

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: January 10, 2007

Time: 1:30pm

Place: 3108 Blair Hall

Attendees: Vicki Phillips, Sue Harvey, Thom Strohecker, Rodney Ranes, Kimberlie Moock, Bonnie Wilson, Kim Burnett, Mary Herrington-Perry, Brenda Major

Note Author: Judy Kopp

Agenda and discussion items

Critical Issue brought forward by Team:

Active Links for Self-Service

Sue asked the team to go into self-serve and see if there were any links they wanted removed. If so, contact Vicki Phillips.

Single Sign-on

It was turned on today. Students have to use E# to “check your application status.” Add to the PAWS menu. As e-mails are created a file with E#'s and unencrypted password will be created on their side and will be sent to the office responsible for sending out information. The team discussed this and the possibility of using Crystal to write a report. As soon as EIU accepts students an account is created. Sue suggested a group needs to meet with ITS to discuss this. She will talk with Kathy Reed about setting something up. Kim stated she needs a repository to pull from. Forty-six new people were added from Monday – Tuesday. Single sign-on time frames – after readmission will they be able to register before 24 hours. Records needs to request this process be run several times a day. Can't run in real time. The initial number is a 15 digit random #. The admitting office will have to mail the sign-on.

Holds in Production

The holds file was discussed. Records will build holds in Banner and ITS will load.

High School Subject Deficiencies

How do we identify deficiencies? Use SOAHSCH to show what is not completed. When subject is completed put removal date and year taken. When high school foreign language is completed will it be a test code – where should it be put. Should be in SOATEST. Brenda to add HSFL to STVTSC (high school foreign language met in high school).

Historical ACT Scores and Work Group for ACT: See Update on Test Scores

Update on Accounts Receivable: None

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Update on Events Management:

Thom and Michelle figured out how to copy and paste an event so just have to change function dates. Getting ready to test using last Fall students. Also working on reports.

Update Location Management:

Has not received a timeline yet from Linda Coffey. Don't know when C-board person is coming. Still a problem on Astra with cross-listed courses not working. Have talked with Astra they don't have a solution. Let Mary Herrington-Perry know what problems there are. Sue will ask Kelly to e-mail which specific courses are a problem.

Update on Catalog and DARS:

Did some preliminary work. Provided Sue with courses that have restrictions and pre-requisites. Hard at work in DARS. The self-service link should go to the 2007 Acalog catalog. Everything is in Acalog not in Banner. Add self-service links for grad, undergrad and course descriptions.

Update on Registration:

Made some schedule plans for major monster mock. Split groups between 2 days and locations. The schedule: meeting with the consultant from 8:30 – 9:30 the morning of Jan. 31. The following groups will register at the stated times:
Grad post-bacs from 10 -11; Seniors 11 – 12 and Juniors 12 – 1. 1:30 – 4:30 running processes to see if all is working.
Second day meet with consultant 8:30 – 9:30; 10-11 sophomores; 11-12-Freshmen; 12 – 1 - anyone that missed their time.
Will reset pre-prod the end of next week. Pre-prod will use E#'s, because we cannot use encrypted mail. Kim discussed adding alternate PIN to orientation reports. Kim also suggested working on wording for log-in page if password doesn't work.

Update on Academic History:

Had to add another grade code for post-bac. Is there a policy that says post-back students will be allowed to repeat courses? Mary Herrington-Perry thinks documentation is in the undergrad catalog. Repeats will be accepted with 'highest grade'. Vicki said that rounding of GPA can't be controlled. Transfer history is being loaded into pre-prod.

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Update on Schedule:

Some departments are still having scheduling issues. Course pubs estimated date of arrival on Feb. 26. According to Thom, they can get the data but can't control printing or formatting. Sue Harvey met with advisors about the paper copies. They felt they really need the paper copies and asked her to bring it to Student Process Team. The team discussed the pros and cons and the consensus was there would be no paper. The information will be on Self-Serve and advisors may print it off if they wish.

Update on Admissions:

Collegenet has a new representative and they have not talked with that person yet. Think the contract with Nolij is settled, should have it by the end of the week.

Update on Test Scores:

Do historical ACT scores need to be loaded? Admissions is starting with Freshmen but not going back. Vicki wondered who would need them and if it was justifiable.

A workgroup is needed to discuss who will need them and what's going to be loaded. This group will be Brenda Major, Denise Lee, Thom Strohecker, Vicki Phillips, Amy Edwards, Karla Sanders and possibly Peter Andrews. Admissions is starting with freshmen but not going further back.

Update on Faculty Load: None

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

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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

Attachments and/or meeting Handouts listed: