

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: Sept 6, 2006

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Jone Zieren, Chuck Phillips, Julia Abell, Chat Chatterji, and Larry Cannon.

Note Author: Ellen Coultas

Agenda and discussion items

- EIU Technology Fair for EISE Project – Sept 21 - Bill will do a timeline and present some information at the fair.

- Status of
 - Data Standards Team and Document
 - Reporting Standards Team and Document - Bill will meet with Dave Pollard later today
 - Training Plan - Bill will forward a copy to the Steering Committee before the next meeting. How will training be handled after the project is live? Need to provide better initial training for new employees.

- Status of HR Process Team
 - Resent activities
 - Testing facilities and much time spent - location of testing has changed. Conversion tables were tested Sunday night. Close to being on schedule.
 - Additional consulting - Asked for more than 5 weeks due to the holidays. Also will want additional support in October and November for parallel reporting.
 - Go live support to be adjusted and extended - Date has changed to December 15 instead of January.
 - Testing status
 - Time and attendance

- Concern expressed to SGHE about responsiveness of consultant scheduling - Bill talked to Scott. Consultant here today and tomorrow.

- Discussion on single campus or multi-campus. Two weeks ago consulting suggested having a main campus and an off campus. No advantage noted to having multi campus classification. There are concerns about multi-campus especially with Financial Aid. Sue Harvey will need to know by September 18 if we will remain as one campus.

Decisions Made

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
AISC024	Research software to automatically notify via email when web site is updated	Chat		Not needed/dropped
AISC041	Identify Banner and other product interface needs	Bill		Complete

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: