

EISE Project Meeting Notes Eastern Illinois University

Team/Group: EISE Reporting Standards

Date: December 08, 2005

Time: 2:00pm-4:00 pm

Place: ITS Conference Room 3057

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

Note Author: Jerilyn Hutson

Agenda and discussion items

- Review of items taken to Steering Committee meeting, 7 Dec 2005
 - The steering committee recommended the reporting standards team continue working on the project and not be concerned with a reporting tool at this time. The goal for this team is to determine the needs of the University regarding reports. Then it will be determined what the best product is for the University.
 - The reporting standards team project relates to the entire University, not just to Banner.
- Review task list which was revised last meeting, 1 Dec 2005
- Review progress made on task list
- Determine time frame for completion of tasks
 - AIRS002: Dave P will contact Julia about drafting the general statement for the next meeting.
 - AIRS003: Martha will draft this section for the next meeting with the understanding that it may change as we develop the reporting standards document.
 - AIRS004: The JAM group reviewed the IGP information they distributed to the team. The IGPs will be referenced in the general statement of the document.
 - AIRS005: This item was greatly emphasized by the steering committee. The question of how to determine the University reporting needs was discussed at length by the team. It was determined to contact University personnel from the vice president to the dean/director/chair level. Dave P will contact Bill Witsman regarding the preferred method of determining the University needs. Karla and Jerilyn will begin drafting types of questions that could be used to gather information on the University needs.
 - AIRS006: This item has been tabled for now per the recommendation from the steering committee.
 - AIRS007: Thom, Amy and Jerilyn will begin drafting this section for the next meeting. Areas outside the realm of the Banner tasks will need to be considered as well.
 - AIRS008: Completed
 - AIRS009: Completed
 - The remaining tasks were not discussed at the meeting.
 - It is necessary to begin drafting the document itself with all sections incorporated.
- The next meeting will be 15 Dec 2005. There will not be a meeting on 22 Dec 2005 nor on 29 Dec 2005.

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.

**EISE Project Meeting Notes
Eastern Illinois University**

Ongoing Task List, Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIRS001	Review BSC document	All members	Next meeting	Completed
AIRS002	Draft general statement	Julia Abell	15 Dec 2005	
AIRS003	Draft scope of document	Martha Brown	15 Dec 2005	
AIRS004	Review IGPs for current policies	Amy Edwards, Jone Zieren, Martha Brown		Completed
AIRS005	Draft University reporting needs			
AIRS006	Evaluation of reporting tools			
AIRS007	Draft reporting sources	Thom Strohecker, Amy Edwards, Jerilyn Hutson	15 Dec 2005	
AIRS008	Draft levels of users	Karla Sanders, Ken Gerhardt		Completed
AIRS009	Draft levels of reporting	Karla Sanders, Ken Gerhardt		Completed
AIRS010	Draft reporting formats	Thom Strohecker		
AIRS011	Draft distribution methods			
AIRS012	Draft appendix			
AIRS013	Draft glossary			

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIRS014	Contact Bill Witsman regarding preferred method of determining University reporting needs	Dave Pollard	15 Dec 2005	
AIRS015	Draft questions to determine University reporting needs	Karla Sanders, Jerilyn Hutson	15 Dec 2005	

Attachments and/or meeting Handouts listed: