

**EISE Project Meeting Notes
Eastern Illinois University**

Date: July 26, 2006
Time: 1:30pm
Place: Blair Hall Conference Room
Attendees: Kimberly Burnett, Linda Coffey, Amy Edwards, Sue Harvey, Mary Herrington-Perry, Kimberlie Moock, Rodney Ranes, Thom Strohecker, Bonnie Wilson

Note Author: Jennifer Porter

Timeline for July 24, 2006 through August 14, 2006 is attached. (Highlighted items indicate items for which the Team is responsible.

Agenda and discussion items

Common Matching Follow-up

Common matching will be turned on soon.
It will require a match of all 9-digits of the SS# instead of just 6.

EIU Training Instance

An upgrade to the EIU Training instance will be done in Mid-October. Anyone involved in Banner training during that time should be made aware of the situation

Discussion of School of Continuing Education Scenarios

This was a list of potential problems that the SCE had come up with. While the group answered most of them, they also wanted to send the list to Amy Graham for her to look over as well. Please refer to the last page of these notes for the list.

SGASTDN

Just a reminder for everyone to look at the SGASTDN screen to verify student information is correct. The summary should list every term that the student has attended. Some can cross-check information with DTR in mainframe if they have access. If you see something "weird", please let Thom know.

Update on Admissions

College Net is accepting new applications.
The group is working with ITS to create an application form that will work in both College Net and Banner better.
The SBGI validation table will have generic high school information to use for out-of-state students. Schools will be added on an as-needed basis.

Update Location Management

Kimberlie and Libby Coffey are still working on rooms. They are also working on re-adjusting the time-line.
The group decided to move STVMEET to the Schedule subgroup as it is more relevant to them.
Since the campus field cannot be left blank, M (Main) will always be used.

Update on Catalog and DARS

The undergrad catalog is 1/2-way done.

**EISE Project Meeting Notes
Eastern Illinois University**

The grad catalog is 1/3-way done.

There might be a slight delay with the interface, depending on if Academic History is ready.

Update on Registration

The subgroup worked on registering students at their last meeting. Adding students to courses was fine, dropping them from courses was not. Some restrictions are working (major restriction), all restrictions have not been checked as of yet.

Update on Academic History

Currently at a stand-still until Academic History goes into test so that they can see how the rules/data work.

Update on Test Score

They have been moved to PPRD and PROD.

Update on Schedule

The group is currently working on updating the manual.

Will be setting up a time for the group to enter more course sections. (Need more faculty added currently)

A question of when FA07 scheduling will need to be done was brought up. For that term, schedulers will be need to build their courses in Banner from 9/16/06 – 10/24/06. The system will then be shut down for schedulers until approximately 12/4/06. During the downtime course info will be rolled into Astra so buildings can be added, and then rolled back into Banner.

Upcoming Consulting Sessions

Week of 8/14 – Registration

Week of 8/28 – Faculty Load/Events Management/Possibly Scheduling

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

**EISE Project Meeting Notes
Eastern Illinois University**

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

Attachments and/or meeting Handouts listed:

Student Process Team Timeline for July 24, 2006 through August 14, 2006
Scenarios from School of Continuing Education

**EISE Project Meeting Notes
Eastern Illinois University**

Student Process Team is responsible for highlighted items.

Module#	Mod_Seq#	Name	Duration	Start Date
12	1	Schedule - Faculty Load validation tables in TEST	30 days	7/24/2006 8:00
12	2	Schedule - Faculty Designation load TEST	10 days	7/24/2006 8:00
1	5	Academic History - Verify Institutional Course Info in TEST	10 days	7/24/2006 8:00
3	20	Admissions - First SAT tape load in PROD	1 day	7/31/2006 8:00
3	21	Admissions - First ACT tape load in PROD	1 day	7/31/2006 8:00
10	9	General Student - define attributes to be moved	1 day	7/31/2006 8:00
1	6	Academic History - Verify Transfer Course Info in TEST	10 days	7/31/2006 8:00
1	7	Academic History - Degree Info 1st Load - PPRD	10 days	7/31/2006 8:00
12	3	Schedule - Prepare scheduler training materials for Section Building	14 days	8/1/2006 8:00
7	6	DARS - Midway for degree audit	1 day	8/1/2006 8:00
7	7	DARS - Mapping of transfer data (institutions and rules) completed	1 day?	8/1/2006 8:00
9	6	General Person - Verification of General Person TEST (address and phone)	14 days?	8/1/2006 8:00
14	5	Location management -- with Astra TEST	23 days	8/1/2006 8:00
15	1	Astra -- TEST version ready	1 day	8/1/2006 8:00
1	8	Academic History - move Validation Rules and Tables from TEST to PPRD and PROD	5 days	8/7/2006 8:00
1	9	Academic History - Verify Degree Info in TEST	10 days	8/7/2006 8:00
1	10	Academic History - Transfer Course Info 1st load - PPRD	5 days	8/14/2006 8:00
1	11	Academic History - Institutional Course Info 1st Load - PPRD	10 days	8/14/2006 8:00
1	12	Academic History - Pre-Banner Summary - TEST	15 days?	8/14/2006 8:00

**EISE Project Meeting Notes
Eastern Illinois University**

SPT Meeting 7-26-2006

Scenarios from School of Continuing Education submitted by Kim Burnett:

1. Classes ending/beginning outside of term dates. – *Shouldn't be a problem*
2. Students taking both on and off campus classes; the different fees charged. – *Current system does mixed billing, new system should as well.*
3. Fees differing for class type (i.e. sponsored Credit Courses). - *Current system does mixed billing, new system should as well.*
4. Instructors changing dates after schedule has been made. – *Could be a problem. In order to do this everyone registered for the course will need to be dropped, changes to the course made, and then students re-added.*
5. Sections adding to the schedule after the schedule has been made. – *Shouldn't be a problem*
6. SCE enrolling students in courses vs. students registering themselves. - *Shouldn't be a problem*
7. Sections of certain classes are directly billed and paid by cohort groups. – *Will see in A/R training if this can be automated.*
8. Changes in the roster - *Shouldn't be a problem*
9. Adding students to a roster after the class begins; adding or dropping after the class ends. - *Shouldn't be a problem*
10. Short duration courses and courses with special meeting times, when can they register and drop?