The August 10, 2017 MIS meeting began at 8:30a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:** *\*Larry Aycock, \*Corrina Baber, \*Michelle Crocfer, \*Colleen Gamboa,*

*\*Kristina Heilgeist, Samantha Sarabia, and Dianna Jones*

1. **MIS Summer 2017 Timeline**

The committee briefly discussed the submission timeline for Summer 2017 reporting. It was noted that Ellucian has made the Regulatory changes to SD, SB, SF/FA, and SG which were installed into our Live environment on 08/09/2017.

1. **MIS Spring 2017 Term**

Advised the committee that the final Spring 2017 term data file was successfully resubmitted on August 4, 2017.

1. **Duplicate Contacts**

Crafton had identified a number of students who had duplicate assessment contacts on CASM. The assessment contact import/update process was modified to use the time when determining if a contact was/was not a duplicate. This fix has been moved into the Live environment.

1. **SB11 – Recent H.S. Grads**

Advised the committee that this project is currently in progress to verify that the import of start/end dates is being populated into the correct fields in Colleague for recent HS Grads.

1. **Submit all CERTS less than 6 units** (i.e. MICN)

Advised the committee that a preliminary run of the 2016-17 Student Program Awards (SP) file includes 35 MICN cert recipients. The 2015-16 SP also contained low-unit certs.

1. **Upcoming Annual MIS Submissions**

Briefly discussed the upcoming MIS data submissions:

SP – Program Awards Due September 15, 2017

SA – Assessment\* Due October 1, 2017 \*(Need to fix duplicates prior to this submission)

SF/FA – Financial Aid Due October 1, 2017

The August 10th, 2017 MIS Executive Committee meeting adjourned at 9:00am.

The next regularly scheduled MIS Executive Committee meeting is *Thursday, August 24th, 2017* at 8:30am in District Annex Conference Room 3.