

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: September 20, 2006

Time: 1:30pm

Place: Blair Hall Conference Room

Attendees: Kim Burnett, Linda Coffey, Amy Edwards, Sue Harvey, Mary Herrington-Perry, Kimberlie Moock, Vicki Phillips, Rodney Ranes, Thom Strohecker, Bonnie Wilson

Note Author: Jennifer Porter

Agenda and discussion items

Update on Campus Discussion

Continuing Education is on board with the plan to remove the “campus” indicator. As long as the location is listed in the “where” field, and is included in the course attributes, that should be sufficient.

Sue also spoke with the Department Chairs who were ok with this as well. They also felt it would be best to leave out enrollment/waitlist information in Self-Serve. They thought students might find it confusing.

Provisionally Admitted Graduate Students

There have been some glitches while trying to register this type of student in classes. Hopefully this will be resolved in the near future.

Future Training Sessions

ODS training will be going on next week. Only those directly involved will need to attend.

Training documents still need to be approved by the Steering Committee.

A suggestion was made to put as much information on the web as possible, for easy access by all.

A Training Team might need to be created in the future to make sure all aspects of Banner have been covered training-wise.

Consulting for Week of October 2nd

Only those involved in Academic History will need to attend the training that week.

Update on Admissions

A question was raised in regard to students who initially apply for FA07, but then decide to take classes in SU07. That shouldn't pose a big problem as long as the date of admission in the Banner system is correct.

There are a few new tables in the 7.3 version that need to be identified and updated.

CollegeNet applications were to be released Friday, but have not been as of yet.

Update Location Management

The group is still working on the problem of why some rooms didn't roll correctly.

**EISE Project Meeting Notes
Eastern Illinois University**

Kim wanted to check with Kelly in regard to how the terms maximum and capacity were used in Astra and Banner.

Update on Catalog and DARS

Things are going well. The articulation group met with the person in charge of DARS at the U of I, which was very beneficial.

There were a few issues with what are considered “generic majors”. This is something Mary is going to look into further. It may be something she will need to create to avoid difficulties down the road.

Update on Registration

The subgroup has started to add students into classes. They received some mock simulation documentation from Amy Graham that will replace the information they had previously.

A question was raised as to when advisors would be receiving training in Banner. They will probably be trained in mid-January, once Self-Serve is up and running.

Update on Academic History

Some of the data has been moved, with more to soon follow. So far, it seems to be going fairly well.

Update on Test Score

A few new test scores have been added; Constitution, Health Studies, Writing Competency.

Update on Schedule

The subgroup has started departmental scheduler training. They also still have a few questions concerning faculty load, campus, and special approval for courses, but should hopefully have answers to those in the near future.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
SPT20066	Completed Tables List to Vicki Phillips	Team	ASAP	Ongoing

**EISE Project Meeting Notes
Eastern Illinois University**

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status

Attachments and/or meeting Handouts listed: