EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: September 6, 2006
Time: 1:30pm
Place: Blair Hall Conference Room
Attendees: Kim Burnett, Linda Coffey, Amy Edwards, Sue Harvey, Mary Herrington-Perry, Brenda Major, Kimberlie Moock, Rodney Ranes, Bonnie Wilson

Note Author: Jennifer Porter

Agenda and discussion items

Update on Campus Discussion
It had been previously decided to use only one campus in the Banner system (Main). Some questions were raised in regard to this, and at the present time the Steering Committee is split on how they think it should be. Financial Aid and Continuing Education both have concerns as well. A suggestion was made to possibly request a MOD to have "sites" listed which might help eliminate the problem. Further checking into the situation is necessary.

Self-service Schedule
Based on what has been heard so far, students appear to be having a positive experience in the new system. They have had a few questions, mainly about the columns that deal with the enrollment of the course (Capacity, Actual, Remaining) and wait-lists for courses (Wait-List Capacity, Wait-List Actual, Wait-List Remaining). It might be beneficial to remove those from the student's view. A decision was made to poll the Department Chairs to get their thoughts on this.

QAS and Self-service address
QAS (address verification software) has been purchased. A question was raised as to whether students should be allowed to change their address through Self-Serve. The consensus was that as long as the address can be verified it should be OK. There were also questions about admission applications and QAS, and whether QAS runs against tape load. More discussion on this will be required.

Consulting for Week of September 11th
The consulting will be held in the 1895 Room of the Union. The topics will include Accounts Receivable and Academic History.

Update on Admissions
Update Location Management
Update on Catalog and DARS
Update on Registration
Update on Academic History
Update on Test Score
Update on Schedule

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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
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: