

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: October 12, 2005

Time: 3:00pm

Place: Oakland Room – MLK University Union

Attendees: Sue Harvey, Kathleen Bower, Linda Coffey, Amy Edwards, Judy Kopp, Brenda Major, Kimberlie Moock, Vicki Phillips, Rodney Ranes, Thom Strohecker, Bonnie Wilson

Note Author: Judy Kopp

Agenda and discussion items

Update on Data Cleansing

Non-Attendees on Student Basic Master

A report was run on Student Basic Master which showed 4,800 plus students who had transfer evaluations on H11 but had never attended Eastern. There was some discussion as to whether these students needed to be tracked. It was decided by the group that it was not necessary to retain these students on Student Basic Master. Admissions would require they start fresh with updated information if they were interested in attending Eastern.

Maiden/Previous Name Type

The question was brought forth as to whether we wanted to populate the maiden name off the old file. Discussion followed as to the meaning of 'maiden name' and whether it should be a part of history. It was decided that the legacy and current name fields would be populated in two loads. The previous name will be populated forward as well. This will need to be approved by Cross Functional and Data Standards. Alumni would be allowed to populate the maiden name field if they can guarantee it is the maiden name, if not they would populate history.

Items brought forward by the Team

The education schedule. Sue stated she is still waiting to see the education schedule but suggested that everyone block out November 14-18 for training.

Viewing of Banner Screens

Banner 7 screens were viewed on the web. There was some discussion as to whether this is software we have. Is Banner 7 self-service? Sue will contact them and see if it is self-service.

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Documentation

We should be able to get to Banner documentation through action web. Sue will download a new copy of documentation and send a PDF form of it to the team.

Decisions Made

It is not necessary to retain students on Student Basic Master who have never attended Eastern.

Decisions for referral

The legacy and current name fields will be populated in two loads. The previous name will be populated forward as well. Alumni would be allowed to populate if they can guarantee if it is the maiden name – if not – they would populate history. Needs approval from Cross Functional and Data Standards

Tabled/Future discussion Items

Ongoing Task List , 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		Completed – Sent e-mail to Kathy Reed
	Check with Bill Witsman as to when the committee will have access to Banner documentation.	Sue Harvey		Completed
	Check with ITS on how to convert tapes with student info from 1982-1992, so they can be accessed once mainframe is eliminated.	Vicki Phillips		

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New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Take recommendation to populate legacy and current name fields in two loads to Cross Functional Team and Data Standards. Previous name populated forward as well.	Sue Harvey	10/25/05	
	Contact Banner and see if Banner 7 is self-service.	Sue Harvey	ASAP	
	Sue will download a new copy of documentation and send to team.	Sue Harvey	10/12/05	Completed

Attachments and/or meeting Handouts listed: