

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: August 2, 2006

Time: 1:30pm

Place: Bair Hall Conference Room

Attendees: Bonnie Wilson, Amy Edwards, Vicki Phillips, Kim Burnett, Rodney Ranes,
Linda Coffey, Thom Strohecker, Mary Herrington-Perry, Brenda Major,
Kimberlie Mook

Note Author: Judy Kopp

Agenda and discussion items

Requests for Modifications to Banner

Sue has a tech change request form available that is to be used when requesting a change. Requests for tech changes are going forward for photo I.D. and graduation application.

Requests for Scripts

If requesting a script make sure you contact Vicki or Thom first to find out what is required.

Maintenance of FICE codes in Banner and DARS

FICE codes have been loaded into DARS. If you add any let Mary know.

Update on Admissions

Talked with Kathy Reed about making sure applications look similar to what we have. Might be able to put department decisions on admissions screens. Graduate School is using it and would like reporting for those. There might be an issue with PIN between applied and admitted through that portal. Have to have non-portal entryway. Applicants will need to access check list and status. Housing has the contract address. Students can't change that. The issue of students being able to continually update themselves (MA) was discussed. A subgroup will get together and determine if address is going to be updated by students. Sue and Linda will discuss this and contact the rest of the team to see who needs to be on the subgroup. It may need to go to CFCG. A question was asked as to whether sign-ins ever expire. After the portal they will expire once a semester. Once a portal is up there is no need for PIN numbers.

Update Location Management

Had a BPA meeting. Issues in regard to timelines were brought up. The timeline is all tentative.

EISE Project Meeting Notes Eastern Illinois University

There is some missing information. Kim and Amy will have a conference call tomorrow with Ad-Astra. Trying to make sure everything is built. Thom will be building the rooms. They are also trying to make sure they know the crosswalks to Astra. CBord – still have to meet on addresses. Janet in housing is trying to find a week for Eric to come and do the finance module. Vicki will get the Cbord timeline items to Kim.

Update on Catalog and DARS

Got honors test scores built in. Catalog and schedule. Looked at what happens when you change something in catalog that already has been scheduled. It does not work – only changes the title. If that is the case the changes would have to be made manually, not sure we want to do that. Might want to freeze catalog at Sept. 18. As of now there will be 5 or 6 weeks of scheduling in Banner and 5 or 6 weeks of scheduling in Astra. Hope to get more information tomorrow from Astra during the conference call and see if there is a way to pare down that time. There is no issue with adding courses, just changing them. Mary will draft a policy and bring it to the group. In STVPWAV, who can waive pre-requisites? Sue will look at the form. Testing of pre-requisites is being done in certain honors courses.

DARS – transcript articulation is just getting started. Mike Hubbartt is trying to work out what they can map and what they can't. Degree auditors – there are 6 working in this area, all is going well. There were questions about changes to the graduation application. These will be compiled and submitted to Vicki Phillips. Vicki will go to a meeting and talk with the group. Sue asked that Vicki Roetker be involved with the graduation application.

Update on Registration

The subgroup needs a listing of admitted students in test. Thom will get that. They are going to work with the scheduling subgroup to register students in courses they've built to see how it works. Still having trouble with drops (not able to drop).

Update on Academic History

Have finally given up on academic standing rules and will have to go to CAA and request a change in policy. We are trying to draft a change to take to CAA. The subgroup is looking at residency requirements.

Update on Test Score

Changes need to be made to compass placement tests. Need two scores for one test. Need to build in again. Weren't sure who had access to Prod and could do changes or add information to the test code validation tables.

Update on Schedule

**EISE Project Meeting Notes
Eastern Illinois University**

Work is being done to update the manual. Friday there will be a session to schedule sections so Registration can register people. Chairs want training the first and second week of classes. The time line is not allowing them to do what they need to do.

Consulting – any items you want Angela to address when here, forward them to Sue.

Common Matching in data standards is not on. Everyone is supposed to submit a list of who is supposed to use what before it's turned on.

Each module sets up their own rules. There's a default common matching for those that don't set rules. It was discussed as to whether all modules should be required to have common matching. It will be taken to CFCG first and if not resolved taken on to the Steering Committee.

Financial Aid is not planning populating veteran information. There was some discussion as to whether this should be required and who would need or use it. It was determined that it wasn't really needed. It will need to be changed in data standards.

Cashnet doesn't have Banner Interface. They are going to write one for us. They will probably start writing it in February of 2007.

Sue handed out a revised copy of the accrued/sick leave procedures for the Banner Project.

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
SPT20068	Agenda Topics for SPT Consulting Week of 8-14-2006	Team	8-14-2006	Ongoing

Attachments and/or meeting Handouts listed: