

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

Team/Group: Student Process Team

Date: January 24, 2007

Time: 1:30pm

Place: 3108 Blair Hall

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

Note Author: Judy Kopp

**Agenda and discussion items**

Critical Issue brought forward by Team:

Load Testing and Mock Registration:

Team members were asked to be available on Feb. 26 at 10:00 to sign on to self-service pre-prod instance for load testing. They will be asked to try to register and will be given scenarios for that.

Mock registration assignments will be received in the next couple of days. It will be held in the Union. Each person will be there only a short time.

Missing Instructional Method:

Linda stated that in going through students in the last mock she ran across records with no instructional method, therefore no fees were assessed. There are 14 sections in prod that have no instructional methods. That field is not a required field but has to be populated. There will have to be a process set up to monitor this all the time. Departmental schedulers are in the process of correcting the identified problems. Most of the omissions have been corrected.

Residency Status:

Citizenship is blank for everyone in prod. Codes for residency status were discussed. Resident – R; Out of State – O; Foreign – I (International students will have). When moved International students still have the ‘O’ code instead of ‘F’. Residency figures into tuition calculation. Rodney will have International Program check and make sure correct codes are being used for citizenship and residency.

Writing Portfolio Test Code and Exempt Test Code:

Codes are needed for EWP 1,2,4. Sue talked with Karla and she said a 3 is rarely used, comment is the only thing different but will need to be in Banner. Test codes needed for exempt

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or completed. Need to have code for degree audit. It was decided it will be EWE (electronic writing exemption) 1-4. Admissions will build into table and Thom will load.

Tenth Day Reports, End of Term Reports and Other Reports:

Team is to be thinking of reports needed in Fall. Thom said there are no reports on disk and ITS has no list of what reports are run. Reports will have to be redesigned. In order to write them people have to know what they want. It was suggested to do a screen print and highlight what you want. Everyone gather what they need and come up with a list of have to have. It was discussed as to whether another sub-group was needed. The Faculty Load sub-group would be a good place to start as they are representatives of different areas. The team discussed using ARGOS for reports. It was decided the team would go thru ARGOS at the next meeting. We need to start gathering report information in our own areas. Look at the old reports and see what they were pulling from. Need to justify the data you are looking for and how it is pulled. Can look at how the old report was pulling it.

Rodney asked if degree auditors could have access to SGASTDN to add concentrations. The group had no problem with that.

ACT – group discussed the need for getting something going for loading ACT's. There hasn't been a response regarding this. There was a decision made at a sub-group meeting to download only the 5 top scores, but there wasn't an exact definition given. Sue will talk with Bill and have him pull the parties together that need to act on this.

Update on Accounts Receivable:

Close to getting 'truth in tuition' codes loaded. There is a problem with AR conversion. When the test file is loaded it's blowing up on the flag that says transactions are being sent. A request for assistance has been sent to the consultant. Talked with Financial Aid. They are trying to do some disbursements after the mock registration. After the next mock need to take pre-prod and clone to EIU training. Vicki said if training won't work then use advisor training. Use another instance. Vicki will ask where to do it.

Update on Events Management:

Did a first load, people went in faster than expected. Fifty plus transfers are out there and more will be put in tonight. All is going well.

Update Location Management:

Talked with Janet and Kathy Reed. C-Bord has two visits scheduled on March 8 & 9 and will follow-up on March 19. They would like to work with the program before coming and will contact Kathy.

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### Update on Catalog and DARS:

A discussion as to what will be used in instructions to sign on to self-service. Decided they should just use 'PAWS'. School of Business has restricted enrollment in courses. We need to know how courses should be set up It hasn't been determined yet what will be used test scores, major, etc. Dr. Wagner is aware of this. Continuing Ed students with under 30 hours are being allowed to register for senior classes now. Banner won't allow that. A group just finished meeting with a consultant on campus regarding DARS. It was a very helpful meeting. Things can be added to student records as soon as populated. All five groups will do entering, Boost, TRIO, Gateway, Honors, EIU4. A sub-group is needed to decide who will do training and to develop training. The sub-group will be Chad Cross (EIU4), Amy Edwards, Thom Strohecker or Vicki Phillips, Mona Davenport, Margaret Messer or Bonnie Irwin and Cindy Boyer. Amy will chair.

### Update on Academic History:

Academic History has been working on verifying transcripts.

### Update on Admissions :

The Nolij conference call went well. Collegenet still hasn't gotten us the file. If nothing is received by the end of the week will have to involve upper level of administration. Admissions sub-group is going to meet and go over processes to set student E#'s.

### Update on Test Scores:

Some scores built in test are not in prod. Vicki stated they wouldn't be. Give what code to use and what to say to Brenda.

### Update on Faculty Load:

Group is trying to meet again.

## **Decisions Made**

## **Decisions for referral**

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**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:**