

**BANNER USERS' GROUP--STUDENT**  
Minutes of Meeting August 7, 2003

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:06 in Drinko 439.
- **Members Present:**

Terri Tomblin-Byrd	Computing Services
Pat Gebhart	Computing Services, Enrollment Management
Bob Walker	Finance
Prudy Barker	Registrar
Nadine Hamrick	Financial Aid
Ken O'Neal	South Charleston
Myke Watts	Computing Services
Mary Waller	Registrar
Bob Collier	Bursar

- **Minutes:** The July 2003 minutes were approved as distributed electronically.
- **Correspondence:** None.

**COMMITTEE REPORTS**

- **Subcommittee on Billing:**  
No Report.
- **Subcommittee on CAPP:**  
Pat Gebhart reported that progress is being made on CAPP and that the subcommittee is continuing to create program requirements and test.
- **Banner Oversight Committee (BOC):**  
No Report.

**OLD BUSINESS**

- **myMU/MILO:**  
Terri convened the Voice Response subcommittee to discuss the future of VR. The subcommittee wishes to make VR available through the end of the Fall semester, and then turn it off. If it dies before then, we will just shut it down at the time. Terri will send a summary e-mail to the VR subcommittee for their approval before presenting to BUG-S.
- **Human Resources/Finance:**  
No Report.
- **Performance and Priority Issues:**  
Terri reported that not all systems are back up yet after Tuesday evening's power failure. There are still some issues with VR and some problems with off-campus access to the Web server. Prudy Barker asked about access to MILO for Summer Session B for off-campus instructor grading. Terri explained the power problems and that a drive went down and then automatically rebuilt itself. Our back-up and recovery plan worked, and there should be no loss of data.
- **Banner Student Privilege Request Form:**  
No Report.
- **Multiple PIDM/Person:**

No Report.

- **Printing Students' Schedules/Transcripts:**

No Report.

- **Bad Addresses Causing Returned Paper Mailings:**

Prudy Barker submitted the proposed text for the e-mail message to students with Bad Addresses (see below). Discussion ensued on what offices can update addresses and on informing the Deans' Offices since there was no Associate Deans' representative at the meeting. Terri will send an e-mail message to Frances Hensley asking her to inform the Deans/Associate Deans of the new process for handling bad addresses and will offer to have someone do a presentation if requested. Terri stated that we could run the process to remove the "BA" holds at any time interval; Prudy would like to have the process run every 5 minutes during registration periods. All agreed on an October 1, 2003 implementation date.

- **Policy Change for Deficiency/Probation Calculations:**

No Report.

- **New Withdrawal Code:**

Carol Kolski in the Bursar's Office tested the use of the new code and found no problems. Prudy Barker trained the staff in the Bursar's Office who are using the new code starting with Summer Session D—no reported problems. Remove from agenda.

- **E-mailing Test Scores:**

No Report.

- **CTC Shared Service Issues:**

No Report.

## **NEW BUSINESS**

- **Pre-Production Availability:**

Terri says that Jim Richendollar needs to remove PreProd from availability for a couple of days for the migration from Oracle V8 to V9. She asked for suggestions for a time within the next week or two. Computing Services is looking at Christmas break as a time to upgrade to Version 6 of Banner. Offices will be asked to test Version 6 on PreProd this Fall.

- **MILO Proposal:**

Prudy presented a request for modifications to MILO (see below) to display only freshmen on the Midterm Grade Roster and a submission function to indicate the absence of D/F grades in a section to account for faculty participation. The proposal must go through two readings, then a formal vote of BUG-S. This was the first official reading. Terri will e-mail the proposal from the Registrar's Office to the BUG-S list. Terri explained the Learning Management System (LMS) that will be in production in January. One of the goals is to have all faculty course syllabi in LMS; it also has its own gradebook functionality. We may be moving MILO grade entry into LMS with direct entry back into the database. If so, perhaps this modification request may not be necessary.

## **ANNOUNCEMENTS**

- The next BUG-S meeting will be September 4, 2003.

## **ADJOURNMENT**

- Meeting was adjourned at 3:00p.m.

**Bad Address Hold E-mail Message:**

Marshall University recently received returned mail sent to the permanent address listed for you in the student information system. Therefore, your current permanent address has been flagged as inactive to prevent future mailings until the address is updated. Additionally, a hold (BA?) has been placed on your account to prevent activity (registration, schedule adjustment, etc.) until the permanent address is updated. Please change your address as soon as possible electronically by visiting myMU at [www.marshall.edu/mymu](http://www.marshall.edu/mymu) or by submitting a written request to the Office of the Registrar, Marshall University, One John Marshall Drive, Huntington, WV 25755. Written requests must contain name, student number and signature of the student.

After your permanent address is updated, the hold will be removed.

If you have questions regarding this notice, please contact the Office of the Registrar by e-mail: [registrar@marshall.edu](mailto:registrar@marshall.edu) or by telephone at (304) 696-6410.

Thank you for your cooperation with this important matter.

The Registrar's Office

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**Request for Modification of MILO Midterm Grade Entry:**

The Office of the Registrar at the request of the Associate VP of Academic Affairs presents this request for modification of Web software to display **FRESHMEN** students only on the Midterm Grade roster.

Only **undergraduate students with 25 or less earned hours** should be displayed on the Mid Term grade sheet. Please exclude all **Student Type 6** regardless of the number of hours earned. The Web display should reflect the same students as included on the printed grade sheet.

Additionally, we request that an additional submission function be created to indicate the absence of D and/or F grades in a section. The function should be labeled, "No D&F Grades Awarded". This request is necessary to account for faculty participation.

Thank you for your consideration of this request.