

Data Standards Committee Meeting

Tuesday, September 5, 2006

2:00 pm in the Founders Seminar Room

Present: Steve Howell, Pam Stimpert, Barb Kiser, Dan Parrigan
Ryan Reinheart, Mindy Lawrentz, Gayle Lantz,
Rose Martin, John Brandon, Cara Selan, Lori Lower, Tony
Box, Curtis White, Don Prezioso, Brian Wisniewski and
Dreama Knight

Curtis stated that Dreama Knight will be taking minutes at all meetings.
Minutes and Agenda will be posted to the IT website.

Names in System Don stated that at the last meeting it was decided to discuss how names should go in the system. There are several issues with name formats that are not compatible with loan forms. The group discussed some standard entries.

- No periods (dots)
- Only (- ')
- Use of suffix field
 - Don demonstrated changing the name Ford Jr.. must change to Ford only and Jr. would be the suffix
- Use of upper/lower case (use = sign will allow anything)
- Keeping former names (birth & former)
- Use of nicknames
- Preferred name usage
- Name changes

Online Applications Applicants Don asked each department what necessary names were needed for September's data. Brian stated that Don's point is to make sure all information is the same across the board. It is important to remember that it isn't easy to customize everywhere a name gets entered. Don stated that proper names seem to be what is being used. There may be a need to create forms with legal documents.

- Admissions
 - Prospects (SS#'s not always available)
 - Parents are added to Admissions when a student is accepted. There are some policy issues when a parent gets entered and how the information gets processed on the parent loan application. Step parents are included.
 - Siblings (on generally added on web application)
 - Institutions (remote sites enter under grads by hand, Loraine does their own applications per Brian)
 - High Schools (not always added)
 - Student workers (sometimes)

- Financial Aid
 - Information Admissions creates (FAFSA not in system)
 - Parents

- Personnel
 - Employees
 - Pay check names/addresses

- Accounts Payable & Purchasing
 - Vendors (individuals as well)

- Remote Sites & Grad Schools
 - Students

- Registration & Records
 - Students
 - Employers

- Development
 - Alumni
 - Friends
 - Children
 - Corporations
 - Employees

- Seminary
 - Prospects
 - Applicants
 - Spouses
 - References
 - Churches
 - Pastors

- Retirees
 - Same name change rule would apply

Next meeting will be Oct. 3rd at 2:00 in the Founders Seminar room to discuss policies (name changes) and to resolve the standards issues. Curtis asked that all agenda items be sent to Dreama before the next meeting.

