

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Data Standards

Date: 8/8/2005

Time: 9 – 11am

Place: ITS Conf room 3057

Attendees: Doug Bower, Tracy Hall, Thom Strohecker, Kathy Reed, Libby Coffey, Amy Edwards, Nina Millner, Kim Harris, Brenda Major

Note Author: Tracy Hall

**Agenda and discussion items**

- Information from Cathy Ashmore via Kathy Reed regarding security team, sign-on, and passwords.
- Discussion editing the following sections of the document
  1. Standards for Person ID
  2. Rules for Clean and Accurate Records
  3. General Name rules
  4. Name Standards

**Decisions Made**

**Decisions for referral**

- Name types and Address types need to be developed – refer to CFCG
- Refer Alternate ID decisions to CFCG

**Tabled/Future discussion Items**

- Validation tables

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**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	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 other Universities what data changes are allowed by students via self-serve?	Draft Team	8/8/05	
	Requested that someone be appointed from Records to the Data Standards team	Bill W.	ASAP	
	Requested policy change if Housing will be maintaining only on-campus addresses	Bill W.	ASAP	
	Requested information about when Security and Reporting teams were going to be assembled.	Bill W.	ASAP	

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	How will the ADS Constituent ID be handled in the General Person Identification	Kim H.	8/19/05	
	Can externally obtained data be inverted to mixed case if necessary.	ITS	8/19/05	
	Use of middle initial vs full middle name	HR	8/19/05	
	Establishing 'default' name type	ITS	8/19/05	
	How is legal name field used?	ITS	8/19/05	

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