

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Data Standards

Date: 8/1/2005

Time: 9 – 11am

Place: ITS Conf room 3057

Attendees: Doug Bower, Tracy Hall, Thom Strohecker, Kathy Reed, Julia Abell, Libby Coffey, Amy Edwards, Nina Millner, Dave Horsman, Kim Harris

Note Author: Tracy Hall

**Agenda and discussion items**

- Doug has forwarded a request to have someone from Records appointed to the Data Standards Team
- We need to discuss how to handle middle names because it came up in the Human Resources training
- Validation tables will need to be discussed and reviewed
- Review Data Change Rules and Access to on-line data as well as other requests for confidential information

**Decisions Made**

**Decisions for referral**

- Appoint someone from Records to team
- Request policy change if Housing is only going to be maintaining on-campus addresses.
- What self-service features will be available?
- When will a Security Team be assembled?

**Tabled/Future discussion Items**

- Validation tables
- What address types will be allowed and who will own them?

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**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Research as to whether we have Banner Quest? Libby will research and will also find out what Banner recommends. Bill will ask Neil.	Libby, Bill	6-27-2005	
	Put together a draft based on the Truman document to bring to the team next meeting.	Kim, Tracy, Amy	Ongoing	
	Research an automated way to verify address standards.	ALL	Ongoing	
	Review the way EIU people enter data. How we treat abbreviations, etc	ALL	Ongoing	
	Ask VP area if there's a naming standard or convention in departments names and abbreviation and if there's a modification procedure. Bill will check with IA.	All	??	
	Ask other Universities what data changes are allowed by students via self-serve?	Draft Team	8/8/05	

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

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