

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: December 7, 2005

Time: 3:00pm

Place: Casey Room – MLK University Union

Attendees: Nakil Sung, Vicki Phillips, Thom Strohecker, Amy Edwards, Bonnie Wilson, Rodney Ranes, Sue Harvey, Linda Coffey, Kathy Bower, Kim Moock, Brenda Major

Note Author: Judy Kopp

Agenda and discussion items

Sungard SCT Contact Representatives

Sungard has asked that we have two representatives for each team (one from IT and one functional). For our team the representatives will be Vicki Phillips (IT) and Sue Harvey (functional person).

Continued Discussion of General Person Tables

A discussion was held on how to list building codes, whether or not to use the current abbreviations. Banner has a 6 character capacity and needs a minimum of 3 digits. Discussion also ensued as to how to address off campus class sites and if we use more than one campus.

Sue will get a list of localities for the next meeting.

The Graduate School, Sociology and Booth Library are using ASTRA for scheduling. Sue reported that research she had done shows that Banner does not have all the functions of ASTRA.

It was asked if there had been any further discussion on address changes. The Data Standards Team will have their final draft the first week of January and will determine what addresses we are going to move.

Sue contacted Amy Graham regarding the training January 10-12. Amy will get the agenda to the team as soon as possible. No pre-work is need for the training.

Sue is working on putting together the Student Process Team compensation plan. Pay is based on achieving milestones. All compensation is set up in accordance with different contracts on campus.

Our group is responsible for making sure others on campus are involved in the Banner process.

The team was asked to bring their Spring 2006 schedules to the next meeting so meeting times for the next semester can be established.

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Decisions Made

Decisions for referral

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

Attachments and/or meeting Handouts listed: