

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Data Standards

Date: 09/12/2005

Time: 9-11 AM

Place: ITS Conference Room (3057 Student Services Building)

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

Note Author: Doug Bower

**Agenda and discussion items**

Revisit Security Issues

- Common Access Procedures to Banner & related systems
- Password/ID
- Violations of Use Standards
- Data Change Responsibilities and Common Request Form

Continue Development & Refinement of Document

- Cleaned document so there is a solid draft up to the section dealing with Address

**Decisions Made**

**Decisions for referral**

To Data Custodians and Kathy Ashmore (new)

- ask them to develop policy and procedures related to the security issues identified above.  
(Doug will email this request to Sue Harvey)

To Steering Committee (new)

- Will Housing continue to responsible for maintaining address information for students

To Steering Committee (continued)

- Role of self service function for each constituency

To Cross Functional Collaboration Committee (new)

- Preferred Search Methods/Common Matching guidelines to use when creating records  
(Kathy Reed)
- Relationship codes to use (Kathy Reed)

To Cross Functional Collaboration Committee (continued)

- Address types to be initially used (Kathy Reed)
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**Tabled/Future discussion Items**

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Work on Document Draft	Kim Harris, Amy Edwards, Judy Kopp	Ongoing	
	University & Dept Abbreviations Tables	Doug	Sept 26	
	Validation Tables & Appendices	All	Ongoing	

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

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