

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: October 25, 2006

Time: 1:30pm

Place: Blair Hall Conference Room

Attendees: Vicki Phillips, Rodney Ranes, Mary Herrington-Perry, Linda Coffey, Bonnie Wilson, Kimberlie Moock, Sue Harvey

Note Author: Judy Kopp

Agenda and discussion items

Truth in Tuition:

Linda has been in contact with U of I in Springfield and was told they do not use student attributes but use tuition rate code in SGASTDN. She has decided that is what we will use.

Assign truth in tuition code – batch process will run when general student is created. A discussion was held regarding a report that might be used for deleting codes for students that do not attend.

If a student withdraws changes have to be made in fee assessment. The fee assessment process will not work. May have to be fixed manually. It was decided that the Student Process Team needs to recommend that there be no late drops because of all the procedures that have to be done.

Student Insurance:

Students can opt out of the mandatory fee for student insurance. The Student Insurance office will need an attribute for this. There shouldn't have to be a lot of changes made.

Update on Accounts Receivable:

There was a meeting with Financial Aid and Continuing Education on parts of term. Financial Aid understands and accepts that parts of term are needed. They want to make sure Continuing Education understands that student disbursement is based on attending hours. Therefore, financial aid will be disbursed at 50% until the start of the second class. There will have to be a lot of education done as to how the disbursement of financial aid is going to be different. It was suggested that a link be put on the schedule directing them to a web page for an explanation of financial aid disbursement.

It was recently discovered that Continuing Ed was manually billing hours for some study abroad classes and that all were being billed at the in-state rate. Linda was not able to find a policy on this. This needs to go to the President's Council for approval. If

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it is approved a rule will need to be written using either the course attribute or instructional method.

Update on Events Management:

Thom has checked out the overwrite problem. There is nothing out there as a recorded issue. It was thought there could be a 7.3 issue. Kim will put something on list serve regarding this. There are some issues on tracking fees. It was suggested they may use the name field for that. Their goal is to do the last testing in January and send out invitations the first week of February. They are looking at being able to pull from admitted students and run label reports from that.

Update Location Management :

Location Management went live yesterday. Astra and Banner are communicating. It was determined that the time line discussed for C-Bord and Housing is not going to work. C-Bord didn't want to schedule a visit until some of the problems are worked out. A discussion was held regarding uploading E #'s since admits are not there. This will push housing timeline back even further. May have to not use E #'s for now. The team will recommend having someone hand enter Fall 2007 admits. Recruit data is not coming over from College Net into Banner.

Update on Catalog and DARS:

Continue to work toward their goal of being finished by Nov. 30. College codes need to be entered. The team discussed having co-ownership of STVSBGI between Records and Admissions.

Update on Registration :

The subgroup is working on dynamic time ticketing. This will be done as a group and pins will not have to be set. Started listing people who will be in the major mock. The sub-sub group is working on training documents for students to walk them through registration. Orientation is lending a hand.

Update on Academic History:

A request is going to be taken to CAA to revise the current repeat policy. The request will ask that the highest grade be used. Other options would be first passed or latest taken. In Banner credit stays with the highest grade.

Update on Schedule:

Thom wrote a proof program that will be sent to department schedulers.

Update on Admissions:

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Nolij training scheduled for next week has been cancelled and pushed to December. The second visit for Nolij has been pushed to February. It isn't know whether applications will be downloaded after the first or second visit. Kim expressed concerns about being able to register students in February. Bill is going to talk to Jeff about a couple of options. Vicki suggested we could go back to entering manually. Rodney asked if the Admissions subgroup needed to meet again. It was decided the group would meet.

Update on Test Scores:

Nothing at this time.

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: