

## **EISE Project Meeting Notes Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: May 4, 2005

Time: 9:00am-11:00am

Place: ITS Conference Rm

Attendees: Bill Witsman, Jeff Cross, , Sue Harvey, Linda Moore, Jone Zieren, , Chat Chatterji, Kathleen Moreno, Chuck Phillips. Not in attendance: Larry Cannon, Brenda Ross, Julia Abell

Note Author: Bill Witsman

### **Agenda and discussion items**

- Future meetings scheduled in ITS conference room
- SCT Project manager report by 3<sup>rd</sup> Fri of each month
  - SCT PM Reports were discussed
  - SCT PM here on campus May 17<sup>th</sup> & 18<sup>th</sup>
- BOT meeting report – see two attachments
  - BOT report was discussed
- EISE Budget and end of year issues
  - Bill mentioned that due to not getting started as originally planned; more money was budgeted for FY05 that will be expended. We did not do as much consulting and training, did not start with the purchase of a reporting tool, did not use as much personnel services money and others. But these funds will be needed for the entirety of the project in future years.
  - Reporting solution: Discussion related to how we proceed with a reporting solution decisions. Members were asked to consider their areas reporting needs, discuss this issue with others. Further discussion will be held on this issue.
  - The potential purchase of SCT data mart product and the WebCt interface was discussed. A deep discount is available until the end of May. The long term financial affect of purchasing now is much better than waiting due to the discount and inflation.
- Project Schedule
  - Overall schedule and decision on system implementations was discussed based on discussions with the all teams and some VP's. Alumni Development will not be moved earlier as was discussed earlier this year.
  - Training and consulting schedule: Events currently planned were discussed.
- Discussion with Graduate School
  - Bill talked with Rodney Ranes and Dean Augustine about concerns the Graduate School has related to the development of the new system facilities. He assured Dean Augustine that his area will have a direct influence and input as the project proceeds.
- Planning documents
  - Overall review and time lines

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- Due to time constraints: SCT would like to get finalized and approved documents by May 18<sup>th</sup>. This will most likely not happen.
  - Not much time was left for discussing the details of the documents. Bill provide a brief overview of the key parts of the documents and how they interrelate. The May 18<sup>th</sup> meeting will focus primarily on the planning documents.
  - Bill mentioned how he will split up the documents so that fewer parts are under full configuration management. Members will be notified when those modification are ready for review.
  - Members were asked to review the documents and be ready to discuss at the next meeting.
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- Cross Functional Collaboration Group
    - Status, Leader, Function, Meetings : Kathy Reed has agreed to chair this group
  - Data Standards Team
    - The purpose, function and membership of this team was discussed.
      - Members agreed to seek out appropriate personnel from their areas for this team. Further discussion will be held at the next meeting.
  - Reporting Work Team
    - The purpose, function and membership of this team was discussed.
      - Members agreed to seek out appropriate personnel from their areas for this team. Further discussion will be held at the next meeting.
    - As was mentioned above, the selection method for these tools will be discussed at the next meeting.
  - BPA seminar – May 10-12
    - The nature and attendees of this seminar was discussed. A full list of project personnel was distributed.
  - Project Room
    - None available in SSB until at least the fall

### **Decisions Made**

Seek members for the data standards team.  
Seek members for the reporting standards team.  
Do further research and discussion on reporting tools.

### **Decisions for referral**

### **Tabled/Future discussion Items**

### **Ongoing Task List , Action Items**

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Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC005	Ask Neil about FA consultants – Steve Bellin	Bill W		Completed 4-20-05
AISC006	Find a Project room	Bill W		Still looking
AISC007	Determine a CFCG Team Leader	Bill W		Completed
AISC008	Create a template document for meeting agenda and notes	Bill W		Completed 4-13-05
AISC009	Secure and schedule room for SC meetings	Bill W		Completed 4-13-05 all in ITS Conference room
AISC010	Distribute planning docs as edited to SC members	Bill W	As soon as completed	Completed 4-27-05

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC011	Rework planning documents to minimize the number of documents under full configuration management – Notify SC members when completed	Bill	Asap	
AISC012	Review and planning documents for next meeting discussion	SC Members	Before May 18	
AISC013	Determine members for Data Standards Team – pass names to Bill	SC Members	Before May 18	
AISC014	Determine members for Reporting Standards Team – pass names to Bill	SC Members	Before May 18	
AISC015	Discuss with areas the needs and nature of a reporting tool	SC Members	Before May 18	

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