

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Student Process Team

Date: November 30, 2005

Time: 3:00pm

Place: Casey Room – MLK University Union

Attendees: Kathleen Bower, Nancy Crone, Amy Edwards, Kimberlie Mook, Vicki Phillips, Rodney Ranes, Thom Strohecker, Nackil Sung, Bonnie Wilson

Note Author: Jennifer Porter

**Agenda and discussion items**

Banner Availability

There was a question as to the availability of the Banner “practice” system. Most tech work for the system is done in the morning. If you are unable to get in to the system in the morning, try again in the afternoon.

Update on “The Big Bang”

The bulk of the data that will be converted will be coming from the Student Files, and the HR Files. We will be loading SPAIDEN and SPAPERS info which mainly consists of info that doesn’t change on a regular basis (i.e.; name, social security #, birth date, gender, ethnicity, citizenship).

Thom stated that the data clean-up is still going well with only a few problem files. The problems were mainly birthday or citizenship issues.

General Person Tables

A discussion was held on how much information would be migrated to the new system. We want to move as much information as possible without having to make changes in both systems while both systems are being used.

The Registrar area will be in charge of cleaning up records for conversion. It is possible that they might work with the Housing office on this as well.

When the Data Standards committee has come up with the “universal” way of entering student info they need to inform Admissions, Housing, Cashier, Records, Grad School (if necessary). In particular, any addresses that are entered into the system should be checked to make sure they are valid USPS addresses. A question was also raised as to whether we could require students to provide a local address in order to be a student at EIU.

Security Authorization for Process Team

**EISE Project Meeting Notes  
Eastern Illinois University**

**Decisions Made**

**Decisions for referral**

**Tabled/Future discussion Items**

There was a discussion about giving the students the ability to change certain information in the Banner system. With the self-serve feature that Banner has, it might be possible for a student to make changes to their address in the system. As long as verification of the address change can be made, the committee would recommend that students be allowed to change their address in the self-serve format. Until it is known what the self-serve feature is capable of, a final decision cannot be made.

Sue was going to check on IACRAO to see who is using the self-serve function in Banner, and what they allow the students to do in it.

**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

**Attachments and/or meeting Handouts listed:**