

## BANNER Users Group Meeting

### MINUTES

03-04-99

- **Call to Order**

The regular meeting of the BANNER Users Group was called to order at 2:15 p.m. in the Academic Affairs Conference Room, Old Main Room 103. The meeting was attended by

Mr. Mike McGuffey, Institutional Research  
Ms. Pat Gebhart, Enrollment Management  
Ms. Donna Spindel, Associate Deans  
Ms. Roberta Ferguson, Registration  
Ms. Linda Templeton, Admissions  
Ms. Myke Watts, Computing Services  
Ms. Terri Tomblin-Byrd, Computing Services  
Ms. Cheri Musgrave, Financial Aid  
Ms. Nadine Hamrick, Financial Aid  
Mr. Bob Walker, Finance
- **Minutes**

The minutes of the previous meeting were distributed at the meeting and mailed electronically. Hearing no objections, the minutes were approved.
- **Correspondence – No Correspondence**
- **Committee reports**
  1. Subcommittee on Billing – No Report
  2. Subcommittee on CAPP – No Report
- **SCT Summit – SCT Summit will be in Orlando, Florida, March 28<sup>th</sup> – 31<sup>st</sup>. Conference information is located at <http://www.sctcorp.com/summit>**
- **Old Business**
  1. **Marshall E-course Policy – Roberta Ferguson stated that there has been some discussion about how the Electronic Courses are numbered. Roberta explained that some students have had problems with transferring courses that have an E in the course number. Roberta further explained that the E might be dropped in the future. Roberta stated that if the E was taken off of the course number this could cause a problem with MILO registration because students may inadvertently signup for an E-course.**
  2. **Missing Address Information – No Report**
  3. **MILO – Terri Tomblin-Byrd announced that the equipment for the new MILO system was delivered to her office. Terri explained that the boxes containing the equipment state that they should only be opened by a representative of the company we purchased the equipment from. Terri stated that she had contacted the company to determine if she could open the box or if someone from the company needed to open the box and is waiting for a reply. Terri stated that she hoped to have the new MILO system up and running by Summer Advanced Registration.**

Terri stated that students have had problems printing from MILO Web. Terri explained that a security hole in Netscape Navigator could allow unauthorized users to view information that had previously been printed on that browser. Terri went on to explain that SCT had disabled the ability for Navigator to store a student's information, but the student

could only view the information and not print it. Terri stated that she had discussed this with Roberta Ferguson and they decided to allow students the ability to use Netscape to print from MILO Web even though there may be a security problem. Terri explained that Netscape Navigator had functioned in a similar fashion for 18 months prior to SCTs "fix" and she had had no complaints of security problems.

Linda Templeton asked if Terri had discovered the cause of the problems that Admissions has had with MILO cutting people off before they had finished leaving their information. Terri stated that she had not investigated this because she hopes the new MILO system that was being implemented would correct the problem. Linda stated that it was a Public Relations problem for potential students to get cutoff while trying to leave their information and suggested that that part of the admissions module be turned off until the new system was running. Terri stated that that was an option and that she would talk to Linda about turning off that part of the admissions module later.

Donna Spindel asked Terri if she had received the message about Off-Campus courses and MILO. Terri stated that she had received the message but was not sure about the location of the message in MILO. Terri further stated that she would look into the new location to see if it would work. Roberta stated that she had included a message to about Off-Campus Courses in both the MILO section of the schedule and the MILO worksheet.

Terri stated that she and Donna Spindel were testing Web for Faculty. Donna Spindel stated that the Web for Faculty worked well but that the Grade Mode listed grades that are not used on campus. Terri stated that some of these different grades come from the transcript area. Donna asked if these could be taken off of the list of valid grades. Terri stated that she would look into this. Terri asked if anyone would like to test entering their mid-term grades on Web for Faculty. Donna stated that she would try to get a few of her colleagues to enter their midterm grades on Web for Faculty to test it in the Production Database.

4. Kiosk Student Interface Software – No Report
5. Moving from Terminals to PCs – No Report
6. BANNER Documentation – Terri Tomblin-Byrd stated that Database and Shared system was still working on a way to implement BANNER Documentation on the desktop through BANNER GUI. Terri explained that they were currently working on using Adobe Acrobat Reader as the way to access the BANNER Documentation.
7. Electronic Data Interchange (EDI) – No Report
8. Human Resources/Finance – Mike McGuffey stated that the HR system is moving along. Bob Walker stated that HR and Finance was currently working together on some shared implementation issues. Bob stated the BANNER Finance Implementation Committee was looking to implement BANNER Finance in the Production instance in April. Terri Tomblin-Byrd stated that the implementation of BANNER might cause unforeseen problems in other modules. Terri urged everyone to investigate what problems may occur by looking at the PreProduction instance of BANNER that has both HR and Finance implemented.

Mike McGuffey stated the Federal Government was being very strict on the information provided to them. Mike explained that there might need to be a reconciliation of the information in BANNER HR versus what the information should be for each person in the HR system. Mike explained that it might be necessary to poll the employees for their information.

Terri stated that there would be additional address types added to the BANNER Database to account for the additional addresses in Finance and HR. Terri stated that she wanted to start some discussion about this topic and to alert everyone to the potential problems that this might cause.
9. SC Campus Database and Legacy GC alumni information – No Report

10. Computer Technology Group – No Report

11. Registrar’s Printing of Schedules – No Report

12. Performance and Priority Issues – Roberta Ferguson asked if the implementation of BANNER Finance and HR would have an impact on the performance of BANNER. Terri Tomblin-Byrd stated that Computing Services was working with SCT on a configuration that would allow all of the systems to work at the same time and not impact performance.

Terri stated that Mike Adkins was performing network monitoring on the network in Old Main. Terri urged everyone to write down the following when they experiencing problems with their computers:

1. the time of day
2. if it has affected any other application on your desktop (for those in character try to open a session to HOBBIT and try typing to see if that is slow)
3. type of machine (Gateway E300, Dell OptiPlex G1Xp, Digital Starion, etc.)
4. applications which you are running at the same time
5. location (room #) of the computer

13. Cleaning up BANNER Database – No Report

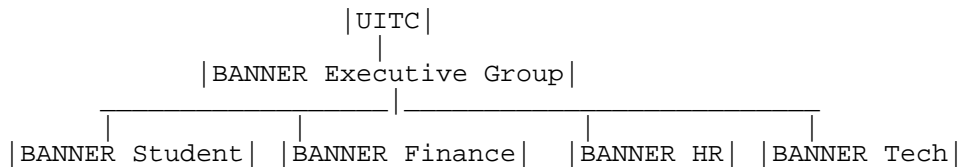
14. BANNER Client/Server – No Report

15. College Divisions impact BANNER? – No Report

16. General Person Data Ownership – No Report

17. BANNER User Group Paradigm Shift – Terri Tomblin-Byrd stated that she had taken a proposal of the new BANNER User Group Paradigm to the University Information Technology Committee(UITC). Terri explained that the proposed paradigm creates a new committee between the UITC and the current BANNER Users Group called the BANNER Executive Committee. Terri further explained that the current BANNER Users Group would be renamed the BANNER Student Users Group and that three other users groups would be added: BANNER Finance Users Group, BANNER Human Resources Users Group, and BANNER Technical Users Group. Terri went on to explain that the BANNER Executive Committee would be over all of these BANNER Users Groups and would report to the UITC.

A diagram of the proposed layout follows:



Terri stated that the UITC accepted the proposed structure for the BANNER Users Groups. Terri further stated that the UITC also accepted a proposal to have all of the BANNER Users Groups follow the current policies and procedures that are in effect for the current BANNER Users Group. Terri explained that the current policies and procedures were not in a single location and that they needed to be reviewed, compiled, and published in a single location so that the user groups can review them. Terri stated that she would try to compile the current policies and procedures and bring them back to the group. Terri asked everyone to think about what new policies and procedures may need to be developed for this multi-group environment.

18. BANNER Reporting Needs – Terri Tomblin-Byrd stated that Bob Walker suggested that this topic be moved to the BANNER Technical Users Group and removed from old business.

19. Rolling Student Types – No Report

20. Year 2000 Contingency Plan – Mike McGuffey stated that he had discussed the Year 2000 contingency plan with Arnold Miller, the Year 2000 Committee Chair, and Arnold had stated that he thought contingency planning belonged with the users of the system. Mike explained that the users of the system know what they need better than anyone and that the group should coordinate this contingency effort.

- New Business – No New Business
- Announcements
  - Next Users Group Meeting: April 8<sup>th</sup>, 1999 – Old Main 103
  - BANNER Training:
  - SCT Users Group Meeting: March 1999, Orlando, FL

Adjournment – The meeting was adjourned at 3:45 pm