

EISE Project Meeting Agenda Eastern Illinois University

Team/Group: EISE Reporting Standards

Date: January 5, 2006
Time: 2:00pm-4:00 pm
Place: ITS Conference Room 3057
Attendees: Thom Strohecker, Ken Gerhardt, Karla Sanders, Jone Zieren, Tracy Hall, Amy Edwards, Julia Abell, Dave Horsman, Dave Pollard, Jerilyn Hutson

Note Author: Jerilyn Hutson

Agenda and discussion items

- Status of questionnaire
 - Dave P reviewed the questionnaire and the steps for this task. Draft questionnaire sent to Bill Witsman per his request in December. Dave P has the impression that Bill would like the team to not distribute the questionnaire at this time. The team sentiment is that the needs of the University still need to be determined regardless of what other decisions need to be made such as what reporting tool will be selected, etc.
 - Discussion ensued as to what the purpose of the team really entails. Formatting of a report can be accomplished regardless of the tool used to generate the reports. The questionnaire should focus on what report “looks” are needed not what data is actually needed as the team will not determine what data departments can access.
 - Dave P asked if the team sentiment is to pass on to Bill that the team cannot assess the reporting needs section of the standards document without distributing a questionnaire to receive feedback. It was recommended that Bill will be invited to the next meeting to discuss this section.
- Definition of “official” and “official report”
 - Definitions of “official” and “unofficial” are needed to apply to the format layouts between the two types of documents.
 - Discussion ensued regarding how to define official reports, who runs official reports and where that information originates.
 - Dave P recommended preparing a generic official report that someone could use in determining if the report should follow the official formatting specifications or not.
 - Distribution of official data may be needed as a question on the questionnaire.
 - Amy, Ken and Thom will work on a draft definition of official.
- Review of progress on tasks
 - AIRS002—general statement cannot be drafted until more is known regarding what will be in the document.
 - AIRS007—within the PDD there are a list of data sources provides a beginning list. There is a question of whether or not survey data qualifies as data sources for the purposes of this document. List is mostly completed. Questionnaire may reveal more sources.
 - AIRS010—need to define specific lines for pieces of data for the header and footer: data, time, program/report name, owner of report, report title, page number, institution name (EIU), and official (if official report). Location of header/footer information should be determined. Thom will distribute some layout suggestions.
- Review draft of reporting standards document
 - Begin reviewing draft at next meeting.

Decisions Made

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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
AIRS005	Draft University reporting needs			Ongoing
AIRS006	Evaluation of reporting tools			On hold
AIRS007	Draft reporting sources	Thom Strohecker, Amy Edwards, Jerilyn Hutson	15 Dec 2005	Ongoing
AIRS010	Draft reporting formats	Thom Strohecker		Ongoing
AIRS011	Draft distribution methods			
AIRS012	Draft appendix			
AIRS013	Draft glossary			

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIRS016	Draft definition of "official"	Thom Strohecker, Ken Gerhardt, Amy Edwards	12 Jan 2006	

Attachments and/or meeting Handouts listed: