

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: August 17, 2005

Time: 9:00am-12:00 noon

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Jeff Cross, , Sue Harvey, Linda Moore, Jone Zieren, Chat Chatterji,
Michael Hutchinson for Kathleen Moreno, Chuck Phillips, Julia Abell

Note Author: Bill Witsman

Agenda and discussion items

Policy for the use of EISE funds personnel services expenditures

- The subcommittee will meet soon with the appropriate HR and/or Labor Relations people.

Evaluation subcommittee write-up –

- Jeff will produce a broad outline of the plan.

Planning document status –

- Jeff Cooley is reviewing the documents
- SCT would like to sign off on documents Sept 13th.

SCT visit

- Neil Plaistow, Scott Winkler, Tony Weiss – will be here Sept 13th.
- Ellen to send email ask about peoples availability.
- Neil Plaistow will be here Sept 13, 14, 15

Data Standards Team work – The following items were based on questions that came from the DST. The conclusion of the discussion on each item is documented below. Bill will communicate each of these to the DST.

- Consider Data Standards Team recommendation for EIU to set standards for names and naming of University departments. – explained situation about dept names,
 - After discussion, Bill will ask DST to make a recommendation as to a standard
- Security guidelines
 - The basic outline of how security will be managed should be documented in the Data Standards document
- Records office member was recommended by the DST
 - Sue agrees and will assign someone to the DST
- Address verification
 - Check with DST as to the status of DST research on this issue
- How many names and addresses should be in the system
 - DST should recommend a reasonable # and document in the Data Standards Document.
 - considering some that can be used by the department.
- People Names

EISE Project Meeting Notes Eastern Illinois University

- DST should recommend a reasonable # and document in the Data Standards Document.
- Should constituents be allowed the change names and addresses via Banner Self Service
 - In general and as much as possible data should be updated as close to its origination as possible. This would exclude the initial load of names and campus address.
 - Some very good possibilities for constituent updating are local phone, email address, diploma name, and local address.
 - A determination will need to be made based on each data item and situation
 - The change tracking capabilities should be reviewed to make sure that are appropriate.

Survey of University employees by EISE project personnel

- It is necessary for project personnel to query the campus for information related to the project. In order to provide consistent and open communication with the campus, project personnel and teams should follow a standard method of sending surveys that travel outside of their departments.
- A standard format should include some basic information along with a project team name and contact person.
- Such surveys should be reviewed and approved by the Team Leader prior to being sent
- Linda Moore will create a draft form for this purpose.
- The Steering Committee will develop appropriate guidelines to be placed in the EISE Communication Plan.

Campus Communication

- Concerns were raised the campus wide communication should take place early in the fall semester.
- Bill will contact the External Relations area again about producing a newsletter

Discussion was held as to who will take part in deciding what and how much historical data will be loaded into Banner.

- As much as possible, these matters should be discussed and decided upon in the Cross Functional Collaboration Group and communicated to the EIU Project Manager who will inform the Steering Committee
- If consensus can not be gained, or the PM deems decisions to be sensitive, the Steering Committee will get involved.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

**EISE Project Meeting Notes
Eastern Illinois University**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC012	Review and planning documents for next meeting	SC Members	Before next meeting	Ongoing
AISC014	Determine members for Reporting Standards Team – pass names to Bill	SC Members	Before next meeting	Ongoing
AISC015	Discuss with areas the needs and nature of a reporting tool	SC Members	Before next meeting	Ongoing
AISC006	Find a Project room	Bill		Still looking
AISC024	Research software to automatically notify via email when web site is updated	Chat		
AISC025	Research method for collaborative document manipulation	Chat, Bill		
AISC027	Formulate measurement issues and methods	Jeff, Linda, Jone		
AISC029	Add to web site the SCT PM status reports and SCT consultant trip reports.	Bill	ASAP	
AISC030	Determine potential people capable of creating an measurement tool	Jeff, Jone, Linda	ASAP	Completed
AISC030	Activate and begin monitoring a web site FAQ	Bill	ASAP	
AISC031	Check with other institutions about employee work duties during and after a project implementation	Chuck	ASAP	
AISC032	Define use of project funds for personnel services expenditures	Chuck, Jeff, Jone, Bill	ASAP	In progress – first met with Labor relations Aug 24
AISC033	Check with IRS on use of SSN and 1098 form	Larry	ASAP	

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC034	Develop standard survey format	Linda Moore	ASAP	

Attachments and/or meeting Handouts listed:

August 02, 2005 email from Doug Bower about data standards questions/issues