

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: March 29, 2006

Time: 1:30pm

Place: Greenup Room – MLK University Union

Attendees: Bonnie Wilson, Mary Herrington-Perry, Sue Harvey, Thom Strohecker, Brenda Major, Kim Black, Rodney Ranes, Janet Werden, Kimberlie Mooock, Nackil Sung, Vicki Phillips, Linda Coffey, Amy Edwards

Note Author: Judy Kopp

Agenda and discussion items

Timeline:

A revised list of time lines was handed out. Reporting requirements have been moved up on the calendar.

Admissions & Recruiting will go live the 2nd and 3rd week of July 2006. Academic history will be loaded in December 2006. Mock Registration will be January 29, 2007.

STVTERM:

Term is tied to everything.

Table Building and Completed Tables:

Team members should send a list of completed tables to Vicki Phillips.

Housing Issues:

There was discussion as to how addresses would be used. Campus, local (non-campus) came from Banner C-board meeting. Housing wants to maintain campus addresses – not off-campus. It was suggested everyone maintain their own addresses. This issue will be discussed with CFCCG.

Web Applications:

There was discussion as to how to collect money for web applications. Banner doesn't take credit card information and we don't have any credit card interfaces for Banner. It was suggested that the request for money be removed from web applications. Linda stated that there are ways to work around that manually. She will have more information about this after attending the Summit conference next week. It was decided to table this discussion until after the conference.

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A final decision is needed regarding College Net. Vicki and Brenda are discussing this with them.

ACT/SAT:

Admissions is loading all valid students ACT scores. It was decided a small group was needed to look at SOATEST.

A discussion was held as to how to load financial Aid into recruiting. It was decided that this was an Admissions/Financial Aid issue. Brenda and Joan will meet and discuss this. It was further decided that Kim Black, Rodney Ranes and Linda Coffey should also be involved in that discussion.

Invalid Advisor Codes:

Advisor codes currently used in Legacy for students with no advisor are 999, 100 or 0. After Discussing whether they should be assigned to advisors it was decided to look at assigning the 100's and leaving the rest blank. The non-degrees would have no advisor. Graduate School and BGS need to look at the list of currently enrolled. Thom will get a current list and share it.

Holds:

It was decided to stay with the current codes for Banner validation table. It was also agreed to continue with the idea that all holds stop Registration and to stay with the matching descriptions for holds. Linda asked that the addresses of people with holds not be loaded into Banner as it is not good data.

Training:

Student orientation leaders and student government leaders will be trained on January 22. They will train other students. Kim will decide what students are to be built on.

Upcoming Consulting Sessions:

DARS training will be April 12, 13, 14.

Topics brought forward by Team members

Thom brought forth a question regarding a statement in Banner that says once a class has been scheduled and a student put in, no detail information can be changed. It was determined that we should be able to do overrides but we need to talk with the consultant about this.

How will pre-set meeting times be handled in validation tables. Take the standard ones and move them over to cut down data entry-time. The standards would be Monday – Friday and 8:00 a.m. – 5:00 p.m. Location management will be asked to take a look at this.

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A question was brought up as to how will we print schedules? Sue Harvey and Bill Weber will discuss this.

A discussion was held regarding the EIU web page. Sue named a committee (Linda, Kimberlie, Rodney, Vicki, Kim Black, Sue) to look at the web page. Sue will also ask the EIU webmaster if he could be included.

Sue stated that the University is going to support Crystal although there are other options out there that may be coming along. As of now Crystal is still it. They will be looking at other options at the Summit conference.

Decisions Made

A small group is needed to look at SOATEST.

Brenda Major, Joan Zieren, Kim Black, Rodney Ranes and Linda Coffey will discuss loading financial aid into recruiting.

A committee was formed to look at the EIU web page.

Decisions for referral

Issue of addresses to be discussed with CFCG.

The issue of changing detail information needs to be discussed with a consultant.

Location management will be asked to take a look at pre-meeting times in validation tables.

Tabled/Future discussion Items:

How to collect money for web applications will be discussed again after the Summit conference.

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
SPT20065	Astra/Banner Location Management	Sue	3-1-2006	Completed

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New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
SPT20066	Completed Tables List to Vicki Phillips	Team	ASAP	On-going
SPT20067	Loading financial aid data	Linda Coffey, Brenda Major, Rodney Ranes, Jone Zieren, Kim Black	ASAP	On-going
SPT20068	Contact Bill Weber re: printed class schedule	Sue Harvey	ASAP	On-going
SPT20069	Discuss schedule detail records with consultant	Team	ASAP	On-going

Attachments and/or meeting Handouts listed:

Tentative Timeline from ITS