MIS Executive Committee Meeting   **MINUTES**
MIS | TESS
Thursday, June 27, 2019
8:30 a.m. – 9:30 a.m.
Redlands Annex, Conference Room 3
1289 Bryn Mawr Avenue, Redlands, CA 92374

The June 27, 2019 MIS meeting began at 8:37 a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (* = *via ZOOM*):

*Present: Corrina Baber (TESS), *Myung Koh (DIST), *Kay Dee Yarbrough (SBVC)*

Agenda Items	Minutes
1. **MIS – Spring 2019 Processing Status**	Corrina updated those in attendance on where she is in the process with the MIS Spring 2019 submission. Once she is finished with syntactical errors, she will move on to referentials with a hope to be able to place files and data reports in shared drives by Monday or Tuesday, July 1 or 2. Big thanks to those departments who have been instrumental in making corrections to their data at both campuses.
2. **Upcoming Annual MIS Submissions** • **Program Awards** • **Assessment Financial Aid**	Following submission of Spring 2019 MIS files, Corrina will be looking forward to working the Program, Financial Aid and Assessment files for submission to the State Chancellor's Office. The due dates for each of these is September 15, October 15 and October 31, respectively. If you have any questions, please do not hesitate to contact Corrina.
3. **2020-2021 Academic Calendar Approved**	The proposed 2020-2021 Academic Calendar was approved by the Board of Trustees on Thursday, June 20, 2019. The next step in the process to approve the 175-day calendar is to submit it to the State Chancellor's Office for approval. Once approval has been obtained, Corrina will then be able to enter the data into Colleague. More to come on this topic.
4. **Miscellaneous**	Myung asked for clarification on submission dates for Spring 2019 MIS and how files will be shared with the District Institutional Research Office.

The next meeting of the MIS Executive Committee is scheduled for Thursday, July 11, 2019 at the Redlands Annex in Conference Room 3.