

**EISE Project Meeting Notes**  
**Eastern Illinois University**

Team/Group: Student Process Team

Date: January 25, 2006

Time: 1:30pm

Place: Greenup Room

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

Note Author: Judy Kopp

**Agenda and discussion items**

Discussion of Consulting for January 31, February 1, and February 2

The consultant for SCT resigned so there may not be any consulting sessions next week. Sue and Bill Witsman will be making a conference call later in the day to SCT to discuss this. The team looked over the agenda that was to be presented and discussed who should attend the consulting sessions when they are held. The agenda deals mostly with recruiting and admissions. No training next week may set back the timeline.

Term/Year Descriptions

In the standard codes currently used for Banner, the first four digits designate the academic year. The team discussed whether we should use this or go with the calendar year & term as we currently do. It was recommended by the team that we go with calendar year. Sue will follow up with CFCG on this.

Discussion of Building Verification Tables

It was reported that Human Resources is doing data entry. They have set up spreadsheets and everyone in the group is helping to enter. Finance hasn't done a lot of tables. They have done more electronic uploads. Mary stated she had asked the deans to identify the people that will actually be doing the work in their areas. The team agreed that groups must meet and work together to do data entry. Brenda and Rodney will be working together to identify a sub group for recruiting and admissions. Sue gave an update from Kim Moock (who was not able to attend) that the sub group for location management is meeting once a week to work on tables.

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Verification Tables

There was a discussion about department codes and how to identify continuing ed courses and on-campus courses. Mary Herrington-Perry will check with University of Illinois to see how they handle continuing ed courses and Kim Black will check with Indiana State. Mary has asked Department Chairs to review pre-requisites, etc. by March 31. It was discussed that Psychology and Special Education would be turned on to use for testing. Records Office will be putting in grading modes.

Timeline for completion of Modules

Sue turned in tentative milestones to Bill Witsman and he will put them on the website.

Items brought forward by the Team

None

**Decisions Made**

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

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**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
SPT20061	Agenda item for CFCG Re: Summer Term	Sue Harvey	ASAP	
SPT20062	Agenda Item for CFCG Re: Term Designation	Sue Harvey	ASAP	
SPT20063	Composition of Recruiting and Admissions Subgroup	Brenda Major Rodney Ranes	ASAP	
SPT20064	Check into how U of IL and Indiana State U handle continuing education courses	Mary Herrington-Perry Kim Black	ASAP	

**Attachments and/or meeting Handouts listed:**