

BUG-L Minutes

January 15, 2008

MEMBERS PRESENT:

Judy Blevins, Chairperson
David Daniel
Pat Gebhart
Garnet McKinley
Linda Mollohan
Scott Taylor
Erica Thomas

Meeting called to order at 9:05 a.m.

OLD BUSINESS:

Minutes from the November meeting were approved. A December meeting was not held.

CAPTURE – David reported that he had not met with David Johnson but he had spoken with Marianne Kline who assured him they will be available for **Capture It** production anytime after January 21st. Marianne also said that our proposed short segments would be perfect; she suggested 4-5 minute modules. With longer modules, editing becomes a problem in regards to the time.

Scott will get in touch with Marianne to schedule his Banner General Person Entry Capture programming after January 21, one small module at a time!

BANNER OVERSIGHT COMMITTEE – Nothing new to report.

COMMENT CODES – Erica presented a list of proposed codes for current training programs as well as some old training titles. The group was informed that a few of these old working titles have evolved into the current Banner course titles.

Pat and David reported the validation table clean-up project had not been completed. They will continue this process as they add the new codes that Erica has provided.

It was suggested that programs such as TIAA-CREF retirement group presentations, State Teachers Retirement Group Update sessions, etc., not be recorded because they were not job related. Judy pointed out that HR is responsible for providing both professional and personal development opportunities and employees were very much interested in having a record of the programs in which they have participated.

After further discussion, the committee members decided that PPASKIL should be used to record professional development training. Personal development training opportunities will continue to be recorded in PPACMNT as WSA (Workshop Attended) and titles entered as they appear on the Training and Development schedule. Erica will revise the Comments Codes list she prepared and send to committee members via e-mail this afternoon. As new programs are added, the list will be revised accordingly.

NEW BUSINSS:

None for discussion at this time

The next meeting will be February 19 at 9:00 a.m.

Meeting was adjourned at 9:45 a.m.