

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: October 11, 2006

Time: 1:30pm

Place: Blair Hall Conference Room

Attendees: Kim Burnett, Linda Coffey, Amy Edwards, Sue Harvey, Mary Herrington-Perry, Brenda Major, Kimberlie Mook, Vicki Phillips, Rodney Ranes, Thom Strohecker, Bonnie Wilson

Note Author: Jennifer Porter

Agenda and discussion items

Update on General Student Records

General Student records will be loaded into PROD on Monday, as currently there are no student records in Banner. There may need to be some clean-up done such as people who are in the system as vendors, but are actually students.

QAS Software and Address updates on the Web

There was discussion as to what addresses students will be able to update electronically in Banner. Billing and Housing will still require the students to fill out a written form. While most think it is a good idea to make the student responsible for making sure we have their most current mailing information, more discussion will need to be held. It was also suggested that the opinions of other groups be gathered, and to let CFCG make the ultimate decision.

County Code Verification

Libby is going to put addresses into TEST, then verification of county codes will be done. Sue will let us know when that is complete.

Bookshelf for 7.3

Bookshelf 7.3 was supposed to be available in September, but as of yet was not. The group will be notified when it is available.

Training on ARGOS and Crystal

ARGOS training will be done by each team individually, as they will all have different needs. The E-visions schedule will need to be checked to see what training times are available. There is a possibility of having an ARGOS trainer on campus at some point in the future, much like Dave Pollard and Crystal Reports.

ODS

ITS needs to be informed what data blocks will need to be downloaded. These will be used to help select specific data from the system, such as first-time freshmen. Once ODS training has been conducted, it will be easier to let Cathy know what data blocks we will need to use.

Integrated Web Site

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Julie Benedict is currently working on an integrated web site. Any documentation that needs to be posted to the web should go to her.

Weekly Announcements Regarding Student

The Steering Committee is currently talking about publicizing certain aspects of Banner. The Steering Committee thought it would be a good idea to put info out there to help educate faculty, staff, and students, and to help answer questions they might have. This group thought it was a good idea as well, and a good way to really push the positive aspects of Banner. It was suggested that announcements be put in Student Official Notices, Daily Eastern News, University Newsletter, and possibly mass e-mails once the information is in place.

Update on Accounts Receivable

Detail codes are for the most part correct at this point. A subgroup is currently being formed in regard to the Banner-CashNet interface to see if we will continue to use CashNet or will need to use something new.

Update on Events Management

Tests are currently being done, and the documentation is being created. The group will need to meet with Thom within the next few weeks to coordinate the information.

Update Location Management

Rooms are in and verified. They are ready to move to PROD. Buildings have already been done. Things are also on track with Housing and C-BOARD.

Update on Catalog and DARS

The catalogs are both going well. DARS has two groups currently working, and is set to meet their deadline. Transfer articulation will be training by web this week.

Update on Registration

The group is starting to work through mock registration information. They are currently working on Time-Ticketing and setting priority groups for registration. They are also deciding which groups to invite to the mock registrations set up for December and January.

Update on Academic History

Currently the group is working on moving info over. They worked on transcript requests and academic standing rules in last week's training. They have an extra programmer to help at the present time. They are also working on repeat course information as well.

Update on Schedule

There are three work sessions left. Things seem to be going pretty good, with the exception of parts of term/Continuing Education. In two weeks, courses that have been created will be moved to Astra so locations can be scheduled.

Update on Admissions

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CollegeNet applications have been released. They are hoping to have everything compiled to send back to them next week. Some changes to the applications are in the process of being made.

Update on Test Scores

A decision has yet to be made about tracking special population groups by using test scores. There is also some discussion about using attributes as well/instead, which would work as well. There were some concerns about test scores expiring, and how we don't want that to happen. More discussion and testing will need to be done in regard to this.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
SPT20066	Completed Tables List to Vicki Phillips	Team	ASAP	Ongoing

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: