

MIS Executive Committee

Meeting Minutes

Thursday, February 7, 2019

8:30 a.m. to 9:30 a.m.

The February 7, 2019 MIS meeting began at 8:32 a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (* = *via ZOOM*):

Present: *Corrina Baber (TESS), *Yancie Carter (SBVC), Andy Chang (TESS), *Christopher Crew (District), *Joann Hinojosa (SBVC), Dianna Jones (TESS), *Marty Milligan (SBVC), Scott Thayer (SBVC)*

I. MIS – Fall 2018

- Submitted
- Issues and Anomalies with the Course Basic (CB) file. There were courses with various data element codes that did not match the State Chancellor's Office Curriculum Inventory MCF (COCI 2.0). The attached contains these errors which still need to be updated in Colleague by the Instructional Offices at each campus. A separate email will also be sent to each Instruction Office.
- It was requested that all offices validate their data throughout the semester. Although CalWorkS, DSPS and EOPS receive data reports close to the end of the semester, it is always wise to check your data prior to the end of the semester for accuracy. When MIS extracts invalid or incorrect data from Colleague, there is a domino effect – if the course record is rejected, the sections of that course will be rejected, which will generate errors for the faculty record as well as the student enrollment records.

II. MIS – Fall Employee Collection

- Submitted
- Discussion was held concerning Instructional Offices removing faculty from all cancelled sections after a contract is run for the instructor of record. Leaving the instructor on a cancelled section causes an error in the EB file, which in turn takes time to remove.

III. Academic Standing

Discussion was held regarding the need to have at least two staff members trained in running the Academic Standing process in order to prevent a lapse in time needed to run and submit files. Yancie Carter (SBVC) will convey this message to Dean Cota. Yancie will also follow up at our next MIS Executive Committee meeting.

IV. Miscellaneous

- MIS Patch Review. Ellucian has sent several MIS Patches to review/test and install. We will review and share necessary updates/changes with the committee following some testing.
- Dianna spoke to the request for analysis of all Ed Plans submitted for FA18 from Rebeccah Warren-Marlatt. Crafton Hills. Dianna reminded the committee, comprehensive ed plans cannot be counted if they have an 'undecided' or 'undeclared' major, thus these ed plans are changed to abbreviated ed plans, which bring in less money. If not changed to abbreviated, they would be pulled and bring in zero funds. Yancie will relay this message to Dean Cota and speak to this at the next Counseling meeting.

With no additional questions, the meeting adjourned at 9:05 a.m.

The next scheduled MIS Executive Committee meeting is **Thursday, February 21, 2019 at 8:30 a.m.** in District Annex Conference Room 3.