

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Data Standards

Date: 10/17/2005

Time: 9-11 AM

Place: ITS Conference Room (3057 Student Services Building)

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

Note Author: Doug Bower

Agenda and discussion items

Discussion Items-Updates

- Zip+4 benefits – still looking into
- Ethnicity – While extended codes were created for Advancement they are not being used. Recommend leaving PEB as is and not use international
- Citizenship – consider 2 choices a) US Citizen/Permanent Resident b) Non Resident Alien
- Telephone Types- CFCG has discussed and agreed to the following telephone types associated with addresses – MA, PR, BI, HQ, MG, P1-P4, SE, RF, PA, BU
- Email – CFCG has discussed and recommended the following types PER-Personal (unlimited number), EIU-campus, Work-employment, still discussing number of parent emails

Continue Development & Refinement of Document

- Completed initial review of document. Still need to review appendices and go through document to make sure it is thorough and complete.
- There will be no meeting October 31st.

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
- 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

To Cross Functional Collaboration Group

- Preferred Search Methods/Common Matching guidelines to use when creating records
- Relationship codes to use
- Will Housing continue to responsible for maintaining address information for students

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- Role of self service function for each constituency
- Who will have responsibility of maintaining and verifying other changes (phone,email,etc)

To Reporting Standards:

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

New Referrals:

To Cross Functional Collaboration Group:

- 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. 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)
- Citizenship – What should the category choices be – do we simply use Yes, No or do we include Resident Alien. 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.
- 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? Question was whether child should be a category since we have parents returning whose children graduated from EIU.

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

New Action Items

Item	Item Description	Owner	Target	Status
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Identifier			Completion Date	

Attachments and/or meeting Handouts listed: