

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Data Standards

Date: 10/3/2005

Time: 9-11 AM

Place: ITS Conference Room (3057 Student Services Building)

Attendees: Doug Bower, Amy Edwards, Kim Harris, Dave Horsman, Sue Harvey, Patti Bailey, Thom Strohecker, Brenda Major

Note Author: Doug Bower

Agenda and discussion items

Update from Kathy Reed on Referrals to Cross Functional

- Address Types have been determined. They are mailing, billing, parents, business, accounting feed, special refund, seasonal, reference, and permanent. See CFCG meeting notes for more information
- The group has also began discussing telephone types and relationship codes.
- Self Service and validation/verification is on the agenda for upcoming meetings

Update from Kathy Reed on Referrals to Technical Staff

- Can purchase data from USPS that would allow the population of city and state by entering zip code. The cost would be \$50/upload. If wanted to do the same for county code it would be an additional \$50/upload.

Continue Development & Refinement of Document

- Reviewed standards for Calendar Dates, Gender, Social Security Number, Date of Birth, Marital Code, Ethnic Codes, and began working on deceased information. Primary issues still remaining include:
 - o Language on who will change and verify (already referred)
 - o Printing of dates in data reports (referred to Reporting Standards Team)
 - o Date of Birth – Is it a required field? What are documentation requirements to change
 - o Marital Status – What codes do we really need? Patti will check in her area
 - o Ethnic Codes – Agreed that these should match IPEDS. Amy will check on whether IPEDS ties anything to numbers or just titles.
 - o Deceased Codes – Who can/should change and notify other offices (referred to Data Custodians)

Decisions Made

Decisions for referral

Continuing Referrals:

To Data Custodians and Kathy Ashmore

- ask them to develop policy and procedures related to the security issues identified above.
- Will Housing continue to responsible for maintaining address information for students
- Role of self service function for each constituency

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- Who will have responsibility of maintaining and verifying other changes (phone,email,etc)
- What email addresses should we maintain. Data standards suggests: business, parent #1, parent #2, eiu, alumni/constituent.

To Cross Functional Collaboration Group

- Preferred Search Methods/Common Matching guidelines to use when creating records
- Relationship codes to use
- Address Sources
- Telephone Types
- Will Housing continue to responsible for maintaining address information for students
- Role of self service function for each constituency
- Who will have responsibility of maintaining and verifying other changes (phone,email,etc)
- What email addresses should we maintain. Data standards suggests: business, parent #1, parent #2, eiu, alumni/constituent.

New Referrals:

To Data Custodians:

- Who can/should change deceased codes and procedure for notifying campus

To Reporting Standards:

- How do we want dates and headings printed on standard reports run through the system

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	
	Zip+ 4 Advantages	Kim	Oct 3	
	Auto Population of city, state, county	Kathy	Oct 3	

New Action Items

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Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: