



MIS Executive Committee Meeting MIS | TESS

MINUTES

Thursday, May 30, 2019

8:30 a.m. – 9:30 a.m.

Redlands Annex, Conference Room 3

1289 Bryn Mawr Avenue, Redlands, CA 92374

The May 30, 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), Andy Chang (TESS), *Kristina Heilgeist (CHC), *Joann Hinojosa (SBVC), Dianna Jones (TESS), Myung Koh (DIST), *James Smith (SBVC), *Kay Dee Yarbrough (SBVC)

Agenda Items	Minutes
1. MIS – Fall 2019 <ul style="list-style-type: none"> • Changes to CB CB25 Course-Gen-Ed-Status CB26 Course-Transfer-Type <i>(No longer proposed)</i>	As previously discussed, two new data elements have been added to Course Basic (CB). Ellucian will be adding CB25 (Course-General-Education-Status) and CB26 (Course-Transfer-Type) prior to Fall 2019 start date, as it is effective FA19. Kristina Heilgeist asked if Instruction is to update all active courses, and the answer is YES. You will need to update all active/existing courses and attach to any new courses. Additional information will be forwarded once received from Ellucian.
2. MIS – Spring 2019 <ul style="list-style-type: none"> • Data Reports • Academic Standing • Run/Review Data 	Data reports have been sent to CalWORKs, DSPS and EOPS at both colleges. Review, add, confirm your data in Colleague before June 4, as MIS reporting will begin. At this time I have received confirmations from CHC CalWORKs and EOPS. Reminders to run the Academic Standing process will be sent. This process must be run no later than Tuesday, June 11, 2019. It is worth noting, if CHC and SBVC process Academic Standing at the same time, it may slow down the network, or cause a record lock.
3. Fall 2018 File Resubmissions <ul style="list-style-type: none"> • EOPS (1) 	CHC EOPS requested a resubmission for Fall 2018 to add an additional student. Fortunately I was able to resubmit without upsetting the original files. Another reminder to review the final data reports when posted so as not to have to resubmit.
4. Annual 2017-2018 Resubmission <ul style="list-style-type: none"> • Financial Aid 	Keeping the need to resubmit the Annual 2017-2018 Financial Aid Pell Grants on the radar. We have an August 1, 2019 deadline.
5. Miscellaneous	The question was raised to those that were present, when we have a light agenda, would you rather receive an email update or continue meeting at the Annex Conference Room or Zoom? Two members present exclaimed they would like to continue meeting as we do now. Corrina plans on sending out the agendas earlier in the week so the committee may have a chance to submit agenda items. Kristina Heilgeist requested adding Elizabeth Lopez to our existing MIS email lists. Elizabeth is replacing Miriam Saadeh as Schedule/Catalog Data Specialist at CHC.
6. Adjourn	With no further items or questions, the meeting was adjourned at 8:44 a.m.