**MIS Executive Committee Meeting**

Thursday, August 10th, 2017

8:30 to 9:30am

1. **MIS** – **Summer 2017 Timeline -** Attached

⦁ Regulatory changes have been made by Ellucian; we have submitted ticket request to have these updates moved to our Live environment.

1. **MIS** – **Spring 2017 Term Processing Status**

* Final submission loaded on 08/04/2017

1. **Duplicate Contacts**

* Modified program to correct duplicates. Submitted request for Ellucian to Move the changes to R18LIVE environment.

1. **SB11** – Recent H.S. Grads (Fall MIS) – In Progress

⦁ Start/End Dates on HSA for SB11 HS Grads for recent HS Grads.

1. **Submit all Certs less than 6 units** (i.e. MICN) – In Progress

⦁ There are 35 MICN cert recipients included in SP file for 2016-17

1. **Upcoming Annual MIS Submissions**

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| **MIS File** | **Description** | **Due Date** |
| SP | Program Awards | September 15, 2017 |
| SA | Assessment | October 1, 2017 |
| SF/FA | Financial Aid | October 1, 2017 |

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| **Proposed MIS Timeline for Summer 2017** | | |
| **From** | **To** | **Description** |
| 08/01/17 | 08/01/17 | Instruction – Ensure all Summer 2017 enrolled courses have CB00#s in Colleague |
| 08/01/17 | 08/01/17 | TESS – **Send Summer 2017 Staff Data Download** (stafdnld.out) EB/EJ data to payroll |
| 08/18/17 | 08/18/17 | Special Groups **(MCHS & PUENTE)** submit Student Lists |
| 08/21/17 | 08/21/17 | TESS Internal Review of MIS data files and parameters |
| 08/22/17 | 08/22/17 | **Preliminary** run of the MIS Summer 2017 term data files |
| 08/23/17 | 08/23/17 | **SARS Contacts** to be imported for Summer 2017 |
| 08/25/17 | 08/25/17 | **Payroll – return EB/EJ** files for Summer 2017 term data processing |
| 08/29/17 | 08/29/17 | Verify Grades & Positive Attendance posted – Semester Grades 08/25/17 |
| 08/30/17 | 08/31/17 | **Initial** run of MIS Summer 2017 term data files |
| 08/31/17 | 09/01/17 | Distribute Syntactical and/or Referential edit reports for review/correction |
| 09/11/17 | 09/12/17 | **Secondary** run of MIS Summer 2017 term data files |
| 09/12/17 | 09/13/17 | Distribute Syntactical and/or Referential edit reports for review/correction |
| 09/20/17 | 09/21/17 | **Final** run of MIS Summer 2017 term data files |
| 09/21/17 | 09/21/17 | **Submit** FINAL Summer 2017 session MIS data files to State |