

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: September 27, 2006

Time: 1:30pm

Place: Blair Hall Conference Room

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

Note Author: Judy Kopp

Agenda and discussion items

Team discussed SIAASGN. Cleaned up lists of advisors from departments will be obtained and entered into Banner.

Update on Campus Discussion:

It has been decided we will use one campus.

Institutional Reporting Elements:

The group viewed the form (SGAUSDF) for institutional reporting and discussed whether this might be a possible site for identifying special groups such as TRIO, EIU4, Honors, etc. The team was asked to bring a list of special groups to the next meeting for further discussion. Co-curricular goes in SGASTDN. Will test other attributes before a decision is made. Need to check with Sungard as to what elements will be in ODS.

ODS Consulting and Training:

Yesterday in ODS consulting they discussed recruiting and admissions. We probably need to do ODS consulting for students fairly soon. CAP sessions are scheduled. The last thing for the Student Process Team is Feb. 12 – Banner General Student Consulting session. The team was asked if there was any preference as to when to have a consulting session for students. They agreed that they would need to know how to report writing before ODS training. At this time they are looking at Crystal and Argos. ITS supports Crystal. Sue will check to see if Argos training can be set up. The team will need to look at both before making a final decision.

Publicizing changes to students, staff and faculty:

As changes come about they will need to be publicized. The team was asked to make a list of those changes and set up a time-line for publicizing and to think of how to publicize. This will be discussed at the next meeting. A question was raised as to where handbooks and manuals will be put on line. Sue will ask Bill about this.

EISE Project Meeting Notes
Eastern Illinois University

Update on Accounts Receivable:

Linda sent out invitations to sub-group. Will probably start meeting the last week of October. The main focus will be the testing of current AR data, reviewing again when it goes to production and to get detail codes built for Financial Aid then other areas.

Update on Events Management:

Events Management group is meeting on a regular basis. Mike Delaney is going to look into retaining Amy as our consultant. Also may keep Tuomi on accounts receivable and do follow-up. He agreed to have a remote for Events Management.

Update Location Management:

Next Friday morning a meeting is scheduled with schedule, location management and registration subgroups to look at ASTRA.

Update on Catalog and DARS:

Mary asked how schedule meetings are going. Response was that they seem to be going well. It will be run in the Newsletter that Registration will be the contact office for questions regarding scheduling. Generic majors need to be created for Advancement and the degree table needs to be updated.

Update on Registration:

Registration is starting to put things together for mock registration. An e-mail was sent to advisors to ask for help with actual student schedules to use as tests.

Update on Academic History:

There will be academic history follow-up next week. We will be testing academic standing, dean's list, etc.

Update on Schedule:

Initial training has been done. Seems to be going well.

Update on Admissions:

Have sent applications from CollegeNet to quality control. They will need to be reviewed once they are released.

**EISE Project Meeting Notes
Eastern Illinois University**

Update on Test Scores:

Vicki and Bonnie have updated a bunch of test scores. Teacher certification met last Week and ran through Banner portion. Vicki updated the flow chart.

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	Check with Argos for training	Sue Harvey	ASAP	

Attachments and/or meeting Handouts listed: