

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: **Degree Audit Process Team (Certifying Officers and Staff Only)**

Date: Mar. 3, 2006
Time: 10 a.m.
Place: VPAA 105
Attendees: Kathy Bennett
Lori Creath
Susan Hankenson
Mary Herrington-Perry
Barbara Kuykendall
Betsy Miller
Bonnie Wilson

Note Author: MHP

Agenda and discussion items

1. Announcements

DARS training will be held in the CATS lab on April 12, 13, 14. This training will be preceded by online training which participants can complete in their own offices. Details will be forthcoming. Certifying officers were asked to let MHP know of any specific issues they would like the trainer to address, such as encoding teacher certification requirements and graduate programs (which can be quite individualized).

EIU's DARS has not been installed yet, owing to licensure issues with Micro Focus. Kathy Reed from ITS has assured MHP that once this issue is resolved, it will take her staff approximately two weeks to have DARS ready for our use.

2. Academic program naming conventions

Attendees studied Banner and DARS tables that must list academic college, degree, department, and program names. They agreed to send MHP a list of abbreviated names for those which exceed the allowable space. MHP will investigate naming options for major-option combinations.

In no case may an ampersand be used in a Banner code or description.

3. DMO Cleanup

Certifying Officers have identified which of the current DMO combinations in H40 need to be built in Banner/DARS. They will provide this information to MHP electronically. Attendees have the option to combine this list with that described in number 4, below.

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At this point in time, it appears that we will build audits for programs in stages: 1) all programs in effect in Fall 2007; 2) all programs required by current EIU seniors (i.e., programs from 2003 to the present); and 3) other expired programs as needed.

4. Degree Audit Completion Schedule

Certifying officers were asked to complete the schedule, which identifies all of the audits they must build by November 30, 2006. Responses are due to MHP by March 20.

5. Other Issues

- Susan Hankenson raised a concern as to how transfer course articulation at the graduation level should be handled. MHP agreed to raise this question at the upcoming Transfer Articulation workshop at Miami University of Ohio.
- It is not anticipated that this group will need to meet again until after the April DARS training

Completed Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
1.	DARS Training	MHP, MH, BK	2-10-06	Completed
2.	H40 Cleanup	MHP & Auditors	3-3-06	Completed
3.	Academic Naming Conventions	MHP & Auditors	3-3-06	Completed

Ongoing Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
1.	Degree Audit Completion Schedule	Auditors	3-20-06	Underway
2.	DARS Training	Auditors	4-14-06	Planned
3.	Audit Building	Auditors	11-30-06	Planned

Attachments and/or meeting Handouts listed:

- **H40 listings**
- **EIU & the Degree Audit Process**
- **Banner/DARS Tables & Forms**