

**EISE Project Meeting Agenda  
Eastern Illinois University**

Team/Group: EISE Reporting Standards

Date: February 23, 2006

Time: 2:00pm-4:00 pm

Place: ITS Conference Room 3057

Attendees: Tracy Hall, Karla Sanders, Dave Pollard, Julia Abell, Martha Brown, Dave Horsman, Jerilyn Hutson

Note Author: Jerilyn Hutson

**Agenda and discussion items**

- Questionnaire on University Reporting Needs
  - The results from the questionnaire were reviewed by the team. Julia, Karla and Martha will use these results to begin drafting the section “Reporting Needs of the University” for the document.
- Reporting Standards Document
  - The team discussed the need for the definition and formatting specifications for “unofficial” reports. The team also discussed the need to have “official” in the formatting for “official” reports. The team is asked to consider these issues and be prepared to discuss at the next meeting.
  - The definition of data custodians as stated in the data standards document will be used in the reporting standards document.
- Dave P. requested that if any team member is unable to attend a meeting, they should email any comments they have for agenda items prior to that meeting.

**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
AIRS005	Draft University reporting needs	Julia Abell, Karla Sanders, Martha Brown	09 Mar 06	
AIRS011	Draft distribution methods			
AIRS012	Draft appendix			
AIRS013	Draft glossary			

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AIRS017	Determine need for	Team members	02 Mar 06	

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	“unofficial” definition and formatting and need for “official” in formatting			

**Attachments and/or meeting Handouts listed:**