

**EISE Project Meeting Notes
Eastern Illinois University**

Team/Group: Student Process Team

Date: March 1, 2006

Time: 1:30pm

Place: Arcola/Tuscola Room – MLK University Union

Attendees: Kim Black, Kathy Bower, Linda Coffey, Sue Harvey, Brenda Major, Kim Moock, Vicki Phillips, Rodney Raney, Nackil Sung, Bonnie Wilson, Mary Herrington-Perry

Note Author: Judy Kopp

Agenda and discussion items

Setting Timelines:

The team discussed the following timelines:

- Recruiting & Admissions – go live July 17, 2006
- Accounts Receivable – go live July 15, 2007
- Convert over Academic History – week of December 28, 2006
- Darwin up Dec. 15, 2006
- Catalogs, schedules, faculty load – go live Nov. 20, 2006
- Registration – go live March 5, 2007 (have mock registration end of January)
- Academic history complete – Dec. 18, 2006 (may need to move forward)
- Catalog has to be built in Banner – Catalog due Oct. 31, 2006 and move to preproduction

Brenda hasn't made a decision yet whether admissions applications are going through College Net. She suggested using Banner for application and College Net for prospecting.

Grad School is up already running through current Accounts Receivable System.

Linda will check about Banner web applications feeding into CashNet.

Linda suggested holding off on bringing across student addresses and tie them to moving dollars, as close to July 15, 2007 as we can.

Updates on Admission:

EISE Project Meeting Notes
Eastern Illinois University

Rodney, Brenda and Bill Elliott met and identified the following people to serve on the Admission subgroup:

Bill Elliott
Marilyn Thomas
Brenda Major
Susan Ambrose
Denise Lee
Rita Pearson
Lori Creath
Rodney Ranes
Lori Henderson

Updates on Catalog:

Mary Herrington-Perry has asked departments to get their cleaned up information in by March 31. Most of the work will be done over the summer.

Common Matching:

Thom had suggested changing some criteria from 'required' to 'exist'. Change the last name and the first name to exist. Also reduce characters. These suggestions will be taken to CFCG.

Training Materials:

As we move forward through building tables, the team was reminded to set up policies and procedures manuals and plan for training. STP will be responsible for training that is done.

Linda volunteered
to help with what should be included in training materials.

The team was advised to be sure and review IGP's and/or BOT regulations that apply to their areas and send forward to your Vice-President any policy that needs to be changed.

Sandy and Julie are working on training sessions. There will be two levels of training – one for builders and one for users.

Topics brought forward by Team members:

Kim Moock suggested developing some fun ideas for rewarding ITS for benchmarks reached and to let everyone know visually where we are. Her ideas included cookies and a card for ITS and a thermometer indicating goals and achievements. She asked everyone to think about this and send ideas to her.

Nackil handed out Banner FAQ's from Bridgewater State College.

**EISE Project Meeting Notes
Eastern Illinois University**

IT will continue to load new students on legacy into preproduction. Changes will have to be made in preproduction for existing students. Linda Coffey will do name changes on AA file and Records will do all other changes.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
SPT20065	Astra/Banner Location Management	Sue	3-1-2006	In Progress

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
SPT 20066	Agenda Item for CFCG: Common Matching	Sue	ASAP	

Attachments and/or meeting Handouts listed: