

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: EISE Steering Committee

Date: Sept 20, 2006

Time: 9:00am-11:00am

Place: ITS Conference Room 3057

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

Note Author: Ellen Coultas

Agenda and discussion items

- Bill Witsman will answer questions at the EIU Technology Fair on Thursday, September 21. He has prepared a timeline spreadsheet to answer questions on when Banner will affect employees. Scott Winkler plans to also be at the fair to answer questions.
- All teams are invited to attend the ODS Strategic Assessment sessions next week. They will be September 26, 27 and 28. Bill will send the agenda to the Steering Committee.
- Security issues are being considered. Specific guidelines are needed on what fiscal agents can see now and what they will get in Banner. An example was given that someone checked they needed full access to everything. All original security restrictions put into Banner do not automatically apply to ODS.
- Kathy Reed and other ITS staff attended ODS technical training. She stated that with each new copy of Banner data to ODS, the ODS data only reflects the point in time Banner data and not all the changes that occurred in the meantime.
- Bill would like the Steering Committee to review the Reporting Standards document that he emailed alongside the Reporting Standards document that is on the website. He would also like the Steering Committee to review the Training Plan.
- The Data Standards team discussed the Database Administrator. Is it a public or technical role? ITS doesn't have a Database Administrator that is trained for the public role. Changes would go through the Data Standards Process. Ron Mason would come to meetings as requested. Up to now advice has come from SunGard. (Julia will ask Cathy Ashmore to send the document to the Steering Committee.)
- Change requests were discussed. Currently Bill looks at the change requests and submits them to Kathy Reed. Kathy responds from a technical aspect and then changes will come to the Steering Committee. Changes should also be discussed with SCT to see if they are doing anything on similar requests.
 - a. Sue Harvey requested the first change request regarding class photo rosters be in place by August 2007.
 - b. The second change involves the graduation application procedure. Banner does not have a web application for graduation. Students should get everything through Banner self serve including graduation. This is a true modification. Students must do an exit interview before doing graduation application.
 - c. A third change request has been received. At this time it has not been processed. It appears to be more of an interface than a modification. Bill will get more info.
 - d. Change request documents should include information about research done to determine what other institutions have done to handle similar situations.
- Need to determine who will handle issues long term after all is implemented. Jeff Cross calls this a post implementation procedure and process.

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- HR is still testing and entering data.
- Larry Cannon reported concerns with IT problems. He can't get all of his reports and there was little notice on the one hour shutdown on Tuesday, September 19. Chat will look into and respond about this event.
- Sue Harvey reported things are moving along. She said they are not going full blown with prerequisite checking. A select set of departments with a select set of requirements is being considered for testing and day one implementation. Jeff Cross asked departments to go back and check if it's really a prerequisite.

The next scheduled meeting is Wednesday, October 4, 2006 at 9:00 a.m. in the ITS Conference Room 3057.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: