

EISE Project Meeting Notes
Eastern Illinois University

Team/Group: Student Process Team

Date: February 15, 2006

Time: 1:30pm – 3:30 pm

Place: ITS Conference Room

Attendees: Linda Coffey, Amy Edwards, Sue Harvey, Mary Herrington-Perry, Brenda Major, Kimberlie Mooock, Vickie Phillips, Rodney Ranes, Thom Strohecker, Nackil Sung, Bonnie Wilson

Note Author: Jennifer Porter

Agenda and discussion items

Common Matching

This subject was covered in the meeting on February 14.

Location Management

Libby Coffey had planned to attend today's meeting, but it was decided that more information on the AdAstra/Banner interface was needed. The Steering Committee is gathering information from SCT about whether data should be entered into Banner or Ad Astra.

Kim briefed the team on the status of her Location Management committee. There were some concerns from Continuing Education in regard to how their building information would be listed in Banner. This led to a discussion on the best way of utilizing the "Campus" and "Site" features in Banner. There are basically two options. The first is to have anything on-campus to be under "Main Campus", and each individual off-campus location listed as it's own "Site". The second option basically is the same for on-campus courses, but would list each town or campus used for off-campus courses as a site, with the individual buildings listed under each site. The team decided to ask Amy, who is the SCT consultant coming to campus next week, her thoughts and ideas on this subject.

Catalog/Schedule

Mary gave an update on how things were progressing in regard to the catalog. Currently the Colleges are working on revisions so the tables for the catalog can be set up in the near future. She also is trying to get DARS to come to campus to help train people for the upcoming degree audit entry, as DARS and Banner are used together by many other institutions.

Creating Rules Tables

There was some discussion about the importance of the rules tables. The rules tables must be built first, and working correctly, otherwise none of the other tables will work. Having the rules tables helps protect against mistakes being made in the system. The team was encouraged to

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look over the materials that were previously provided by Frank, and to help create a prioritized list of what needs to be accomplished. Hopefully Amy will be able to provide some answers on this subject during consulting next week.

FAQ and Glossary on EISE web site

Bill has asked for help from the teams to set up a Frequently Asked Questions/Glossary on the EISE website. The team is to focus solely on questions that pertained to student issues. Nackil Sung and Michele Molitor were designated as the liaisons for the Student Process Team, therefore any questions or glossary terms you feel might be useful should be sent to them. They will then forward the information to Bill.

Decisions Made

Decisions for referral

Tabled/Future discussion Items

Ongoing Task List , Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	Location Management – Continuing Education	Kimberlie		Ongoing

New Action Items

Item Identifier	Item Description	Owner	Target Completion Date	Status
	FAQ & Glossary on EISE web site	Nackil and Michele		Ongoing

Attachments and/or meeting Handouts listed: