

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Cross Functional Collaboration Group

Date: 2-12-07

Time: 2:00 – 3:30

Place: MLK – Martinsville Room

Attendees: Jerilyn Hutson, Dave Bailey, Joy Craft, Tracy Hall, Kathy Reed, Sandy Bowman, Larry Cannon, Sandy Bingham-Porter, Sue Harvey, Andy Anderson, Bill Witsman, Cathy Ashmore, Connie Manes, Thom Strohecker, Frank Kingery, Jone Zieren, Vicki Phillips

Note Author: Kathy Reed

Agenda and discussion items

Team Updates

- **Advancement** – Finishing second conversion, preparing for third conversion. ODS functional consulting this week, popsel consulting next week. Timeline is set up for July.
- **Financial Aid** – Loaded first round of applications, 700 applicants, in PROD in January. Regulatory update was implemented in PROD last weekend. Found error in needs analysis, Sungard has acknowledged the problem. Will send missing information letters next week.
- **Student** – General consulting this week. Academic history goes live in 14 days. Mini-mock registration scheduled for Feb. 14th includes Accounts Receivable and Financial Aid. Starting to advertise student self-service. Will no longer be publishing the course schedule publication. Advisors have been in training the last two weeks, the majority will be in PROD by next Monday. Email the names of participants for the mega-mock registration on Feb. 26th to Jennifer Porter. She needs to receive the names prior to February 20th. The Astra/Banner interface is fully functional – the last problem was solved by a process change. The conversion of accounts receivable detail transactions has been tested. Legacy ACT scores were loaded to PROD on Monday (1.5 million transactions).
- **HR** – Still setting up security and conducting training. A Camtasia presentation, reviewing the training, is almost complete and will be available on the web. The search committee for the ODS manager position had their initial meeting, approximately 20 candidates.
- **Training** – Needs cancellations worded the same as the training session. Needs to know if we need rooms (some sessions don't or are held in office). Working on instructions/guidance for the CBT course. The CBT is available on the repository, Bill will email a document containing instructions on accessing it.
- **Finance** – ODS functional consulting scheduled for week of March 5th. Year-end, GASB consulting scheduled for week of March 12th. Horsman's job (administrative assistant II) is open, ready for testing.
- **Data Standards** – Requested meeting, haven't met. Steering committee wants documents. Bill needs to prompt Linda for meeting and document.

**EISE Project Meeting Notes
Eastern Illinois University**

- **Data Custodians** – At last meeting, Larry presented draft of duplicate records process. The process will go through BPA. Kay Carter will notify the BPA group of initial meeting. The training section of the data custodian manual will be on EISE website. Trying to wrap up the data custodian manual.

Race/Ethnicity Code -

Julia was unable to attend CFCG meeting. Kathy and Julia will establish a date for the script to be run in PROD instance.

rePortal-

Dave Bailey demonstrated the rePortal software. It will allow users to view previously scheduled and executed Crystal reports or execute reports available to them. The user does not have to have Crystal installed on their machine. Modules wanting to utilize rePortal should notify Kathy Reed.

ODS functional training -

Take reports to be created to ODS functional consulting. If Argos is to be used, ITS will need to know the datablocks to be created well in advance of the consulting. Without them, Argos cannot be used for ODS consulting. Security needs to be established in advance of the consulting, contact Cathy Ashmore. Either TESTODS (data from Banner TEST instance) or PRODODS (data from Banner PROD instance) are available. No other Banner instances have an ODS associated with them.

Same sign-on, marketing to students

Designed website for students with old and new PAWS links, needs to be ready by next week. Student supervisors will receive notification with rosters next Monday. Financial Aid will be notifying students at end of next week.

Banner Downtime – Friday, Feb. 16th

All Banner instances will be unavailable Friday, Feb. 16th, 8:00 – noon, to allow maintenance of the application servers.

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	Item Description	Owner	Target	Status

**EISE Project Meeting Notes
Eastern Illinois University**

Identifier			Completion Date	
	Contact Linda Coffey, establish data standards meeting, draft of data standards document	Bill Witsman	ASAP	

Attachments and/or meeting Handouts listed: