

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: **DARWin Process Team**

Date: Feb. 3, 2006
Time: 10 a.m.
Place: OM 109
Attendees: Kathy Bennett
Lori Creath
Mary Herrington-Perry
Mike Hubbartt
Barbara Kuykendall
Nancy Mathewson
Betsy Miller
Sarah Newby
Rodney Ranes
Vicki Roetker
Stacey Ruholl
Bonnie Wilson
Monica Zeigler
Tammy Zuber

Note Author: MHP

Agenda and discussion items

1. Introductions
2. What are DARS and DARwin? How do they tie to Banner?
3. Team member obligations
 - Building the degree audits.
 - Where there are choices to be made, ensuring consistency by establishing the “common practices” that all encoders will employ.
 - Identifying DARS issues that may impact Banner and vice versa.
 - Learning to create/assisting to create the transfer articulation tables.
 - Training others to build/access/understand degree audits.
4. Timeline: Audits and articulations must be complete by 12/06; checkpoints will be established at a subsequent meeting.
5. Team Meeting Schedule: Fridays from 10-12 in a place TBD.
6. Questions?
7. Homework for Our Next Meeting
 - Request a DARS account at <http://www.dars.muohio.edu/MenuSupport.htm>.
 - Review the PowerPoint presentation, “The Big Picture: Pieces of the Degree Audit,” at <http://www.eiu.edu/~acaffair/DARS/DegreeAuditPieces.ppt>.
 - Download *DARS: How to Perform the Magic* from the DARS Support Center and read it.