

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Data Standards Team

Date: July 11, 2005

Time: 9:00 to 11:00 a.m

Place: ITS Conference Room #3057

Attendees: Bill Witsman, Kim Harris, Amy Edwards, Nina Milliner, Thom Strohecker, Brenda Ross, Libby Coffey, Kathy Reed, Dave Horsman, Doug Bower, Dave Bailey

Note Author: Kim Harris

**Agenda and discussion items**

Bill reviewed the EISE website and explained each category.

Nina offered to review the Internal Governing Policies regarding data access and security.

Bill asked the ITS staff to provide a 30-minute presentation regarding the Banner product and discuss related forms/screens.

Libby mentioned that she had contacted Runner Technologies, Inc and invited the Team to review their website at [www.runnertechnologies.com](http://www.runnertechnologies.com)

Bill suggested that we provide more information regarding Confidential Information and why we need a section on that topic. He recommended that we define confidential and also contact Cathy Ashmore re: security issues. He also asked that we provide more details on data custodians and what their purpose is.

There was a lengthy discussion regarding downloaded data, the need to define different “kinds” of data, what is an upload and what is a download. A decision was not made regarding this issue.

There was also a lot of discussion regarding legal name, what constitutes a legal name, and what departments are the “owners” of specific data, including legal name. It was suggested that a document is created with the department name that is responsible, who will make changes and what offices are to receive notification of those changes.

The next meeting will be July 18<sup>th</sup> from 9-11:00 in the ITS 3057 Conference Room.

**Decisions Made**

The Team decided to use “Director of \_\_\_\_\_” for the Data Custodian titles instead of a specific name or just using a department/unit name.

**Decisions for referral**

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**Tabled/Future discussion Items**

Bill asked that we table our discussion on access to data and authorization access.

Kathy offered to research passwords, the characters needed for each password and the length required when establishing a password.

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

**Attachments and/or meeting Handouts listed:**