EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: April 12, 2006
Time: 1:30pm
Place: Arcola/Tuscola– MLK University Union
Attendees: Linda Coffey, Amy Edwards, Sue Harvey, Mary Herrington-Perry, Kim Moock, Thom Strohecker

Note Author: Jennifer Porter

Agenda and discussion items

Summit Updates by Team Members

Bill Witsman wanted to be here for this portion of the meeting, but was unable to attend today. This will be postponed until a time can be set for Bill to attend.

Finalize Common Matching Criteria

There was much discussion on this subject. The general consensus appears to be as follows when building General Person:

Last Name (Required) – 3 characters
First Name (Exists) – 1 character
SSN (Exists) – 6 digits
BD Day (Exists) – 2 digits
BD Month (Exists) – 2 digits
BD Year (Exists) – 4 digits

Table Building and Completed Tables (SFATMST) (STVORIG)

Sue wanted to look over two tables (SFATMST & STVORIG). SFATMST is a table that relates to time status. That table is good in the training database, but not in the test database. The Records office only uses part-time/full-time status indicators, no ½ or ¾ time. Billing is based on actual hours a student is registererd for, not on a student's status.

The STVORIG table is used to determine who will be able to put on and remove holds on student files. Offices who place holds on students records should identify only those who NEED to be able to put on/remove holds.

It was suggested that we look over the list of tables that will be used in Banner as that might help in the creation of the table for holds.

Sue asked that a master list of all tables be created, along with who owns the tables, and who is allowed to make changes to the tables.

There are a few tables that need to be looked at again. Currently those tables are Student Type, Admission Type, and Co-hort.

Documentation

A suggestion was brought up to help with documentation when creating tables. It might be beneficial if someone acts as a scribe and works with the person creating the tables, and documents the steps, actions, etc. This could possibly make things easier when creating forms as well.

Mock Registrations

The initial mock registration is scheduled for 1/29/07, however, most schools have two or three mock registrations. We will probably have a larger mock registration with 50-100 students, as well as one or two smaller mock registrations with 20 or so students.

How are we doing?

Kim brought up a few concerns her subgroup had regarding Location Management/Events planning. Hopefully those issues will be resolved before the training in October.

Due to time constraints, we were unable to go over the following items on today's agenda.
Oracle Upgrade September 18--24
Printed/Web Class Schedule
Training
Upcoming Consulting Sessions
Topics brought forward by Team members

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

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

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
SPT20066	Completed Tables List to Vicki Phillips	Team	ASAP	On-going
	Master list of tables	Sue	ASAP	

Attachments and/or meeting Handouts listed:

Common Matching Criteria for Student Module as of April 12, 2006