

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: October 5, 2005

Time: 3:00pm

Place: Greenup Room – MLK University Union

Attendees: Sue Harvey, Kathleen Bower, Linda Coffey, Nancy Crone, Amy Edwards, Judy Kopp, Brenda Major, Kimberlie Mook, Vicki Phillips, Rodney Ranes, Nackil Sung, Jennifer Porter

Note Author: Jennifer Porter

Agenda and discussion items

Address Business Process Analysis

Sue is working with Mark Hudson to set up a BPA for Housing and assigning student accommodations. She is also setting up a BPA for undergrad admissions. The BPA for international admissions is currently finishing up.

Update on DarWin

It is still being decided as to who will need to go through the DarWin training. At the present time, we know for sure that all certifying areas will need to be involved.

Update on Data Cleansing

A new list was run and had 29 names that needed to be cleansed. The bulk of those were due to maiden names/previous names.

Items brought forward by the Team

Sue will check with Bill Witsman as to when we will have access to Banner documentation. She also indicated that it was a good idea to keep an eye on the calendar on the EISE website. Some dates are in the process of being changed, but she will send out a new schedule once she receives it.

There was more discussion on the migration of files to Banner. Concerns were raised as to how much information would be brought over in the migration, and what might happen to information that wasn't uploaded to Banner. Vicki stated that currently the plan was to pull information from as far back as 1992. There was some concern over information from 1982-1992 that is currently stored on tapes. Vicki was going to see if there was some way to convert those tapes so that when mainframe is removed then the tapes can still be read.

Viewing of Banner Screens

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Amy showed us what the screens where student information is entered will look like. The Data Standards committee is currently working on customizing the screens for what the university will need once banner is implemented.

Decisions Made

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		Completed
	Take recommendation to convert information from HR, SBM & SM to Cross-Functional Team	Sue Harvey	10-10-2005	Completed -- Sent e-mail to Kathy Reed
	Check with Bill Witsman as to when the committee will have access to Banner documentation.	Sue Harvey		
	Check with ITS on how to convert tapes with student info from 1982-1992, so they can be	Vicki Phillips		

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	accessed once mainframe is eliminated.			
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Attachments and/or meeting Handouts listed: