

EISE Project Meeting Agenda Eastern Illinois University

Team/Group: EISE Reporting Standards

Date: January 12, 2006

Time: 2:00pm-4:00 pm

Place: ITS Conference Room 3057

Attendees: Dave Pollard, Tracy Hall, Dave Horsman, Ken Gerhardt, Thom Strohecker, Julia Abell, Karla Sanders, Martha Brown, Amy Edwards, Bill Witsman, Jerilyn Hutson

Note Author: Jerilyn Hutson

Agenda and discussion items

- Status of questionnaire
 - Bill Witsman attended the meeting to address this item.
 - The team has determined that feedback is needed from the campus in order to best address items in the document.
 - Bill met with the Executive Committee regarding the reporting tool. That committee indicated that the campus should proceed with Crystal Reports as the primary tool, unless there was a compelling reason to consider other reporting tools. Crystal Reports would not be the only tool but the primary one.
 - The questionnaire was designed to assess what the needs currently are for reports. The team will send the questionnaire to Bill and request it be taken to the Steering Committee at their next meeting (January 18th). The Steering Committee wants to review to ensure accuracy of what is being distributed to campus community.
 - The team will request the Steering Committee to review and respond by noon on January 19th with distribution the following week to the president, vice presidents, deans, directors, and department chairs.
- Review of team/document purpose from EISE website—document shall provide:
 - Guidelines (rules) for creation, distribution and use—distribution and use has not been discussed yet, more feedback is needed from the questionnaire.
 - Headers, footers, body—need to clarify between information and raw data, what is formatted (information) and what is not (raw data). Identifiable data should be addressed as well.
 - Combined data—Amy shared an example of how her office uses a report with combined data. Discussion on what is needed for this point. There was consensus that the data sources should be identified for reports of combined data. The level of detail needed is not determined at this time.
 - Guidelines for official vs unofficial—addressed already
 - Strategy for training and ongoing support—may not be appropriate for this team. Dave P. will seek clarification from Bill if this should be addressed by the team.
 - Recommendation for acquisition of tools—no longer a part of this team effort/document.
 - Long term tasks—Julia suggested these should be assigned to data custodians as in the data standards document.
- Continue work on draft of reporting standards document
 - Official/unofficial formatting—question of incorporating logo in reports. If a logo is to be used in the report, it must follow University policies on logo usage.
 - Definitions for official and unofficial were drafted.

Decisions Made

**EISE Project Meeting Agenda
Eastern Illinois University**

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	19 Jan 2006	Ongoing
AIRS005	Draft University reporting needs			Ongoing
AIRS006	Evaluation of reporting tools			Cancelled
AIRS007	Draft reporting sources	Thom Strohecker, Amy Edwards, Jerilyn Hutson	15 Dec 2005	Completed
AIRS010	Draft reporting formats	Thom Strohecker		Completed
AIRS011	Draft distribution methods			
AIRS012	Draft appendix			
AIRS013	Draft glossary			
AIRS016	Draft official/unofficial definitions	Thom Strohecker, Amy Edwards, Ken Gerhardt		Completed

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: