

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Cross Functional Collaboration Group

Date: 12-12-05

Time: 2:00 – 3:00

Place: MLK – Arcola/Tuscola Room

Attendees: Sue Harvey, Jone Zieren, Jerilyn Hutson, Dave Bailey, Joy Craft, Thom Strohecker, Vicki Phillips, Sandy Bingham-Porter, Frank Kingery, Andy Anderson, Sandy Bowman

Note Author: Vicki Phillips, Kathy Reed

Agenda and discussion items

Team Updates

- **Financial Aid** – December 5th, BPA on Satisfactory Progress process outside of Banner. Have a name and phone number now for U of I contact in SAP. Have 6 training guides from U of I, they have changed processes since the creation of the training guides. Also had a team meeting to update members on other banner team events.
- **Banner Help Desk** – Dave Pollard has been tasked with creating and managing a help desk for Banner as we go through test and then transitioning it to other supports as it goes into production. All calls on Banner need to go to him at 581-6959. If he is not available, these can be escalated to Kathy Reed. Support and call tracking is being set up in Support Magic. Experts in each group will be identified to assist in answering specific questions within a module. Our vision is to provide real time support for Banner.
- **Advancement** – Team meeting was last week to update on current events from other teams and in Banner in general. Identified BPAs and began dividing them up and working on these.
- **Student** – Team meeting last week. 9,000 rooms need to be defined and are being worked on. Student has some of the tables for address, country, state, telephone type, and visa. Validation tables for zip will be preloaded. Need \$350 to get a different version from USPS.
- **HR** – Some Bogus data for HR county tables is needed for their systems to work correctly. Looking for pros and cons on monthly/bimonthly loads from state/zip. Training last week was cancelled, but met anyway to load over 80 tables. Testing really hard in January. Conversion issues for ITS have been resolved. Most remaining tables are not going to affect go live as they understand it. No training this week. It has been postponed to a later date by SCT, future date may be in June. Currently without a functional consultant, but have requested Suzanne.
- **Training** – Facilities are available at Booth, Triad, 9th Street and laptops can be used in Union. Laptop proposals are on Bill's desk. Guessing it will go on to the steering committee for approval and purchase.
- **Finance** – Technical update – Interface training accomplished a lot better overview for the system and learned how all pieces fit together. Changes planned for crosswalk for accounts. 1st grants session is this week. Waiting for vendors so Andy can load, in process of denoting which to convert and which not to convert. Members traveled to Ferris State University to look at Banner last week. Need to start writing reports.

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- **Data Standards** – Didn't meet last week. Document scheduled to go to the steering committee the first week of January. Sub committee is wordsmithing and will provide final document for close inspection and feedback before submission to the steering committee.
- **Reporting Standards** – Ownership on various parts of document has been divided up. Dr. Brown is working on the scope of the document. Subcommittee looking at IGP's with respect to reporting. Deferring recommendations on reporting tool. Many parts of the document are ready for rough drafts. Making progress with speed bumps on Holiday.
- **Data Custodians/Security** – No report – Tasked with division of G-named tables.

Banner Availability– Times have been identified for system outages and downtime for ITS as needed. Communication methods have also been identified as well as times that are specific to user availability.

Big Bang – Question was posed on whether users would like a version of the current Big Bang available in Test to review and give feedback on how things are loading. This will be available sometime during the week of December 19th. There will be many versions of this table. HR stated that they will not have staff to look at this information. Students had a few people who could review things. Fields that will be loaded include names, gender, birthday, ethnicity, ssn, and citizenship. Sue stated she would like the data available sooner rather than later for review.

Alumni Names – Do we need a special name for alumni name? Concerns with transcript names. Students leaning toward Alumni having their own names and the other being legal name for transcripts and grades and the like. Did a walk thru on Banner for name to prove that the last change is the current displayed name regardless of the type the name is given. Do we want all names to have a name type? Reporting would allow selection of specific name type and pecking order if that wasn't available. Discussion leaning toward everyone having a name type.

Address Source Codes – Alumni finder separate from outside agencies on the STVASRC table.

Common Matching – Ask what other universities are using. Introduced topics and will be discussed more at the January 9th meeting.

Homework

- Review Common Matching documentation from the User Guide. Next meeting will include a discussion of this topic for EIU. Get feedback from other universities
- Review Names with effort to decide on how to handle outstanding name type questions.

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

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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: