

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Data Standards

Date: 10/10/2005

Time: 9-11 AM

Place: ITS Conference Room (3057 Student Services Building)

Attendees: Doug Bower, Amy Edwards, Dave Horsman, Judy Kopp, Patti Bailey, Thom Strohecker, Nina Milner, Libby Coffey, Kathy Ashmore

Note Author: Doug Bower

Agenda and discussion items

Kathy Ashmore requested clarification on what the team was seeking from the data custodians.

- ask them to develop policy and procedures related to the security issues identified above.
- Will Housing continue to be 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.
- Who can/should change deceased codes and procedure for notifying campus

Updated status of items on task list

- Two outstanding items are – 1) Dept Abbreviations (Doug) and 2) Zip+4 cost/benefits (Kim)
- We should finish working our way through the draft document (without appendices) next meeting.

Update on “issues” raised at previous meeting

- Date of Birth – consensus was that we should request date of birth for students (very important for teacher certification matching for fed reports) but cannot require it.
- Marital Status – agreed on categories (see document)
- Ethnic Codes – IPEDs does not attach numbers to ethnicity. We need to refer ethnicity and citizenship to CFCG for further discussion

Continue Development & Refinement of Document

- Reviewed standards for ethnicity (referred to CFCG-see below), international student information, citizenship, veterans information, legacy information, religion codes (removed from document), driver license information, Primary issues still remaining in these areas include:
 - o Ethnic Codes – Agreed that these should match IPEDS. Refer to CFCG to discuss whether we expand codes beyond IPEDS classifications. Advancement has been using an expanded list. Libby is going to see whether these other classifications are actually being used. Also, how do we want to handle international and non-resident and resident aliens within ethnic codes (include or not to include that is the questions)

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- Citizenship – What should the category choices be – do we simply use Yes, No or do we include Resident Alien. Amy will share this section with international programs for their input. This is also being referred to CFCG since it ties very closely to ethnicity. Decision here will have impact on how we do our external reporting.
- Veterans Information – Faculty/Staff information currently maintained by Civil Rights. Should it stay here or should responsibility move to HR. Nina will check with Civil Rights to get their input. We will then refer it to CFCG since it is a policy change. Patti will check how the student module categories match the VTMM database
- Legacy – Legacy relationship codes are being referred to CFCG. The primary issue is what to do with individuals who have had multiple family members attend EIU. Do we use the code for multiple or do we use the closest relative? We will ask Kim to check on her units desires as well. Question was whether child should be a category since we have parents returning whose children graduated from EIU.
- Driver License – what information do we need to collect and do we want to maintain it in banner. Nina will check on HR needs. Would it be useful for Parking and Fleet purposes?

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.
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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.

To Reporting Standards:

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

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New Referrals:

To Cross Functional Collaboration Group:

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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	October 28	
	Validation Tables & Appendices	All	Ongoing	
	County Codes	Doug	Completed	
	Zip+ 4 Advantages	Kim	October 28	
	Auto Population of city, state, county	Kathy	Pending	

New Action Items

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Attachments and/or meeting Handouts listed: