

**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, Brenda Major, Kimberlie Moock, Vicki Phillips, Rodney Ranes, Thom Strohecker, Bonnie Wilson, Mary Herrington-Perry, Bill Witsman

Note Author: Judy Kopp

Agenda and discussion items

Summit Updates by Team Members:

The following comments regarding the Summit Conference were given by the attendees (Sue Harvey, Amy Edwards, Linda Coffey, Brenda Major, Vicki Phillips, Mary Herrington-Perry)

- If you know there is an RPE (Request for Program Enhancement) on the UDC that is important to Eastern, you can go out and post a message of support.
- There are a lot of people that are willing to help and a lot of information available for help.
- When you are creating tables keep the end result in mind. It is important to use patterns so you have them to go by when querying out data.
- Coders are very willing to share their codes.
- Sungard presenters had guides for spread sheets and tricks on how to do things.
- People were willing to share test scenarios.
- There was opportunity to join a community of users for advice. When you are working on your procedures and rules have one person doing hands-on at the computer and someone else writing down the steps so you can develop a procedure manual.

All documents from the conference will be on the EISE repository along with the attendee list and their contact information.

Update on Common Matching Criteria

The social security number for will be 'exist' and the last name will be 'required' for tape loads. Updates have been sent to Kathy Reed for the CFCG agenda.

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Oracle Upgrade September 18—24

Banner will be down during the Oracle Upgrade September 18-24.

Printed/Web Class Schedule

Schedules will continue to be both printed and on the web. Fall 2007 will require a new process because we will be on Banner.

Training

A revised timeline for training was reviewed and discussed.

Topics brought forward by Team members

Thom asked questions about codes for the STSTYP validation table. Brenda will talk to Denise and get back to Thom regarding legacy codes. It was discussed as to whether numbers and letters would be used for codes and it was decided to use only letters. Mary H-P asked if she needed to build expired majors. It was decided that for now she would not. It was brought up that there needed to be a list of owners of tables and that others should not change them. Sue is going to compile a master list. She asked that everyone go through the list in the back of the work book and send a list of table owners to her.

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 Vicki Phillips	Team	ASAP	On-going

Attachments and/or meeting Handouts listed: