**MIS Executive Committee Meeting**

Thursday, May 1st, 2014

 8:30 to 9:30am

 **I.** MIS – SX02 Grade of ‘W’ prior to census date

 Update from Keith Wurtz and Larry Aycock on AP4233 and AP5080

 **II.** Student Success - Status

 Training date for Counseling Staff

**III.** MIS – Spring 2014 Reporting Timeline Reminder

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| --- | --- | --- |
|  **From** | **To** | **Description** |
| 06/02/14 | 06/04/14 |  Preliminary run of the MIS Spring 2014 term data files  |
| 06/05/14 | 06/06/14 |  DCS Internal Review of MIS data files and parameter |
| 06/09/14 | 06/10/14 | Initial run of MIS Spring 2014 term data files |
| 06/11/14 | 06/13/14 | Distribute Syntactical and/or referential edit reports for review/correction |
| 06/14/14 | 06/15/14 | Must run ***Academic Standing*** process |
| 06/16/14 | 06/18/14 | Secondary run of MIS Spring 2014 term data files |
| 06/19/14 | 06/20/14 | Distribute Syntactical and/or Referential edit report for correction |
| 06/23/14 | 06/25/14 | Departmental corrections/updates |
| 06/26/14 | 06/27/14 | DCS validation of MIS data files |
| 06/30/14 | 06/30/14 | Submit FINAL Spring 2014 Term MIS data files to State  |

**PUENTE & Tumaini (**MCHS already received**):**  Need saved list of students who are in your Special Populations Group ***on or before*** **Tuesday, June 17th, 2014**. Otherwise, your special population will be excluded from the Spring 2014 MIS reporting.

**IV.** Miscellaneous