

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team – Data Cleansing

Date: 8-1-2005

Time: 2:00pm

Place: 1216 Old Main

Attendees: Libby Coffey, Linda Coffey, Sue Harvey, Kathy Reed, Thom Strohecker

Note Author: Sue Harvey

Agenda and discussion items

Billing Receivables System (BRS) duplicate records

Approach to data cleansing

Decisions Made

ITS will compare BRS and the AA file to generate a listing of students who have duplicate social security numbers, duplicate names or invalid birth dates.

Admissions, Graduate School, Financial Aid, Business Office, and International Programs will be asked to dedicate 1 to 2 hours of staff time per week to the data cleansing effort.

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIST001	Generate List of Duplicate Records	ITS	ASAP	
AIST002	Contact Data Entry Offices regarding dedicated staff	Sue Harvey	ASAP	Completed

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Attachments and/or meeting Handouts listed: