The December 4, 2014 MIS meeting began at 8:30 am at District Redlands Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *Kirsten Colvey, Rebecca Warren-Marlatt, Cyndi Gunderson, \*Greg Allred, \*Ben Gamboa, \*Amalia Perez, \*Colleen Gamboa, \*James Smith, \*Corrina Baber, \*Joe Cabrales, Andy Chang, Carol Hannon, Cory Brady, and Dianna Jones*

**Absent:** *Keith Wurtz, Ricky Shabazz, Marco Cota, Joe Cabrales, April Dale-Carter, and Michelle Crocfer*

 **I. Upcoming Submissions**

The committee reviewed the upcoming submissions for MIS and Clearinghouse. We were reminded that the timeframe is tight and Carol Hannon is new in the Data Analyst position; therefore, we will be heavily involved in training and review of MIS processes for the next several months.

**II. Resubmission of Summer 2014 Student Disability file**

The files were re-run and resubmitted. Review of the latest submission yielded no questions, so we are moving forward into Fall 2014 processing.

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

The MIS committee’s recommendations to the above procedures were approved by the District Assembly, and it is expected to go to the Board on 12/11/2014 for final Board approval.

1. Student Planning/Ed Plan coding

Kirsten requested that we further review how Abbreviated and Comprehensive Ed Plans are captured. It was recommended that Abbreviated ed plans come from SARS and Comprehensive ed plans come from the contacts data entry.

1. Miscellaneous

There were no miscellaneous discussion items.

The meeting adjourned at 9:12am.

The next regularly scheduled MIS Executive Committee meeting on Thursday, January 15th, 2015 at 8:30 in District Annex Conference Room 3.