



**MIS Executive Committee Meeting
MIS | TESS**

MINUTES

Thursday, September 5, 2019
8:30 a.m. – 9:30 a.m.
Redlands Annex, Conference Room 3
1289 Bryn Mawr Avenue, Redlands, CA 92374

The September 5, 2019 MIS meeting began at 8:31 a.m. at the District Annex Conference Room 3 with the following discussions and individuals in attendance (* = via ZOOM):

CHC: Kristina Heilgeist*, Elizabeth Lopez

DIST:

SBVC: Yancie Carter*, Breanna Curry*, Albert Maniaol*, Kay Dee Yarbrough*

TESS: Corrina Baber, Andy Chang, Dianna Jones

| Agenda Items | Discussion |
|--|--|
| 1. MIS – Summer 2019 Submission Status | Continue to work on the summer submission. There have been some significant updates to MIS data elements, which are effective with the Summer 2019 submission. Example CB25, CB26, EOPS. Dianna Jones also mentioned an issue with SB11 and SB15 she is researching that has caused numerous errors in the summer MIS process. At this time it seems it may have to do with multiple CEEB (College Entrance Examination Board) numbers. |
| 2. Upcoming Annual MIS Submissions <ul style="list-style-type: none"> • Summer 2019 • Program Awards • Financial Aid • Assessment | Reminder of the upcoming projects: <u>Due Dates:</u> Summer 2019: September 9 Program Awards: September 15 Financial Aid: October 1 Assessment: October 31 If you have any questions in relation to any of these projects, please let me know. |
| 3. 2020-2021 Academic Calendar Approval | Jeremiah Gilbert, Chair of the Calendar Committee and District Director of Institutional Research, received approval from the State on our 2020-2021 Academic Calendar last week. I will attach a copy of the calendar to the attachments online for you. With that, I will need to enter the new calendar in Colleague on the CMPC and RYAT screens. As there needs to be considerable testing, both of these items will be done in TEST first. |
| 4. Miscellaneous | |

The next meeting of the MIS Executive Committee is scheduled for Thursday, September 19, 2019 at the Redlands Annex in Conference Room 3.