The March 8, 2018 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:**  *Dianna Jones, Jun Xiang, Samantha Sarabia, \*Miriam Saadeh, \*Corrina Baber, \*Artour Aslanian, \*Kristina Heilgeist, \* Yancie Carter.*

1. **Aligning MIS Elements – Colleague, COCI, District MIS Sheet**
	* CHC provided this topic to discuss
	* See page 2 and 3 of agenda
	* OPTION 1 – the current Course MIS Coding Form was updated to include all values reported to MIS. (Page 4-6)
	* OPTION 2 – a new format of the Course MIS Coding Form was created. (Pages 7-10)

Crafton initially provided this topic 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 Committee was provided two Options to choose from as presented on the Agenda. After lengthy discussion it was agreed upon by both Instruction staff at each College to utilize OPTION 2 of the Course MIS Coding Form. All Committee members will receive an email declaring the choice of Option 2 with Option 2 Course MIS Coding Form attached to email.

1. **Miscellaneous**

The Committee was asked if anyone in attendance had any questions, comments or concerns.

Corrina Baber wanted to discuss what the ‘IN SERVICE’ value on the Course Types field on the SECT screen was used for. This item/question will need to be researched and will be included on the next Agenda for the Committee to discuss.

The March 8, 2018 MIS Executive Committee meeting adjourned at 8:57am.

The next regularly scheduled MIS Executive Committee meeting will be *Thursday, March 22, 2018* at 8:30am in District Annex Conference Room 3 and will also be available via CCC Confer.