

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: **Degree Audit Process Team**

Date: June 15, 2006

Time: 3 p.m..

Place: 109 Old Main

Attendees: This meeting was for the degree auditors only. Attendees included Sherri Arnholt, Kathy Bennett, Mary Hennig, Mary Herrington-Perry, Mike Hubbart, Barb Kuykendall, Betsy Miller, Rodney Raney, and Bonnie Wilson.

Note Author: MHP

**Agenda and discussion items**

1. DARS Technology

- Those in attendance identified whether or not they could sign in and access the files they need. Mike will assist those still having problems.
- If they need technical assistance in Mike's absence, they should contact Cathy Ashmore.
- They can build "real" audits in test. They will be rolled into production without any loss of information.
- I will delete non-EIU programs and requirements (seed data) after next week.

2. DARS COM Table

- I have built an EIU COM table, which you are free to use. But **DO NOT** change it. The table will be used by us and by the transfer articulation folks, and I need to control it centrally. If you need additions or revisions made to it, just let me know.

3. DARS Program naming conventions

- The DPROG crosswalk: Use the Banner abbreviations for any DPROG you create. You will **not** create a DPROG for every program on this table. You may use a different title for your major—so long as it is the approved title. STVMAJR allows for half as many characters as DARWin title field, so there is less flexibility in the latter. Even so, what appears on the transcript will come from Banner, not DARS.
- BA-PSY is the convention.
- DPROG's can contain 15 characters
- Case conventions
  - Except for program name, which should be in ALL CAPS, other titles and text should be in mixed/title case. This is in keeping with Banner conventions.
- As majors/options/minors/concentrations on this list change/are added, please let me know. I need to have all Fall 2007 programs in Banner.

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4. DARS General Education Audits

- The group reviewed the general education audits I have created.

5. DARS: What's next?

- Mike and I will be attending the DARS Conference next week.
- I'll be finishing gen ed, working on university-wide rules/requirements, and working on transfer articulation.
- Let me know how I can help with graduate degree audits.
- Deadlines:
  - August 1 is the halfway point.
  - November 30 is the finish line.
- Meetings: Since DARWin isn't available from a central location, there isn't an easy way for us to meet and work together. We agreed to meet monthly for the time being. The next meeting is July 13 at 2 PM in 109 Old Main.

**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
4.	Degree Audit Completion Schedule	Auditors	3-20-06	Completed
5.	DARS Training	Auditors	4-14-06	Completed
6.	DARwin Installation	ITS	5-15-06	Completed
7.	Audit Building	MHP & Auditors	11-30-06	Underway