The November 30, 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:** *\*Artour Aslanian, \*Corrina Baber, \*Yancie Carter, \*Christopher Crew, \*Ben Gamboa,*

*\*Kristina Heilgeist, \*Juanita Sousa, \*Keith Wurtz, Jun Xiang, Samantha Sarabia, and Dianna Jones*

1. **MIS –** Fall 2017

Samantha informed the committee that everything is currently on target as outlined in the Proposed Timeline for Fall 2017 MIS reporting. Samantha stated that the Staff Data file has been placed in a secure folder for payroll to confirm access to the folder. Also, we are awaiting receipt of the Puente and Tumaini special groups – Middle College has already submitted their list.

1. **MIS –** Fall Employee Collection - Annual

The committee was advised that the Fall Collection uses the same base file as the one received from payroll for Fall 2017 reporting with the exception that EB and EJ are transmitted for Fall Collection and only EB is transmitted for Fall term reporting.

1. **NSC Clearinghouse** – Published Program Length

For the committee, it was confirmed that the Published Program Length uses the same logic as the financial aid CODE process. If no Published values exist on either the DFAR or DFAP forms, the CODE process will use the “Mths to Cmpl” field on PROG form to send to COD for the published academic program defined in months.

1. **Miscellaneous**

⦁ SB11 – Ellucian change request to be released. We will thoroughly test before installation.

⦁ Zero Textbook Cost – This topic was discussed in DAWG meeting, advised committee of the coding which will be on SECT form in the Course Types field which does not impact Course Types reporting on the CB file.

The November 30th, 2017 MIS Executive Committee meeting adjourned at 8:55am.

The next regularly scheduled MIS Executive Committee meeting will be *Thursday, December 14th, 2017* at 8:30am in District Annex Conference Room 3.