

**EISE Project Meeting Notes  
Eastern Illinois University**

Team/Group: Student Process Team

Date: December 21, 2005

Time: 3:00pm

Place: 4440 Booth Library

Attendees: Vicki Phillips, Rodney Ranes, Sue Harvey, Nancy Crone, Nackil Sung, Linda Coffey, Brenda Major, Debbie Meadows

Note Author: Judy Kopp

**Agenda and discussion items**

**Discussion of building abbreviations and STVBLDG:**

There was continued discussion of the list of building abbreviations. Debbie Meadows stated there isn't a system of how off-campus buildings are designated, they just use initials. Student's sometimes don't know if the building are off-campus. Nackil Sung suggested using an 'X' as the first letter of the abbreviation to designate off-campus buildings. Debbie and Nancy will go through the list of buildings and see if they look o.k. to begin with 'X'.

There was some discussion as to how distance learning would be indicated. Some internet classes might require some on-campus meetings. Debbie Meadows will research this.

**Update on Name Type Discussion:**

It was reported that CFCT is still discussing name types.

**January 9<sup>th</sup> Consulting/Training:**

Sue distributed copies of a summary that will tentatively be used in the Consulting/Training on Jan. 10, 11, 12.

**Miscellaneous:**

A decision as been made to go with Darwin for the degree audit system. Deans and Chairs are starting to look at pre-requisites. Vicki Phillips will look into how may levels of pre-requisites there can be in CAP. Rodney will look at Grad level courses.

Brenda, Linda and Sue met and are working on security.

Sue asked the team to let her know if they had any items they

**EISE Project Meeting Notes  
Eastern Illinois University**

would like placed on the agenda.

**Decisions Made**

To use an 'X' as an indicator of off-campus buildings.

**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:**