

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: March 8, 2006

Time: 1:30pm

Place: Arcola/Tuscola Room – MLK University Union

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

Note Author: Jennifer Porter

Agenda and discussion items

Name Entry in Legacy System

There was a discussion on the best way to enter name information in the legacy system. The main concern was for generational indicators, as well as educational indicators (i.e. PhD). It was suggested that no generational indicators be included when entering information into the legacy system. Once the information has been moved to Banner, then the updates can be made. No decisions have been made, as the Data Standards committee is still working on this. Thom was going to forward to the group the Data Standard document that is currently going before the Steering Committee. At the present time no changes will be made to the way student information is entered into the legacy system.

Banner Location Management/Astra

The current plan is to build the tables for location management in Banner, and then export the information to AdAstra. It was requested that we continue to use the 4-character building codes that are currently being used, rather than the 6-character codes that Banner allows. At the present time the sub-group is working on building attributes tables. They are going to invite Libby Coffey, or her designee, to attend their next meeting, as they feel they would benefit from ITS input.

Upcoming Consulting Sessions

The Data Mapping consulting sessions will be held during the week of Spring Break, March 13 - 16. Sue encouraged anyone who might find this information helpful to attend. The consulting will be held at 9th Street Hall.

The General Student, Registration, and Fee Assessment consulting sessions will be held March 21-23 at 9th Street Hall. Space is extremely limited, so a request was made to send only those who absolutely need to attend.

Topics brought forward by Team members

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Validation Table status – Lists are coming in and tables will begin to be built in the near future. Tables are currently being built in the test system. Tables that are not to be used should be labeled with the word delete.

Registration tables are currently being worked on. Sue will send information regarding those to Vicki.

It was requested that everyone should begin thinking of who will have ownership to the tables. This will help in the future to know who should have access.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

| Item Identifier | Item Description | Owner | Target Completion Date | Status |
|-----------------|----------------------------------|-------|------------------------|-----------|
| SPT20065 | Astra/Banner Location Management | Sue | 3-1-2006 | Completed |
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New Action Items

| Item Identifier | Item Description | Owner | Target Completion Date | Status |
|-----------------|------------------------------|-------|------------------------|-------------|
| SPT20066 | Completed Tables List to Sue | Team | Asap | In-progress |
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Attachments and/or meeting Handouts listed: