

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

Team/Group: Student Process Team

Date: April 18, 2007

Time: 1:30pm

Place: Blair Hall Conference Room

Attendees: Amy Edwards, Sue Harvey, Kim Burnett, Vicki Phillips, Linda Coffey,  
Kimberlie Moock, Brenda Major

Note Author: Judy Kopp

**Agenda and discussion items**

Critical Issues brought forward by Team:

The Steering Committee met this morning. They are getting ready to send out an information gathering piece for student module for reporting needs. Sue Harvey discouraged them from asking for 'priorities.' The Steering Committee asked that the Student Process Team look into having a reporting subgroup to collect and collate the information. Chat is working on a web-based questionnaire and an e-mail account it will go back to. People will need to determine what standard reports Banner offers and what reports will need to be generated. The group discussed making a list of standard reports that we could ask Chat to include in the questionnaire. Some items discussed were labels, basic student list of names and addresses, majors. The Student Process Team will act as the reporting group and collect and collate the information.

Concurrent Curriculum

**Update on Accounts Receivable**

Still checking the conversion load. Haven't yet done a program to change the way deposits are loaded. Libby & Linda met and discussed truth in tuition code for new students. Class and student type will have to be correct or they will get the wrong fee access code. The group discussed student type codes and what should be looked at. If a readmitted student has a xx or if a new SGASTDN is created Linda will have to look at those and determine the code. The cashier system was involved in a conference call and set up timelines. The will go live July 2 with AR.

**Update DARS**

Vicki stated that DARS has a very high priority in ITS. Frank Kingery is working on an interface between Banner and DARS for evaluations.

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**Update on Admissions (CollegeNet and Nolij)**

When a student changes majors it is creating another SGASTDN record and not allowing someone to inactivate the old record. Therefore, a student may end up with several SGASTDN records. The group looked at SGASTDN and Linda said that the record that has 99 in Key Sequence is the active record.

**Update on Events Management**

Is working running reports. Students had a significant amount of miscoding. Some students had no net ID and/or password. Concerns about no SGASTDN records. This needs to be run more often to create records. Asked if it could be run daily.

**Update Location Management**

Needing to put housing information in and figure out how to produce the reports.

Update on Schedule

**Update on Academic History and Registration**

Records is continuing to verify academic history and identify areas that need adjusting.

Registration – system was allowing students to waitlist even though no seats existed. Go Live Support was contacted and they were unable to determine why this was happening. They concluded that maybe someone waitlisted some seats then went back later and changed to zero.

**Update on Cohorts and Test Scores**

Have created all department records for cohorts. Have a couple with invalid codes and they are to be getting back to Amy. Hope to get these answers and be ready to have it loaded by the beginning of next week. Trained Honors to enter test scores, also sent out instructions about how to enter test scores. Haven't had any feedback, so hope it is going o.k.

**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

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status

**Attachments and/or meeting Handouts listed:**