

## **EISE Project Meeting Notes Eastern Illinois University**

Team/Group: Data Standards

Date: 8/22/2005

Time: 9 – 11am

Place: ITS Conf room 3057

Attendees: Doug Bower, Kathy Reed, Libby Coffey, Amy Edwards, Kim Harris, Dave Horsman, Sue Harvey, Thom Strohecker

Note Author: Doug Bower

### **Agenda and discussion items**

- Bill Witsman attended the meeting to address the questions that were posed to the Steering Committee
  1. University and Dept Names/Abbreviations – Recommended that the team develop a proposed naming convention/standard and make it part of the document
  2. Reporting Standards Team is currently being formed and should be in place soon.
  3. Security Team – No plans currently in place for development of this team. Security will be the responsibility of ITS and data custodians. The data standards team should identify recommendations on who and how to deal with security issues
  4. Self Service – Still working on this issue but name will not be able to be changed via self-service and there is belief that there is no student self service change capability
  5. Names/Address Types – Still being discussed by CFCG
- Sue Harvey will represent Records on the Data Standards Team
- Discussion editing the following sections of the document
  1. Name Standards (cont'd)

### **Decisions Made**

- Recommended that a data securities team be established consisting of Kathy Ashmore and the data custodians or their designees, and Joe Barron. The team would develop forms and policies so that their were common procedures/forms for requesting access, procedures for assigning IDs and resetting passwords, and sanctions for security violations.

### **Decisions for referral**

- Role of Self-Service changes by various constituents – referred to Steering

### **Additional Action:**

- Sub-group (Kim and Amy) will continue to work on draft document revisions
- Doug will begin working on table of abbreviations for University depts & offices

### **Tabled/Future discussion Items**

- Validation tables

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**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:**