

## **EISE Project Meeting Notes Eastern Illinois University**

Team/Group: EISE Reporting Standards

Date: December 01, 2005

Time: 2:00pm-4:00 pm

Place: ITS Conference Room 3057

Attendees: Ken Gerhardt, Karla Sanders, Julia Abell, Jone Zieren, Martha Brown, Amy Edwards,  
Dave Horsman, Thom Strohecker, Dave Pollard, Jerilyn Hutson

Note Author: Jerilyn Hutson

### **Agenda and discussion items**

- Determine recorder
  - Jerilyn volunteered to serve as recorder for the team.
- Review task list which was revised last meeting, 17 Nov 2005
  - It was determined that the revised task list from the 17 Nov 2005 meeting should be incorporated into the task list at the bottom of the agenda/notes format.
  - The tasks in the list will be drafted by assigned individuals and reviewed by the entire team.
  - The team expressed concern regarding the purpose of the team. The main question stems from the question as to whether or not the team should take the time and effort to review various reporting tools or if the ITS-supported reporting tool has already been determined to be Crystal Reports. Jone and Julia offered to raise this issue at the next steering committee meeting and report back at the next team meeting on 8 Dec 2005.
  - The team also needs clarification on the question of whether the standards determined by this team are for Banner only or for the entire EISE project and other campus units such as housing.
- Continue Development of the task list on EISE repository: Reporting Standards Team/EIU-gentasklist-RS-v10.1 (Excel spreadsheet).
  - Refine the list of tasks to be accomplished and resources to be used
    - Listed below in new action items
  - Determine task priorities, order and estimated completion dates
    - To be determined at next meeting when responses from steering committee have been received
  - Assign team members to most immediate tasks
    - Listed below in new action items

### **Decisions Made**

#### **Decisions for referral**

#### **Tabled/Future discussion Items**

- PDF attachments from Bill Witsman re DARWin report standards from Wright State University, Miami University of Ohio, and Loraine County Community College.
- 

### **Ongoing Task List, Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIRS001	Review BSC document	All members	Next meeting	Completed

**EISE Project Meeting Notes  
Eastern Illinois University**

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIRS002	Draft general statement	Julia Abell		
AIRS003	Draft scope of document	Martha Brown		
AIRS004	Review IGP's for current policies	Amy Edwards, Jone Zieren, Martha Brown		
AIRS005	Draft University reporting needs			
AIRS006	Evaluation of reporting tools			
AIRS007	Draft reporting environments	Thom Strohecker, Amy Edwards, Jerilyn Hutson		
AIRS008	Draft levels of users	Karla Sanders, Ken Gerhardt		
AIRS009	Draft levels of reporting	Karla Sanders, Ken Gerhardt		
AIRS010	Draft reporting formats	Thom Strohecker		
AIRS011	Draft distribution methods			
AIRS012	Draft appendix			
AIRS013	Draft glossary			

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