



**MIS Executive Committee Meeting**  
**MIS | TESS**

**MINUTES**

Thursday, September 19, 2019  
 8:30 a.m. – 9:30 a.m.  
 Redlands Annex, Conference Room 3  
 1289 Bryn Mawr Avenue, Redlands, CA 92374

The September 19, 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*):

- CHC:** Artour Aslanian\*  
**DIST:** Christopher Crew\*, Myung Koh\*  
**SBVC:** Albert Maniaol\*  
**TESS:** Corrina Baber, Dianna Jones

Agenda Items	Discussion
<p><b>1. MIS – Summer 2019 Submission Status</b></p> <ul style="list-style-type: none"> <li>• <b>SB11/SB15 Issue</b></li> </ul>	<p>As of yesterday afternoon, Summer 2019 MIS has been submitted. Following completion of some of my other major projects, I will be coming back around to take a look at CalWORKs, DSPS and EOPS for a few students who were not included in the files. This morning I am finishing up on the data reports and the Student Success data report sent following every submission. Thank you to those departments who assist every semester!</p> <p>With this submission there was one issue. As I have mentioned in our previous MIS meeting, there were many changes over the summer, most taking effect SM19. One of those changes was the SB process now checks for a valid institution CEEB (<i>standardized ID number that is assigned to a high school, college or university</i>) code. We have some institutions in our system that have 'no' CEEB code and this causes some students' SB11/SB15 records to be rejected because the institution from which they received a cert/degree has no valid CEEB code. This caused the CB (Course Basic) file to be out of alignment. Dianna researched and spoke with other colleges and found the 'work-around' for this. Dianna will attempt to find a solution, work with other colleges and Ellucian to solve before the next submission.</p> <p>Also, Institutional Research inquired about high school data and MIS files of prior years.</p>
<p><b>2. Upcoming Projects:</b></p> <ul style="list-style-type: none"> <li>• <b>Programs</b></li> <li>• <b>Financial Aid</b></li> <li>• <b>2020-2021 Academic Calendar</b></li> <li>• <b>Assessment</b></li> </ul>	<p>With summer submitted, I am now able to move on to my other pressing projects, the first being programs and financial aid. Following will be the 2020-2021 academic calendar, placed in TEST.</p> <p><u>Due Dates:</u>          Program Awards: September 15          Financial Aid: October 1          Assessment: October 31</p>

<p><b>3. We're Moving, Upcoming Meetings:</b></p> <ul style="list-style-type: none"> <li>• <b>October 3</b></li> <li>• <b>October 17</b></li> <li>• <b>October 31</b></li> </ul>	<p>As you all have heard by now, TESS will be moving the week of October 14-18. We do not have exact dates and times for the move as yet however it is probably safe to say we may not be fully functional the first couple of days. If you have any questions, do not hesitate to send email and I will get back to you as soon as I can.</p> <p>With that, our October 3<sup>rd</sup> meeting will be the last meeting held here at TESS. Our October 17<sup>th</sup> meeting is cancelled, and our October 31<sup>st</sup> meeting will be held entirely on ZOOM. Once our conference room schedule is confirmed, I will update our MIS Executive email invites.</p>
<p><b>4. Miscellaneous</b></p>	<p>The Fall 2019 MIS Timeline will be out early next week.</p>

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