

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: June 28, 2006

Time: 1:30pm

Place: Blair Hall Conference Room

Attendees: Kim Burnett, Linda Coffey, Amy Edwards, Sue Harvey, Mary Herrington-Perry, Kimberlie Moock, Vicki Phillips, Rodney Ranes, Thom Strohecker, Bonnie Wilson

Note Author: Jennifer Porter

Timeline for June 14 through June 27, 2006:

Highlighted items indicate items for which the Team is responsible.

Module#	Mod_Seq#	Name	Duration	Start_Date
6	4	Curricula - load Catalog to TEST (for M-HP to verify) Curricula - Programs, majors, etc loaded from TEST to production	1 day?	7/3/2006 8:00
6	5	Admissions - copy validation tables to production	1 day?	7/3/2006 8:00
3	12	Admissions - SAT tape load test completed	1 day?	7/3/2006 8:00
3	13	Admissions - Act tape load test completed	1 day?	7/3/2006 8:00
9	2	General Person - Load Previous Names to SPRIDEN in PROD General Person - Load Student Marital status - employees? In TEST	1 day	7/3/2006 8:00
9	3	Catalog - Banner security setup in PROD	9 days	7/3/2006 8:00
5	5	Catalog - Spotcheck info in TEST	9 days	7/3/2006 8:00
10	7	General Student - Housing Feed of New Applications to CBORD - TEST	1 day?	7/3/2006 8:00
88	3	Reporting - Student IRSR - mapping to ODS	12 days	7/3/2006 8:00
1	1	Academic History - Validation Rules and Tables in TEST	4 days	7/3/2006 8:00
3	15	Admissions - training material complete	1 day?	7/5/2006 8:00
9	4	General Person - load all addresses (home, parent/gardian) in TEST	1 day	7/5/2006 8:00
9	5	General Person - load all telephone numbers (home, parent/gardian) in TEST	1 day?	7/5/2006 8:00

Agenda and discussion items

Update on Admissions

A question was raised as to whether we would actually go live on 7/17. College Net is what incoming students will be using to actually apply to Eastern. The information will then be brought over into Banner. Sue was going to check with Brenda on how that process would work.

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A few tables still need to be reviewed, and documentation is still being created. Hopefully those will be done by next week. Training manuals have been started but can't be finished until College Net and "Knowledge" are incorporated in the Admissions process.

A discussion was held on how much of the documentation and training materials would be available of the web. It was suggested that general information be put out on the web through the ITS/Banner help page, but that secure information should remain in the department.

Update Location Management and discussion of building/site for off-campus

Kimberlie has given the tables that have been created to Vicki.

A BPA meeting is scheduled for tomorrow on how course/sections are currently scheduled.

The sub-group has been putting as much information into the location description as possible since "site" does not appear on student's schedules.

Update on Schedule

There were some questions about courses that overlap terms, and how students register for them, are billed for them, and about the grading for those courses. These tend to be courses offered through Continuing Education, so they will work on addressing the situation. An update will be provided at a later date.

The subgroup found out that it is not necessary to indicate who is instructing a course when the course is being built. That can be added later.

A suggestion was made to keep the section numbers as they currently are (001-499 – "on-campus", 500+ - Continuing Education). Banner is driven by the CRN rather than the section number so the way course sections are numbered shouldn't need to change.

The group will also be putting together a list of what information will need to be entered on the screens. This will be included with documentation and training materials for help when training departmental schedulers.

Update on Catalog and DARS

Currently this information is being moved into Prod. If there are any questions or problems, Thom will move that information back into Pre-Prod to be looked over again before it's moved back to Prod.

Update on Registration

This subgroup is currently going over what tables they will be using in Banner. They also would like to suggest to the Steering Committee that there be no "lag-time" between terms.

Update on Test Score

This portion is almost complete. A few items; Field Tests, Competency Tests, and Honors are still being worked out.

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Accrued Leave and Sick Leave Procedures for EISE Personnel

A copy of the Accrued Leave and Sick Leave Procedures for EISE Personnel was distributed at the meeting. It was just a reminder for the group to be sure to follow the time-lines when scheduling leave in the future.

A suggestion was made for each group to create a critical dates calendar. Each group is to then send their calendar to Sue. This will help keep all of the groups apprised of important dates coming up for each group.

- Update on Academic History**
- Upcoming Consulting Sessions**
- Timeline for Modules**
- Common Matching**

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

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed:

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