**MIS Executive Committee Meeting**

Thursday, September 11th, 2014

8:30 to 9:30am

1. MIS – Summer 2014 Reporting

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| ***MIS – Proposed TIMELINE for Summer 2014 session Reporting*** | | |
| **From** | **To** | **Description** |
| 08/18/14 | 08/20/14 | Preliminary run of the MIS Summer 2014 session data files |
| 08/21/14 | 08/22/14 | DCS Internal Review of MIS data files and parameters |
| 08/25/14 | 08/27/14 | Initial run of MIS Summer 2014 session data files |
| 08/28/14 | 08/29/14 | Distribute Syntactical/referential edit reports for review/ correction |
| 09/01/14 | | HOLIDAY – Labor Day |
| 09/02/14 | 09/05/14 | Departmental corrections/updates |
| 09/08/14 | 09/10/14 | Secondary run of MIS Summer 2014 term data files |
| 09/11/14 | 09/12/14 | Distribute Syntactical and/or Referential edit report for correction |
| 09/15/14 | 09/16/14 | Departmental corrections/updates |
| 09/17/14 | 09/18/14 | DCS validation of MIS data files |
| 09/19/14 | 09/19/14 | Submit FINAL Summer 2014 session MIS data files to State |

**II.** SX02 Grade of ‘W’ prior to census date (AP4233 & AP5080)

*\*On hold until issue is reviewed at District Assembly meeting*

**III.** MIS – Annual Reporting

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| *Due Date* | *Record* | *File Name* |  |
| September 1, 2014 | SP | Program Awards | • Submitted August 29, 2014 |
| October 1, 2014 | SA | Assessment | • Submitted September 3, 2014 |
| October 1, 2014 | SF/FA | Financial Aid |  |

**IV.** Miscellaneous