



**MIS Executive Committee Meeting  
MIS | TESS**

**MINUTES**

Thursday, January 23, 2020  
8:30 a.m. – 9:30 a.m.  
District – TESS Offices, Room 229  
550 E. Hospitality Lane, Suite 200,  
San Bernardino, CA 92408

The January 23, 2020 MIS meeting began at 8:32 a.m. with the following discussions and individuals in attendance (\* = via ZOOM):

**CHC:** Kristina Heilgeist\*, Artour Aslanian\*  
**DIST:** Dianna Jones, Myung Koh, Joe Opris,  
**SBVC:** Joanne Hinojosa\*, Kay Dee Yarbrough\*  
**TESS:** Corrina Baber, Dianna Jones

Agenda Items	Discussion
<p><b>1. Current Projects</b></p> <ul style="list-style-type: none"> <li>• Fall 2019</li> <li>• Employee Fall Collection</li> </ul>	<p><u>Due Dates:</u> Fall 2019: January 29-31, 2020 EB/EJ: January 31, 2020</p> <p>When submitting MIS files to the State, errors are returned in two segments: syntactical and referential. We must first make corrections to the syntactical errors before we see referential errors. Again, thank you to all of my MIS contacts at both campuses for working closely and so quickly on the corrections. I hope to have the referential errors this afternoon.</p> <p>The Employee Fall Collection (EB/EJ) is also due at the end of the month however the data has already been provided. This submission should go smoothly.</p>
<p><b>2. MIS – Student Success Errors (SS09)</b></p>	<p>While generating the Student Success (SS) MIS file, there were 189 records rejected due to “Major must be identified if student developed a Comprehensive Ed Plan.” This means, students have undeclared majors with a comprehensive (C) or both abbreviated and comprehensive (B) education plans. The records were updated to an abbreviated (A) education plan in order to submit successfully. Keep in mind, abbreviated education plans receive reduced funding however it is better than excluding them from the file.</p> <p>Counseling Deans at both colleges have been alerted of this error and have been encouraged to notify all counselors of this oversight to avoid a repeat. They have also been provided a list of students who have undeclared majors so they may contact them.</p>
<p><b>3. Miscellaneous</b></p>	<p>Ellucian patches have come in from the State. Corrina will review prior to our next meeting and provide information how they may (or may not) impact our Spring 2020 MIS cycle.</p>

***Our next meeting, February 6, 2020, will be held at the District Office, Room 229.***