

**EISE Project Meeting Notes
Eastern Illinois University**

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

Date: July 13, 2006

Time: 2 p.m..

Place: 109 Old Main

Attendees: Auditors only: S. Arnholt, L. Creath, S. Hankenson, M. Hennig, M. Herrington-Perry, B. Kuykendall, B. Miller, R. Raney, B. Wilson

Prepared by: MHP

Handouts: DARwin Shortcuts; Encoding for the Interactive Audit; Summary of DARS Users Conference

Agenda and discussion items

1. DARS/EIU List Serv
 - MHP has created a group list-serv: dars-eiu@lists.eiu.edu is the email address for sharing questions, tips, links, etc.
2. Technology
 - Everyone reported that DARwin was working fine, and that they had access to the tables they needed.
3. COM Table
 - The group discussed how to set a condition code to require a specific grade for individual courses.
 - MHP was requested to add an explanation for the M code. (This definition was added: “Applies to courses used to calculate the major GPA”).
 - B. Kuykendall will provide “back up” support for the COM table when needed.
4. Repeat table
 - Auditors will enter repeat limits for courses from their respective colleges.
 - Banner will NOT prevent students from repeating a course—it only controls whether subsequent grades are included in GPA calculations.
5. Convert Table
 - Auditors will enter new versions of old courses (those belonging to their respective colleges) in the Convert Table. They were asked to initial entries in the memo field so we know who they “belong” to.
 - After the meeting, it was noted that the Convert Table was not processing courses. MHP resolved this by setting the CTVDLIM field in the COM table to “1.”
6. General Education Audit

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- Auditors concurred with MHP’s plan for building EIU DPROGs.
 - MHP was requested to review the GE-SS requirement, which is not reporting senior seminars correctly. (This has been done.)
7. Interactive Audit
- Auditors were asked to be sure to set appropriate reporting categories, since these will guide the interactive audit to produce charts and graphs.
 - Gen Ed DPROG (EIU DPROG) was revised to include a “Transcript” requirement needed to produce a list of courses by term.
8. DARS Conference Summary
- MHP offered a summary of conference presentations and provided a link to the conference website where these materials are available.
9. Deadlines:
- August 1 is the halfway point.
 - November 30 is the finish line.
10. Other Issues
- Auditors requested that MHP remove “seed” data in DARwin (requirements, DPROGS, etc.) (This has been done.)
 - The group discussed the possibility of building concentrations as marker requirements in DPROGS. While it appears possible to enter concentrations in the student’s Banner record, it may impact the transcript. R. Raney agreed to look into the issue. If Banner cannot “feed” students’ concentrations to DARS, auditors may be able to provide this information themselves via the DARS academic record. MHP will look into this possibility. In any event, concentration requirements must be built, and at worst, auditors would have to clone DPROGS so that there is one for each specific concentration selected by the student.
11. Next Meeting: TBA via the list serv

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	Phase I Completed

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Item Identifier	Item Description	Owner	Target Completion Date	Status
7.	Audit Building	MHP & Auditors	11-30-06	Underway