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| **MIS Executive Committee Meeting**  **MIS | TESS** | **MINUTES** |
| Thursday, October 15, 2020 | |
| 8:30 a.m. – 9:30 a.m. | |
| via ZOOM  <https://cccconfer.zoom.us/j/91768599279?pwd=Qjg2NmptZmxiTUFBZVpWK0Y4YnNkZz09> | |
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The October 15, 2020 MIS meeting began at 8:33 a.m. via Zoom with the following discussions and individuals in attendance:

**Present:** Yancie Carter (SBVC), Kay Dee Yarbrough (SBVC), Breanna Curry (SBVC), Marty Milligan (SBVC),

Myung Koh (District), Kristina Heilgeist (CHC), Jamie Sierra (CHC), Artour Aslanian (CHC), Delmy Spenser (SBVC), Andy Chang (TESS), Dianna Jones (TESS)

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| **Agenda Items** | **Discussion** |
| **1. MIS – Annual 2019-2020** | The followingMIS files were successfully transmitted  to the State Chancellor’s Office on the dates specified:   * CC College Calendar 2021 (10/08/20) * SP Student Program Awards 2019-2020 (10/08/20) * SA Student Assessment 2019-2020 (10/09/20)     The following files are being generated, with rejections  Being identified and resolved.   * SF/FA Student Financial Aid 2019-2020 |
| **2. MIS – Fall 2020** | Timeline for Fall 2020 reporting is being created.  Review Preliminary Course & Student Basic data  Create Fall Employee Collection data process |
| **3. Miscellaneous** | EB and EJ files – reports being developed via Informer  Yancie Carter (SBVC): Valley will be using Starfish Degree Planner for Fall 2020; and wants to confirm the best method to ensure that WebAdvisor Ed Plan counts ‘match’ the Starfish Degree Planner.  Kristina Heilgeist (CHC) confirmed that Crafton has an automatic 2:00pm ‘daily’ push of Starfish Degree Plans to Colleague.  Artour Aslanian (CHC) has created an Informer report to verify Starfish Ed Plans. |

*Meeting adjourned at 8:55 a.m.*

*The next scheduled meeting is Thursday, October 29, 2020, via Zoom.*