

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Student Process Team

Date: January 18, 2006

Time: 1:30pm

Place: Greenup Room

Attendees: Kim Black, Linda Coffey, Amy Edwards, Sue Harvey, Mary Herrington-Perry, Brenda Major, Kimberlie Mook, Vickie Phillips, Rodney Ranes, Thom Strohecker, Bonnie Wilson

Note Author: Jennifer Porter

**Agenda and discussion items**

Discussion of Consulting Sessions

Sue informed the committee that all implementation team members should plan to attend all of the consulting sessions. She also stated that the Steering Committee is still in the process of approving the Personal Services Plan for the Student Team.

The Steering Committee had a conference call with SCT today in regard to the consulting session that was held last week. There were concerns that the session may have not been complete. Adrienna was under the impression that it was a training session rather than a consulting session. The consulting session scheduled for 1/31/06 may include some make up work from the previous session.

No agenda has been sent as of yet for the 1/31 consulting session. Mike Delaney is checking on that, and will send that information as soon as it is available.

Thom is going to look through Frank's materials to find the chart that gives a prioritized list for building tables.

Term Designations

Linda is in the process of building tables in the training website and wanted to know if the standard codes being used (10 – Fall, 20 – Spring, 30 – Summer) was acceptable for all. This brought about much discussion concerning the summer term code. As there are different sessions for summer, there were some questions as to whether it might be better to designate a code for each session. A question was brought up concerning summer courses that overlap sessions. This is something that the Steering Committee will need to discuss with Bill Weber and Jone Zieren. It may also need to go to the Executive Committee.

Oversight of Modules for Catalog, Schedule and Location Management

The tables will be entered by staff members, who are not on the process teams. Someone from the teams should oversee the groups who are entering the data. There were a few questions raised, including what catalog do we build the tables with. Thom suggested making notations on

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the current catalog that indicate the first term each course was offered. This should make the history easier to create.

Once the tables are built it was suggested that only one person should do the maintenance for the tables. Limiting security or access might help make sure the tables aren't changed once they are established and correct.

Subgroups for Catalog/Schedule and Location Management were formed. The Catalog/Schedule group will consist of Mary Herrington-Perry, Amy Edwards, Lori Henderson, Pam Collins (or designee), Janet Fopay, and Jennifer Porter. The Location Management group will include Kimberlie Mook, Kathy Cartwright, Janet Werden, Kelly Partenheimer, Nackil Sung, Jo Ellen Hickenbottom, and Rhonda Heath.

### Timeline for completion of Modules

While intermediate time lines still need to be established, there is a standard process that is usually followed when it comes to completing modules. Build tables, develop documentation, and training.

Admissions will be using Banner starting in July for first-time freshmen who will begin EIU in FA07.

There are task lists in the Repository for Catalog, Schedule, and Location Management. The subgroups should look those over for the next meeting.

### Addressing Questions from Constituents

There was a discussion on how to answer questions team members may receive in regard to Banner. While we don't have all the answers yet, we're working in the consulting sessions to answer as many questions as possible. We're trying to make sure all areas are involved in the process. There was a concern from the Campus Advising Network and the Academic Advising Center that they might be missing out on information vital to their area. As we have three members of CAN already on the committee, there didn't appear to be a need to add any other members at this time. Any concerns CAN or AAC might have will be collected by Julie Sterling and brought to the group by Bonnie Wilson and Kathy Bower.

### **Decisions Made**

### **Decisions for referral**

### **Tabled/Future discussion Items**

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**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:**