

EISE Project Meeting Notes Eastern Illinois University

Team/Group: Data Standards

Date: 09/19/2005

Time: 9-11 AM

Place: ITS Conference Room (3057 Student Services Building)

Attendees: Doug Bower, Kathy Reed, Amy Edwards, Kim Harris, Linda Coffey, Sue Harvey, Patti Bailey

Note Author: Doug Bower

Agenda and discussion items

Discussed Self-Service – Kathy Reed shared that it was her understanding that there was no self service for name or social security and address could only be changed via self-service in advancement. Since the meeting Kathy learned that self-service address, telephone and email changes are available for all groups.

Continue Development & Refinement of Document

- Worked on Address section of the document. There are issues with:
 - o Zip+4
 - It appears that if you enter a zip+4 the city, state, county does not self-populate. Kim will check on advantages to using zip+4
 - o Tables that populate city, state, county based on zip code entry
 - It appears that these tables need created. Kathy will check into this
 - Doug will check on tables used by other institutions (Federal Information Processing Document) for populating county codes.
 - o Address Types
 - Banner requires 5 address types
 - Mailing (local/current)
 - Billing
 - Parents/Permanent (we will likely need to separate)
 - Business
 - Accounting Feed
 - CFCG is also considering Refund, Reference, Seasonal, Permanent
 - o Address Sources
 - How information on the address was gained. Decision on initial categories need to be developed. Referred to CFCG
 - o International Addresses
 - Sub-committee will review international addresses and proper way to enter them into the system to make sure they appear correctly
 - o Self-Service for Addresses
 - Referred to CFCG for consideration of how use self-service and who validates
 - o Who will change addresses (central change and validation)

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- Discussed the value of an office such as Student Accounts having this responsibility. Consensus was that Student Accounts would be recommended to serve this role
- Began work on Telephone Standards. First issue discovered is with telephone types and links to address types.

Decisions Made

Decisions for referral

To Data Custodians and Kathy Ashmore (pending)

- ask them to develop policy and procedures related to the security issues identified above.

To Steering Committee (pending)

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

To Steering Committee (pending)

- Role of self service function for each constituency

To Cross Functional Collaboration Group (pending)

- Preferred Search Methods/Common Matching guidelines to use when creating records (Kathy Reed)
- Relationship codes to use (Kathy Reed)
- Address types to be initially used (Kathy Reed)

TO Cross Functional Collaboration Group (new)

- Address Sources (Kathy Reed)
- Telephone Types (Kathy Reed)

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	
	County Codes	Doug	Oct 3	

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	Zip+ 4 Advantages	Kim	Oct 3	
	Auto Population of city, state, county	Kathy	Oct 3	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: