

EISE Project Meeting Notes Eastern Illinois University

Team/Group:	Advancement
Date:	April 13, 2006
Time:	8:30 am – 10:00 am
Place:	Shelbyville Room
Attendees:	Cris Ealy, Lori Creek, Sandy Wheeler, Tami Babbs, Kim Harris, Libby Coffey, Jerilyn Hutson
Note Author:	Jerilyn Hutson

Agenda and discussion items

- ☞ Data Standards Team update
 - Team has completed its tasks. A new team is being compiled to serve as a standing team for future data standards items. Libby stated that she is on the team as an IT representative.
- ☞ Finance Team update
 - Production is live. They are setting security for user classes. Training will begin in May and will consist of manuals and Camtasia.
- ☞ Reporting Standards Team update
 - The document draft has been provided to Bill Witsman.
- ☞ Summit Review
 - Summit notes for Bill are to be shared with team as well.
 - Those who attended Summit agreed that it will be nice when we are live with Banner so we are able to participate more in the discussions.
 - Some interesting procedures were shared by other Universities. These were quite different from our procedures.
- ☞ FAQ subcommittee representative
 - Lori Creek will serve as the FAQ representative for Advancement.
- ☞ Common Matching
 - Kim Harris has a contact from Summit who is known as the “king of common matching”. She will share that information with the team.
- ☞ Standardization of Self-Service web pages
 - Jerilyn Hutson will serve as the Advancement representative for this subcommittee.
- ☞ AppWorx
 - This software will be utilized for scheduling jobs to run with Banner.
- ☞ Reporting tool demo
 - A demo will be provided on campus for Argos. It was shared that current users have reported that it is not very powerful or intuitive.
- ☞ Suffixes
 - The student trainer has indicated that generational indicators should be in the suffix field for functions in Banner to run properly. The data standards document states that generational indicators should be included in the last name field and that this came as a result of information found in Banner documentation.

Decisions Made

**EISE Project Meeting Notes
Eastern Illinois University**

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: