

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: August 9, 2006

Time: 1:30pm

Place: Blair Hall Conference Room

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

Note Author: Jennifer Porter

Agenda and discussion items

SGASTDN Update

Student records have been put into the system, and clean-up of residency issues are currently being addressed. Less than 3,000 out of over 100,000 need updating.

STVRES D

Currently being applied to students who are in the system.

A question as to who owned the residency tables was raised, and it was determined that Records would be the owner.

A request was made to add an "In-State" residency type for students who live out of state but teach in Illinois or for military who are based in Illinois but may currently be out-of-state.

Request for additional ITS Support

There were some questions about portal, and a suggestion was made to contact Greg in ITS to see if he could offer a concrete date for his timeline.

Rodney indicated he would e-mail Greg to set up a time to meet.

Update on Catalog and DARS

Janet Fopay and Carole Burris are continuing work on the undergrad catalog.

Lori Henderson is completing work on the graduate catalog.

A question was raised about the Credit/No Credit option. Thom indicated that he would see if a blanket option could be used on all courses, and then removing the option from specific courses.

Update on Admissions

There are still questions about portal and PIN numbers, but other than that, things appear to be going well.

A suggestion was made to possibly include on admission applications the question as to whether the incoming student was previously a student/employee of the University. Brenda was going to check with the U of I on this, as they apparently raise this question on their applications. It might cut down on duplicate records in the new system.

Update Location Management

Libby Coffey is in the process of moving rooms to TEST.

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There will be two versions of Astra during the conversion, Mainframe Astra and Banner Astra. A few rooms in Banner Astra need to be removed, as they are no longer used. Kelly Partenheimer will build new buildings/rooms in both Banner and Astra.

Update on Schedule

The group has been working on creating sections, and has been successful.

A question was raised in regard to reserve seating and what problems it could cause. A decision was made to check with the Departments to see what they would like to do. A possible option would be to not put all the seats in for the course at once.

The group is still working on the training manual, as they will need to have it completed in time for Dept. Chair training on August 28.

The group will also be working on a fact sheet to distribute to the Deans.

Update on Registration and Academic History

The group is working on a list of questions to ask Angela during next week's training.

Still having problems with dropping students from courses, maximum hours, and the system locking up. Hopefully these will be resolved after the training.

The group is also going through forms and reports to see which ones can be used once we're in Banner.

Upcoming Consulting Sessions

August 15-17 – General Student, Registration, Fee Assessment

August 29-31, Faculty Load, Events Management

Common Matching

This function has yet to be turned on, but will hopefully be on in the near future. Admissions will then be able to check on what has already been entered into the system.

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

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Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

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: