

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: November 8, 2006

Time: 1:30pm

Place: Blair Hall Conference Room

Attendees: Linda Coffey, Amy Edwards, Sue Harvey, Mary Herrington-Perry, Brenda Major, Kimberlie Moock, Vickie Phillips, Rodney Ranes, Thom Strohecker, Bonnie Wilson

Note Author: Jennifer Porter

Agenda and discussion items

CollegeNet/Nolij Update

Currently we are in the process of finalizing dates for training with Nolij. The plan is to get in touch with them by the end of this week with dates possible dates for the training. The training will probably be Tuesday thru Friday, and last approximately two weeks. The preferred time for training appears to be sometime between February 4th – 23rd. The first week of the training will be mainly for Admissions, and some ITS staff. The second week will be mainly for ITS.

Update on Accounts Receivable

The subgroup had their first meeting, and are currently reviewing detail codes, and checking with departments to find out what codes they are using, and will need in the future. They are also creating new codes to differentiate between old and new charges.

Update on Events Management

The subgroup is currently creating a list of reports to match with field names, and developing a security matrix. They are also creating orientation codes for orientation invites/attendance for both transfer students and new freshmen. They are hoping to test these in January.

Update Location Management

This subgroup has almost completed their tasks. They are just waiting to hear from Accounts Receivable and Registration so they can finish up.

Update on Catalog and DARS

They have successfully encoded graduation requirements. There was a question about Foreign Language requirements for students who met the requirement in high school. This may need to be listed as a test score in Banner. Also waiting on more information on the course repeat policy. There are also a few concerns in regard to restrictions on courses. Some things such as Honors may be indicated by a test score, and some, such as Business Education, by major. More checking will be done on this. More prerequisites may be added at a later date.

Update on Registration

The third-party option in Banner has now been turned on. This feature allows students to register according to class level. A suggestion was made to move back Fall 2007 registration by

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a month or so. The thought was this might eliminate confusion with students registering for Summer in one system and Fall in another. If we do push back Fall registration and the dates change, the dates currently in the system will need to be adjusted. Security for PROD is currently being set-up. Time-ticketing is working in TEST.

Update on Academic History

Security is currently being set up in PROD. Repeat limits are being tested. Vicki is sending lists out so checking can be done.

Update on Schedule

The subgroup needs to take a look at the schedule proof report (ZSRPROF) in TEST and let Thom know how it looks. ITS will let us know when it is in PROD. They also need to figure out the best way to create a printed schedule from Banner that looks similar to what we currently have. It would be best if this could be done without a lot of re-formatting being necessary. Currently the class information is pulled into Word from the Legacy system.

Update on Admissions

There have been a few issues with moving student application info from CollegeNet to Banner. ITS is currently working on the problem. They are also working with Records in regard to Transfer Articulation & DARS. Things will hopefully be back on track, but for now, new student information will be entered into Banner.

Update on Test Scores

Nothing to report at this time unless something new pops up. Will be using attributes as indicators for Truth in Tuition and Student Insurance.

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

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New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: