

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: September 21, 2005

Time: 3:00pm

Place: Oakland Room – MLK University Union

Attendees: Kim Black, Kathy Bower, Linda Coffey, Amy Edwards, Sue Harvey, Judy Kopp, Kimberlie Moock, Thom Strohecker, Nackil Sung, Bonnie Wilson, Jennifer Porter

Note Author: Jennifer Porter

Agenda and discussion items

Discussion of Mandatory and Optional BPAs

Sue Harvey gave a brief description of what BPAs are and their function with the Banner process. She also went over the BPA Summary Table and explained how the teams are put together. She asked that anyone with suggestions as to who to put on the BPA teams to e-mail her the names.

Converting Student General Person – How many years back do we want to go when converting student data?

There was much discussion as to how much data we would be able to convert to the new system. Everything in the Student Master Files should be converted first, with other departments following once their data was ready. Some areas such as Housing and Course Scheduling will continue with the systems they are currently using, C-borg & Astra, as they are compatible with Banner.

Update on Data Cleansing – Progress made to this point.

Thom Strohecker stated that as of now, all of the records in the Student Master File (around 32,000) were clean, and that there were no duplicates.

Implementation Timelines – See timelines on EISE web site.

Decisions Made

N/A

Decisions for referral

N/A

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Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Check with Brenda Major on Admission Tapes	Sue Harvey		
	Check on Student Basic Master	Sue Harvey		

Attachments and/or meeting Handouts listed:

Student Process Group Teambuilding notes
BPA Summary Table
EISE Web Site Timeline Document