**MIS Executive Committee Meeting**

Thursday May 17, 2018

8:30am to 9:30am

1. **MIS – Spring 2018 Term Processing Status**
   * **MIS Files Created:**
     + Course Basic (CB)
     + Section/Session/Assign (XB/XF/XE)
     + Stu. DSPS (SD)
       - Preliminary data reports sent May 8, 2018
     + Stu. EOPS (SE)
       - Preliminary data report sent May 8, 2018
     + CalWORKs (CW/SC)
       - Preliminary data report sent May 8, 2018
     + Stu. VTEA (SV)
     + Employee Basic (EB)
       - Sent to Payroll on 4/23/18
       - Due back to TESS on 6/1/18
     + College Calendar
   * **MIS Files to be Created:** 
     + Special Populations (SG)
       - Student Lists – Due May 25, 2018
         * Tumaini (Umoja)
     + Student Success (SS)
     + Student Enrollment (SX)
     + Student Basic (SB)
2. **MIS – Spring 2018 Friendly Deadline Reminders**
   * **DUE Friday May 25, 2018**
     + Tumaini (Umoja) special groups data
   * **DUE Thursday May 31, 2018**
     + Semester grades due (per 2017-2018 Academic Calendar)
   * **DUE Friday June 1, 2018**
     + Payroll to return the EB/EJ files
     + SARS Contacts to be imported
3. **Miscellaneous**
   * Next MIS Executive Meeting is Thursday May 31, 2018 at 8:30am.