

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: September 28, 2005

Time: 3:00pm

Place: Casey Room – MLK University Union

Attendees: Kathleen Bower, Linda Coffey, Nancy Crone, Amy Edwards, Sue Harvey, Kim Mook, Vicki Phillips, Brenda Ross, Thom Strohecker, Nackil Sung, Bonnie Wilson, Judy Kopp

Note Author: Judy Kopp

Agenda and discussion items

Required Documentation for Processes:

The team has been asked that to start looking at what other schools have for training documentation

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

Sue handed out a summary of possible data migration sources: AA File, Student Master, Student Basic Master, Admissions. It was recommended that information be moved from the HR file, Student Basic Master and Student Master as they have the most current information. Those remaining in the AA File with a non-zero balance or write-offs will then be moved over. It is hoped this can be done as a mass one-time move. The initial load will be name and social security number only. Admissions doesn't keep data after 6 months if the student is denied or cancelled so admission data will start fresh beginning Fall 2007.

Update on Data Cleansing – Progress made to this point

An initial scan of Student Basic Master has been completed. There were 16 duplicates and they have been cleansed. An additional scan of the Student Master file has been done – there were 3 duplicates and they have been cleansed. Names, addresses, gender, etc. have not yet been verified. Some decisions on data migration will need to be delayed until the data standards document is complete so we can make sure we are in compliance. A discussion of what information Data Standards is looking at was held.

Decisions Made

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Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

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

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Type up address types Cross-Functional has decided on.	Sue Harvey		
	Take recommendation to convert information from HR, SBM & SM to Cross-Functional Team	Sue Harvey		

Attachments and/or meeting Handouts listed:

Summary of Possible Sources for Data Migration