

EISE Project Meeting Agenda Eastern Illinois University

Team/Group: EISE Reporting Standards

Date: December 15, 2005

Time: 2:00pm-4:00 pm

Place: ITS Conference Room 3057

Attendees: Karla Sanders, Jone Zieren, Martha Brown, Thom Strohecker, Dave Pollard, Jerilyn Hutson

Note Author: Jerilyn Hutson

Agenda and discussion items

- Review of progress on tasks
 - AIRS002-still in process.
 - AIRS003-draft was forwarded to team before the meeting. Martha suggested the scope be incorporated into the general statement. Dave Pollard will suggest this to Julia so she can incorporate if needed.
 - AIRS007-Thom and Jerilyn met briefly to discuss. Thom will be meeting with Amy as well. Data custodians would provide access to the reporting sources.
 - AIRS010-a definition of an official report within the document, ie what is an official report. Thom also discussed metadatas which would include such information as on how the report was created. This would be stored in a server with a library created to track/document changes. The placement of items to include on reports can be determined but the formatting cannot be until a tool has been selected.
 - AIRS014-a survey can be used to determine the University's reporting needs. Bill Witsman would like to review said survey prior to its use. He suggested a pilot group be identified to complete the survey to determine if the questions are worded properly.
 - AIRS015-Karla and Jerilyn drafted some questions. The team then revised the questions. The final questionnaire will be sent to team and then to Bill for his review.
- Draft of reporting standards document

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
AIRS002	Draft general statement	Julia Abell	5 Jan 2006	Ongoing
AIRS003	Draft scope of document	Martha Brown	15 Dec 2005	Completed
AIRS005	Draft University reporting needs			Ongoing
AIRS006	Evaluation of reporting tools			On hold
AIRS007	Draft reporting sources	Thom Strohecker, Amy Edwards,	15 Dec 2005	Ongoing

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Item Identifier	Item Description	Owner	Target Completion Date	Status
		Jerilyn Hutson		
AIRS010	Draft reporting formats	Thom Strohecker		Ongoing
AIRS011	Draft distribution methods			
AIRS012	Draft appendix			
AIRS013	Draft glossary			
AIRS014	Contact Bill Witsman regarding preferred method of determining University reporting needs	Dave Pollard	15 Dec 2005	Completed
AIRS015	Draft questions to determine University reporting needs	Karla Sanders, Jerilyn Hutson	15 Dec 2005	Completed

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: