



**MIS Executive Committee Meeting
MIS | TESS**

MINUTES

Thursday, November 14, 2019
8:30 a.m. – 9:30 a.m.
District – TESS Offices, Room 229
550 E. Hospitality Lane, Suite 200,
San Bernardino, CA 92408

The November 14, 2019 MIS meeting began at 8:31 a.m. with the following discussions and individuals in attendance (* = via ZOOM):

- CHC:** Kristina Heilgeist*
DIST: Christopher Crew, Myung Koh
SBVC: Patty Quach*, James Smith*, Kay Dee Yarbrough*
TESS: Corrina Baber, Andy Chang, Dianna Jones

Agenda Items	Discussion
<p>1. MIS – Annual 2019 Submission Status</p> <ul style="list-style-type: none"> • Financial Aid • Assessment 	<p>Financial Aid was submitted yesterday evening to the State Chancellor’s Office. Today I will work to send the BOG information to Kristin Raisch (Fiscal) and the DataReports to the Directors at both campuses.</p> <p>Work has already begun on Assessment which was due to the State Chancellor’s Office on October 31.</p>
<p>2. Upcoming Projects</p> <ul style="list-style-type: none"> • Fall 2019 • Employee Fall Collection 	<p><u>Due Dates:</u> Fall 2019: January 29-31, 2020 EB/EJ: January 31, 2020</p> <p>Friendly reminders to all in Instruction to run your XMDR report for missing MIS elements, as well as to remove faculty from cancelled sections. Following these reminders helps tremendously when processing terms.</p> <p>Also, CalWORKs, DSPS and EOPS departments should review all data and determine if all student data has been entered properly.</p>
<p>3. Miscellaneous</p>	<p>A question was asked by James Smith (SBVC – Dean, Research, Planning and Institutional Effectiveness) regarding approximately 40 majors/disciplines being blank in the Programs file. Corrina asked for examples so it can be explored.</p>

Our next meeting, December 12, 2019, will be held at the District Office, Room 229.