiative – edits
 - ▶ Error threshold for Syntactical and Referential edits have been decreased each year – when you reach that threshold, the process stops
 - ▶ New software from ellucian
- 

Example of Syntactical Errors

DED#	DATA ELEMENT NAME	FORMAT
CB06	COURSE-UNITS-OF-CREDIT-MAXIMUM	99V99

The maximum number of units of academic credit a student may earn from enrolling in a single section of this course.

CB06 COURSE-UNITS-OF-CREDIT-MAXIMUM

Processing Edits	
FIELD CHECK	Must be numeric
INTEGRITY CHECK	<p>Units of Credit Maximum (CB06) must be > or = to Units of Credit Minimum (CB07.)</p> <p>If a course is coded as (C or D) in CB04 then CB06 may not be coded as (zero)</p> <p>If Course Credit Status (CB04) is coded as Noncredit (N), then this element must be coded as zeros.</p> <p>If Course Noncredit Category (CB22) is not coded 'Y' (Not Applicable, Credit course), Units of Credit Maximum (CB06) must be zero.</p>

Example of Referential Errors

File	Element	Records
CB - Course	ESL828	1
XB - Section	CRN	4
XF - Session	Sessions	4
XE - Faculty	Assignment	4
EB - Employee Demographics	Faculty	4
SX - Student Enrollment	Students	107
Student enrollment may also affect:		
CW - Calworks		
SD - DSPS		
SE - EOPS		
FA, FA - Financial Aid		
SM - Matriculation		
SV - VTEA		

Error Reporting

- ▶ Throughout the term, a variety of exception reports are emailed to key data owners

Course Inventory

- ▶ ITS implemented a daily automatic process (SQRCBMS) that:
 - Downloads the 37–Master file
 - Loads the data into a local table
 - Updates the CB00 number in SCADETL
 - Provides a complete listing of the course inventory

REPORT: SQRCBMS										May 07, 2013			
San Mateo Community College District													
College:								Term Code:201303		Rept Mode: U			
MIS				CB00	Top			Basic	SAM	Prior	Non-	Fund	
College	Subj-Crse	Subj	Crse	Numb	Code	Max	Min	Skills	Code	Col	Cred	Cat	
SAN MATEO	ACTG100	ACTG	100	CCC000053622	050200	3	1.5	N	C	Y	Y	Y	
SAN MATEO	ACTG103	ACTG	103	CCC000118226	050200	0.5	0.5	N	D	Y	Y	Y	
SAN MATEO	ACTG121	ACTG	121	CCC000088803	050200	5	3	N	C	Y	Y	Y	
SAN MATEO	ACTG131	ACTG	131	CCC000160341	050200	5	3	N	C	Y	Y	Y	
SAN MATEO	ACTG144	ACTG	144	CCC000135511	050200	1.5	1.5	N	C	Y	Y	Y	
SAN MATEO	ACTG145	ACTG	145	CCC000278078	050200	1.5	1.5	N	C	Y	Y	Y	
SAN MATEO	ACTG161	ACTG	161	CCC000056386	050200	4	4	N	C	Y	Y	Y	

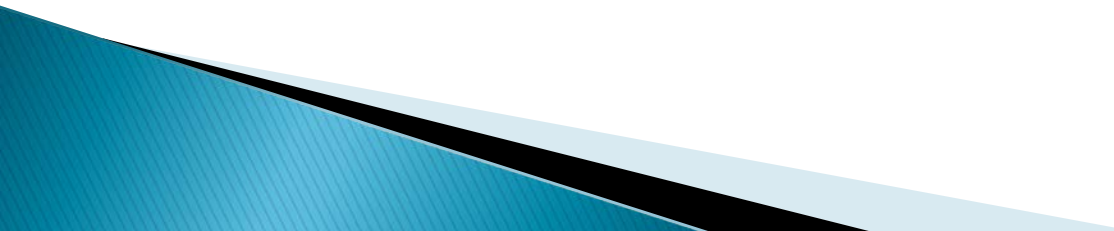
Course Inventory

- SYQCB00 – Provides list of differences between the course inventory and Banner

SYQCB00 5.0			San Mateo County CC District															May 7, 2013				
CORONELE			CB00 Discrepancy															10:52 Page 1				
Term Code: 201303																						
Camp Code: 2																						
		CRCC	Ban	CRCC	Ban	CRCC	Ban	CRCC	Ban	CRCC	Ban	CRCC	Ban	CRCC	Ban	CRCC	Ban	CRCC	Ban			
SUBJ	CRSE	CB03	CB03	CB04	CB04	CB08	CB08	CB09	CB09	CB21	CB21	CB22	CB22	CB23	CB23	CB07	CB07	CB06	CB06	SKY	CAN	CSM

AUTO	510	094840	094840	D	N	N	N	C	C	Y	Y	Y	Y	Y	Y	0250	0400	0250		Y		
AUTO	749	094800	094800	D	D	N	N	C	C	Y	Y	Y	Y	Y	Y	1450	1500	1450		Y		
BIOL	170	043000	040100	D	D	N	N	E	E	Y	Y	Y	Y	Y	Y	0300	0300	0300		Y		
BIOL	171	043000	040100	D	D	N	N	E	E	Y	Y	Y	Y	Y	Y	0100	0100	0100		Y		
BIOL	665SC	040100	040100	D	D	N	N	E	E	Y	Y	Y	Y	Y	Y	0050	0100	0050		Y		
COUN	104	493010	493010	D	D	N	N	E	E	Y	Y	Y	Y	Y	Y	0050	0100	0050		Y		
EMC	410	125000	125000	D	D	N	N	C	C	Y	Y	Y	Y	Y	Y	0100	0800	0700		Y		
LSKL	803	493009	493009	N	N	B	B	E	E	Y	Y	C	Y	Y	Y		0000			Y		
TCOM	452	093400	093400	D	D	N	N	C	C	Y	Y	Y	Y	Y	Y	0100	0200	0100		Y		

SQRMISE

- ▶ Emails every 2 weeks a list of errors
 - ▶ Provides three types of errors
 - Courses – Office of Instruction
 - EOPS/CARE
 - Admissions and Records
 - ▶ Provides specific detail of the error and the Banner form in which to fix the data
- 

SQRMISE -E

REPORT: SQRMISE

May 30, 2013

San Mateo Community College District

Termcode: 201303

Employee	Course	Record	Error Description	Banner	College	MIS
Student Info	Info	Info		Form		Typ
G00974551	Ordaz, Aurora	Elig-	*** EOPS Record With Null Accept Date	***	SWAEOPS	Syn-SE
G00863073	Enriquez, Rocsana	CARE Stu	*** EOPS Record With no Marital Status	***	PPAIDEN	Syn-SE
G00972217	Makarava, Alena	CARE Stu	*** EOPS Record With no Marital Status	***	PPAIDEN	Syn-SE
G00707107	Mongelli, Alicia		*** Active in CALWORKS but 0 wages	***	SVACWSD	Skyline Ref-CW

SQRMISE -A

REPORT: SQRMISE

May 30, 2013

San Mateo Community College District

Termcode: 201303

Employee	Course	Record	Error Description	Banner	College	MIS
Student Info	Info	Info		Form		Typ

SQRMISE – I



coronele_sqrmise_4151388.li1

SQRMISP

- Provides errors on degrees awarded

REPORT: SQRMISP						May 16, 2013			
San Mateo Community College District									
Begin Date: 01-JUL-2012					End Date: 30-MAY-2013				
Employee	Date	Seq	Deg	Majr	Error Description	Banner	College	MIS	
Student Info	Degree Awd	No	Cde	Cde		Form		Typ	
G00896534 Perez, Amanda	19-DEC-2012	1	AA	C490	Degree awarded but no TOPS code	STVMAJR	Canada	Syntactic	
G00671304 Jacobo Iba, Jorge	19-DEC-2012	1	AS	C499	Degree awarded but no TOPS code	STVMAJR	CSM	Syntactic	
G00674150 Abella, Rhea Merce	25-MAY-2012	4	CERT		Missing CO Unique Prog - NURS-4C2	SMAPRLE	CSM	Syntactic	
G00903788 Arionus, Steven	17-DEC-2011	1	CERT		Missing CO Unique Prog - ELEPWRSYS-4C	SMAPRLE	CSM	Syntactic	
G00456539 Bach, Ghislaine	17-DEC-2011	1	CERT		Missing CO Unique Prog - R.E.-4CB	SMAPRLE	CSM	Syntactic	
G00676566 Castaneda, Maria Del	17-DEC-2011	1	CERT		Missing CO Unique Prog - TXPP1-4C0	SMAPRLE	CSM	Syntactic	
G00904795 Chacon, Daniel	17-DEC-2011	1	CERT		Missing CO Unique Prog - ELEPWRSYS-4C	SMAPRLE	CSM	Syntactic	
G00702091 Chen, Jiali	13-AUG-2011	1	CERT		Missing CO Unique Prog - ELEPWRSYS-4C	SMAPRLE	CSM	Syntactic	
G00886810 Chuong, Thong	17-DEC-2011	2	CERT		Missing CO Unique Prog - ELEPWRSYS-4C	SMAPRLE	CSM	Syntactic	
G00698706 Cisneros, Isabel	25-MAY-2012	2	CERT		Missing CO Unique Prog - NURS-4C2	SMAPRLE	CSM	Syntactic	
G00905679 Darcen, Dax	25-MAY-2012	2	CERT		Missing CO Unique Prog - NURS-4C2	SMAPRLE	CSM	Syntactic	
G00910163 Draper, Sybille	17-DEC-2011	1	CERT		Missing CO Unique Prog - PMATINST-4C	SMAPRLE	CSM	Syntactic	
G00910163 Draper, Sybille	25-MAY-2012	2	CERT		Missing CO Unique Prog - PM&RINST-4C	SMAPRLE	CSM	Syntactic	
G00705901 Edais, Alina	25-MAY-2012	3	CERT		Missing CO Unique Prog - NURS-4C2	SMAPRLE	CSM	Syntactic	
G00745857 Garcia Cas. Leticia	25-MAY-2012	2	CERT		Missing CO Unique Prog - NURS-4C2	SMAPRLE	CSM	Syntactic	

SWBDSPS

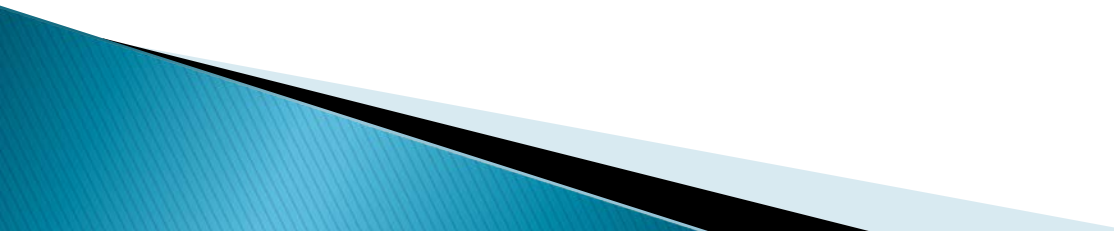
- Provides list of students to be reported

RUN DATE: 29-MAY-2013			San Mateo County CC District					PAGE: 2
12:33:46			DSPS DATA EXTRACT					SWBDS
For Term(s): 201303			Attribute: DISA			Center Code: %		CSM
DIS COUNT: 54								
CSM SPR 13	Alger	Kendra	G00-82-8856	PRM DIS: D	PRM CNT: 013	SEC DIS: N	SEC CNT: 000	REHAB: 0
CSM SPR 13	Diaz	Victoria	G00-95-2463	PRM DIS: D	PRM CNT: 006	SEC DIS: N	SEC CNT: 000	REHAB: 1
CSM SPR 13	Lowenstein	Hugo	G00-46-6183	PRM DIS: D	PRM CNT: 010	SEC DIS: P	SEC CNT: 004	REHAB: 0
CSM SPR 13	Martin	Kristen	G00-85-7720	PRM DIS: D	PRM CNT: 001	SEC DIS: N	SEC CNT: 000	REHAB: 0
CSM SPR 13	Pisani	Mike	G00-80-2094	PRM DIS: D	PRM CNT: 012	SEC DIS: N	SEC CNT: 000	REHAB: 0
CSM SPR 13	Winnen	Patrick	G00-82-9712	PRM DIS: D	PRM CNT: 013	SEC DIS: N	SEC CNT: 000	REHAB: 0
DIS COUNT: 6								
CSM SPR 13	Bowdidge	William	G00-04-4232	PRM DIS: H	PRM CNT: 010	SEC DIS: O	SEC CNT: 004	REHAB: 0
CSM SPR 13	Crawford	Leffie	G00-60-2328	PRM DIS: H	PRM CNT: 010	SEC DIS: O	SEC CNT: 011	REHAB: 0
CSM SPR 13	Davie	Earl	G00-09-6879	PRM DIS: H	PRM CNT: 010	SEC DIS: B	SEC CNT: 005	REHAB: 0
CSM SPR 13	Gimena	Ivan	G00-89-3186	PRM DIS: H	PRM CNT: 015	SEC DIS: N	SEC CNT: 000	REHAB: 1
CSM SPR 13	Gorman	Jennifer	G00-96-2667	PRM DIS: H	PRM CNT: 011	SEC DIS: D	SEC CNT: 007	REHAB: 0
CSM SPR 13	Kreidl	Adolf	G00-21-4869	PRM DIS: H	PRM CNT: 010	SEC DIS: B	SEC CNT: 005	REHAB: 0
CSM SPR 13	Lema	Dave	G00-47-6775	PRM DIS: H	PRM CNT: 010	SEC DIS: M	SEC CNT: 004	REHAB: 0
CSM SPR 13	Lingaas	Robert	G00-85-9853	PRM DIS: H	PRM CNT: 010	SEC DIS: M	SEC CNT: 005	REHAB: 0
CSM SPR 13	Lonie	Richard	G00-94-4815	PRM DIS: H	PRM CNT: 010	SEC DIS: V	SEC CNT: 005	REHAB: 0

Error Notification

Report	Office		Skyline	Canada	CSM
SQRMISE	EOPS	Krystal Romero			romerok@smccd.edu
MIS Errors	E	Regina Blok		blokr@smccd.edu	
		Gloria Darafshi		darafshi@smccd.edu	
		Goldie Lee	leeg@smccd.edu		
		Ghillermo Alonso	alonzog@smccd.edu		
		Jose Romero		romero@smccd.edu	
		Ruth Turner			turner@smccd.edu
		Javier Urena	urena@smccd.edu		
		Robin Richards		richardsr@smccd.edu	
		Krystal Johnson		johnsonkr@smccd.edu	
		Lorraine Barrales-Ramirez	ramirezl@smccd.edu		
		Jeffrey Acidera	acidera@smccd.edu		
SQRMISE	Office of Instruction				
MIS Errors	I	Jose Pena		penaj@smccd.edu	
		Maria Norris	norris@smccd.edu		
		Ada Delaplaine			delaplaine@smccd.edu
		Deb Lalusa			
SQRMISE	Admissions and Records				
MIS Errors	A	Arlene Fajardo			fajardo@smccd.edu
		Niruba Srinivasan			srinivasann@smccd.edu
		Sue Lorenzo	lorenzo@smccd.edu		
		Sheldon Carroll	carrolls@smccd.edu		
		Jose Desouza	desouzaj@smccd.edu		
		Jeffrey Acidera	acidera@smccd.edu		
		Ruth Miller		miller@smccd.edu	
SQRMISP	Program Services				
Program File Errors		Maria Lara		lara@smccd.edu	
		Sheldon Carroll	carrolls@smccd.edu		
		Arlene Fajardo			fajardo@smccd.edu
		Niruba Srinivasan			srinivasann@smccd.edu
SYQCB00	Office of Instruction				
Course Inventory Errors		Jose Pena		penaj@smccd.edu	
		Maria Norris	norris@smccd.edu		
		Ada Delaplaine			delaplaine@smccd.edu

Submission Process

- ▶ For several weeks, ITS works on running, extracting and submitting files
 - ▶ Iterative process – one error is corrected, other are revealed
 - ▶ Finally success!!
- 

Success!



FW letter to 37127.msg

Forwarded to:

From: Cowing, Renee Sent: Mon 3/25/2013 2:55 PM
To: Allen, Linda; Blok, Regina; Chaika, Kathy; Chang, Suki H.; Coronel, Edgar; Delaplaine, Ada; Fajardo, Arlene M.; Fiori, Carolyn E.; Hughes, Jennifer; Skyline EOPS; Johnson, Krystal; Romero, Krystal; Lee, Goldie; Lopez, Kim; Lorenzo, Susan; Miller, Ruth E.; Mosby, John; Norris, Maria; Pena, Jose F.; Ramezane, Marsha; Raznick, Eric; Richards, Robin; Romero, Jose P.; Romero, Krystal; Scott, Bart; Skaff, Laura K.; Turner, Ruth; Van Sciver, Linda; Wallace, Richard
Cc:
Subject: MIS Fall Data 2012 Submitted

All,
MIS data for the Fall term 2012 has been re-submitted and is now available on the DataMart website:

Datamart

- ▶ Used to send several RTF files



R37123.zip

- ▶ Now they want you to go to the [Datamart](#)