**Meeting Minutes**

Thursday, January 10, 2019

8:30am to 9:30am

The January 10, 2019 MIS meeting began at 8:35 a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (\* = *via ZOOM*):

**Present:** *Corrina Baber, \*Kristina Heilgeist, Dianna Jones*

1. **MIS – Fall 2018** status – In Progress

* Preliminary reports being run

Course Basic (CB), Section/Session/Assign (XB/XF/XE), Student Special Groups (SG), DSPS (SD), EOPS (SE) VTEA (SV), CalWorkS (CW/SC), Student Success (SS), Student Enrollment (SX), Student Basic (SB), Employee Basic (EB).

Data reports will go to DSPS, EOPS, VTEA, and CalWorkS no later than tomorrow afternoon for review, as well as the special groups (MCHS, Puente, Tumaini). Will give a few days to review and confirm data.

* Fall 2018 Missing grades

CHC has several EMS sections that do not end until January 25, in addition to approximately 10 other sections missing grades. SBVC has least 30 sections past due, including POLICE and ACAD sections.

1. **MIS – Fall Employee Collection**

Received Staff Data (EB/EJ) files from Payroll Administrator Colleen.

1. **Academic Standing –** Reminded responsible College staff that Academic Standing is now due.
2. **Implementation of Change to ENGL 101**

* Required by AB705

Bill AB705 was introduced to maximize the probability that the student will enter and complete transfer-level coursework in English and Math within a one-year timeframe and use, in the placement of students in English and math courses, one or more of the following: high school coursework, high school grades, and high school grade point average. For ESO students will enter and complete degree and transfer requirements in English within a 3-year timeframe. Extensive curriculum modifications/updates have taken place in the past year.

* Pilot Effective SM19

Typically, new and modified courses are effective in the new academic year (fall) however the SBVC Office of Instruction requested to PILOT English and Reading classes during the Summer session. Classified professionals are ready to process all of the changes however there is a potential articulation issue. Awaiting approval from VPI at this point.

1. **Miscellaneous**

Kristina Heilgeist followed up on “Urgent Action Required” emails sent by Student Clearinghouse. Larry Aycock has already responded to this request.

The meeting adjourned at 8:45 am.

The next scheduled MIS Executive Committee meeting is *Thursday, January 24, 2019* at 8:30am in District

Annex Conference Room 3.