



**MIS Executive Committee Meeting
MIS | TESS**

MINUTES

Thursday, July 25, 2019
8:30 a.m. – 9:30 a.m.
Redlands Annex, Conference Room 3
1289 Bryn Mawr Avenue, Redlands, CA 92374

The July 25, 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: *Lupita Aguilar (SBVC)*, Larry Aycock (CHC), Corrina Baber (TESS), Yancie Carter (SBVC)*, Andy Chang (TESS), Kirsten Colvey (CHC)*, Breanna Curry (SBVC)*, Kristina Heilgeist (CHC)*, Joanne Hinojosa (SBVC)*, Dianna Jones (TESS), Myung Koh (District)*, Elizabeth Lopez (CHC), Albert Maniaol (SBVC)*, Kay Dee Yarbrough (SBVC)**

Agenda Items	Discussion
<p>1. MIS – Spring 2019 Submission Status</p>	<p>Corrina reported the Spring 2019 MIS submission has been made. The Student Success Data Reports will be sent today to each college Counseling and VPSS departments. Again, thank you to those departments who have been instrumental in making corrections to their data.</p>
<p>2. 2018 Financial Aid Resubmission</p>	<p>A 2017-2018 Financial Aid resubmission has been made. With just a few errors to correct, the final version will be submitted later today.</p>
<p>3. 2019-2020 Academic Calendar Submission (End of Term Errors)</p>	<p>During my/the 2019-2020 Academic Calendar MIS submission an error was identified. May 22, 2020 was identified as the last day of the 2020 Spring term AND also an In-Service Day for graduation. Per the state a primary term day cannot also be an In-Service Day. The actual end date of the 2020 Spring term should be May 21, 2020, with May 22 as an In-Service Day for graduation.</p> <p>Unfortunately there will need to be corrections made on a few fronts:</p> <ul style="list-style-type: none"> ○ 2019-2020 SBCCD Academic Calendar ○ Term dates for 2020SP in Colleague ○ All 2020SP term sections with an end date of May 22 will need to be updated with the correct end date of May 21, 2020. <p>Once the correction has been made to the 2019-2020 SBCCD Academic Calendar and board approved, I will be able to make the update in Colleague and re-submit the 2019-2020 academic calendar to the state.</p>

4. Upcoming Annual MIS Submissions <ul style="list-style-type: none"> • Program Awards • Assessment • Financial Aid 	<u>Due Dates:</u> Program Awards: September 15 Assessment: October 15 Financial Aid: October 31
5. Miscellaneous	<ul style="list-style-type: none"> ○ No meeting on August 8, 2019. Corrina will be at conference. ○ Larry raised the request to extend the Summer 2019 Degree Verify submission date. Corrina will continue discussion with Clearinghouse and request a submission date of October 7, 2019. ○ Kristina mentioned noncredit variable hours, possible resubmission to the state and the need for MIS to test courses based on a HelpDesk ticket to be submitted by Elizabeth.

The next meeting of the MIS Executive Committee is scheduled for Thursday, August 22, 2019 at the Redlands Annex in Conference Room 3.