

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: July 5, 2006

Time: 1:30pm

Place: Blair Hall Conference Room

Attendees: Kim Burnett, Linda Coffey, Sue Harvey, Mary Herrington-Perry, Brenda Major, Kimberlie Mook, Vicki Phillips, Rodney Ranes, Thom Strohecker

Note Author: Jennifer Porter

Timeline for July 5, 2006 through July 11, 2006:

Highlighted items indicate items for which the Team is responsible.

Module#	Mod_Seq#	Name	Duration	Start_Date	Fin
3	15	Admissions - training material complete	1 day?	7/5/2006 8:00	7/5/
9	4	General Person - load all addresses (home, parent/gardian) in TEST General Person - load all telephone numbers (home, parent/gardian) in TEST	1 day	7/5/2006 8:00	7/5/
9	5	TEST	1 day?	7/5/2006 8:00	7/5/
7	5	DARS - Mappable transfer data (institutions and rules) identified	1 day	7/7/2006 8:00	7/7/
3	16	Admissions - admission training	1 day?	7/10/2006 8:00	7/10/
1	2	Academic History - Institutional Course Info 1st load- TEST	10 days	7/10/2006 8:00	7/2/
1	3	Academic History - Transfer Course Info 1st load - TEST	15 days	7/10/2006 8:00	7/2/
1	4	Academic History - Degree Info 1st Load - TEST	20 days	7/10/2006 8:00	8/4/
14	3	Location management -- complete load rooms to test	1 day	7/10/2006 8:00	7/10/
14	4	Location management - Test rooms w/o Astra TEST	15 days	7/11/2006 8:00	7/3/

Agenda and discussion items

Update on Admissions

College Net will be used first to enter new student applications, until the interface is complete.

Brenda met with the new nursing program director and a new student type needs to be created to be used before the student is "officially" admitted to the program.

Training manuals are still in progress.

Significant dates will be discussed at their next meeting.

The security matrix should be ready by next week.

Forms and tables that will be used in College Net/Banner are still being identified.

There is a possibility that a new student type will need to be created for international students.

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

Thom helped the group with county codes.

They are still finishing up things in test so they can be moved to PROD.

A meeting with Libby Coffey will hopefully be held soon in regard to loading rooms into the system.

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They are finishing up building site/designations.

Update on Catalog and DARS

Catalog is in PROD, and is going well so far.

Curriculum is in PPRD.

A discussion was held on how to code Post-Bac students, because how they are coded could affect their financial aid. Rodney was going to do some checking to see if two separate programs would be necessary (Degree-seeking and T/C Non-degree seeking) or if they could all be listed as Post-Bac with their department and field of study indicating what type of student they are.

Training manuals are still being created. The DARS group will be meeting next week.

Update on Registration

The subgroup is meeting tomorrow. They are still currently going through the forms to make sure they are being populated correctly.

The group is also going through the time-line.

Update on Academic History

Vicki is currently working on the completed tables list.

Update on Test Score

Just adding a couple more things the departments will need.

Still creating codes for Honors College, and Departmental Honors.

Update on Schedule

A BPA was started last week on how courses are created. They were able to go over how Continuing Education courses are created, but are not finished with on-campus courses, as no one who does on-campus scheduling was available.

Upcoming Consulting Sessions

Timeline for Modules

Sue was going to check on the possibility of moving some of the training sessions around. She will let the group know if any changes are made.

Common Matching

The SPT still would like to have last name, first name, SS#, and birthdate be the criteria that is used when searching for student information in Banner. By utilizing more than just SS#, more duplicate entries might be avoided. The group decided to take the suggestion to the Steering Committee.

Decisions Made

Decisions for referral

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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
	Course Schedule BPA	Kimberlie	ASAP	Ongoing

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
SPT20067	Critical Dates to Sue Harvey	Team	7-5-2006	Ongoing
	Teacher Cert BPA	Vicki	ASAP	Ongoing

Attachments and/or meeting Handouts listed: