

**EISE Project Meeting Agenda
Eastern Illinois University**

Team/Group: EISE Reporting Standards

Date: January 26, 2006

Time: 2:00pm-4:00 pm

Place: ITS Conference Room 3057

Attendees: Dave Pollard, Thom Strohecker, Tracy Hall, Amy Edwards, Karla Sanders, Martha Brown, Dave Horsman, Jerilyn Hutson

Note Author: Jerilyn Hutson

Agenda and discussion items

- Questionnaire on University Reporting Needs
 - The team is comfortable with the questionnaire and is ready to forward it to Bill Witsman. Karla will also draft a letter to accompany the questionnaire when it is distributed.
 - Feedback from Bill is requested by Wednesday, February 1st. Questionnaire responses will be due by Monday, February 20th.
- Confidential Information and Release in Reports
 - Amy Edwards shared statement from the Data Standards Document related to the release of confidential information. The team agreed that a similar statement should be included in the Reporting Standards Document.
- Reporting Standards Document
 - The questionnaire responses will be used when drafting the “University’s Reporting Needs” section.
 - The glossary will be completed last if needed.
 - There was considerable discussion on “methods of report distribution” for the purposes of the Reporting Standards document. It was determined that this could be incorporated into a different section. The document will now have a section titled “Creation and Distribution of Reports” and within this section have subsections titled: Formatting, Official/Unofficial; Hard/Soft Methods of Distribution; and Security
 - Martha Brown suggested the document make some reference to the encouragement of distributing reports electronically when possible. The team will try to incorporate a statement to the effect that reports be distributed electronically when feasible and within the guidelines set forth in the 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	19 Jan 2006	Ongoing
AIRS005	Draft University reporting			Ongoing

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	needs			
AIRS011	Draft distribution methods			
AIRS012	Draft appendix			
AIRS013	Draft glossary			

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: