The February 22, 2018 MIS meeting began at 8:32a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via CCC Confer*):

**Present:**  *Miriam Saadeh, Andy Chang, Dianna Jones, Samantha Sarabia, \*Yancie Carter, \*Corrina Baber, \*April Dale-Carter.*

1. **MIS – Spring 2018 Timeline**
   * March 5, 2018 – March 23, 2018: CB00#s in Colleague
   * See page 2 of agenda

Samantha reviewed the proposed Spring 2018 with the present Committee members to specifically remind Instruction office about the upcoming deadline of having all CB00#s in Colleague for Courses.

1. **Aligning MIS Elements – Colleague, COCI, District MIS Sheet**
   * CHC provided this topic to discuss
   * See page 3 and 4 of agenda

Miriam Saadeh discussed what Crafton’s concerns were. Crafton wanted to discuss the possibility of either updating Colleague or the District MIS sheet to reflect the values show in COCI. It was explained that the best solution would be to update the District MIS sheet as the values in Colleague are translated when extracted from Colleague to the CB data files to the value parameters required by MIS, which is then pushed to COCI. The District MIS sheet will be reviewed, updated, and then sent to Instruction when completed.

1. **Miscellaneous**

The Committee was asked if anyone in attendance had any questions, comments or concerns. None were provided.

The February 22, 2018 MIS Executive Committee meeting adjourned at 8:39am.

The next regularly scheduled MIS Executive Committee meeting will be *Thursday, March 8th, 2018* at 8:30am in District Annex Conference Room 3 and will also be available via CCC Confer.