MIS Executive Committee Meeting   **MINUTES**
MIS | TESS
Thursday, February 6, 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 February 6, 2020 MIS meeting began at 8:32 a.m. with the following discussions and individuals in attendance (* = *via ZOOM*):

CHC: *Marty Milligan*, Jamie Sierra**
DIST/TESS: *Corrina Baber, Andy Chang, Christopher Crew*, Myung Koh*
SBVC: *Lupita Aguilar*, Yancie Carter*, Breanna Curry*, Patty Quach*, Shalita Tillman*, Kay Dee Yarbrough**

Agenda Items	Discussion

1. Completed Projects
  • **Fall 2019**
  • **Employee Fall Collection**
	Submission Dates:
	Fall 2019: January 31, 2020
	EB/EJ: January 27, 2020
	
	In order to meet the IPEDS deadline of Monday, February 3, the Fall 2019 MIS data files were submitted successfully to the State Chancellor's Office on Monday at approximately noon.
	
	The Employee Fall Collection data files were submitted to the State Chancellor's Office successfully on Monday, January 27.

2. Spring 2020 MIS Timeline
  • **Deadlines**
  • **Revised Start Date**
  • **Redefined Weeks of Collaboration with Departments**
	There were some concerns expressed during this MIS process and I was provided great feedback. I took these suggestions and incorporated some changes to the timeline.
	
	Our deadlines are provided by the State Chancellor's Office and the need to have the information submitted for IPEDS (Integrated Postsecondary Education Data System). IPEDS gathers information from every college that participates in Title IV federal student financial aid programs. We are mandated to report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.
	
	Given this, our MIS deadlines do not have much flexibility however, I have added two weeks to the front end of the timeline so I may begin running reports *before the semester ends*. Referentials are always the most rigorous in terms of time on your end, especially if you have to make changes in COCI so hopefully this will allow a full two weeks for me to work on the referential edits, which in turn allows departments more time to work on the edits.
	
	A request was also made to indicate a 'defined' timeframe for days and/or weeks when I will be working directly with departments, requesting reviews, updates and/or corrections. As you'll see, I have highlighted these areas on the timeline to denote these weeks.

	Again, thank you all for the feedback. Please send me any concerns or suggestions you have on how I can make the process easier for us.
3. **Ellucian Patches**	There are a significant amount of patches this quarter for MIS and the National Clearinghouse, however these updates will not affect the end user – you. Attached you will find a list of changes for MIS so you are all aware of how they affect Dianna and Corrina when processing data files for the State Chancellor's Office. If you have any questions, feel free to ask for an explanation.
4. **Miscellaneous**	

Our next meeting, February 20, 2020, will be held at the District Office, Room 229.