

## BANNER USERS' GROUP-STUDENT

Minutes of Meeting April 6, 2000

- **Call to Order:** Myke Watts called the meeting to order at 2:10 p.m. in Old Main 103.
- **Members Present:**

Myke Watts	Computing Services
Pat Gebhart	Computing Services/Enrollment Management
Bob Walker	Finance
Nadine Hamrick	Financial Aid
Cheri Musgrave	Financial Aid
Donna Spindel	Academic Deans
Roberta Ferguson	Registrar
Mike McGuffey	Institutional Research
Joann Wetherall	Residence Services
Ken O'Neal	South Charleston Campus Graduate College
Ken Shields	Library
Kevin McKenna	Admissions
Linda Templeton	Admissions
Carol Bailey	Bursar
Terri Tomblin-Byrd	Computing Services

- **Minutes:** Minutes of the March 2000 meeting will be available soon.

Myke opened the meeting asking for comments on the SCT Summit conference in San Francisco. Members who had attended felt the conference was extremely worthwhile.

### COMMITTEE REPORTS

- **Subcommittee on Billing:**  
Discussion was held on campus codes for students and how we determine what student belongs to what campus code. Dean Deutsch in the Graduate College is trying to reconcile graduate student waivers; used latest general student record when merger occurred. Mike McGuffey needs to report who those students are; he said it is an Enrollment Management issue. It was suggested that we use the campus code where a student is predominantly enrolled in courses.
- **Subcommittee on CAPP:**  
No meeting

### OLD BUSINESS

- **Marshall E-Course Policy:** The Faculty Senate recently passed the E-Course policy; Roberta Ferguson stated that the Senate or policy did not address the enrollment/term issue.
- **Missing Address Information:** Mike will work with Jim Richendollar to load the new zip code file to fill in city, county, state in Banner.
- **MILO:** Computing Services is talking with two new vendors. There are two presentations scheduled with EPOS and TouchNet for Voice Response. There may be available the use of screen scraping technology with Brite for Banner 4.0 since Brite is not supposed to have the 4.0 socket interface available until June. SCT is sending weekly updates on the status of these

products but is being very cautious. Marshall has volunteered to test procedures for them. For our 4.0 upgrade, we can proceed with the Brite stop-gap product that is made available, go without IVR, or stop everything.

- **Kiosks:** No report
- **Banner Documentation:** Posted on the Web. Terri Tomblin-Byrd encouraged everyone to look at his own areas.
- **Human Resources/Finance:** No meeting. The Human Resources Implementation Team is currently planning a date to run the Banner payroll. The goal is to be up and running by July 1. One of the stumbling blocks is that the Banner system will not generate the payroll checks; Epics, the state system, generates the payroll checks. There presently is no interface with Epics so all the information needs to be double entered. Payroll is currently compiling a set of screens that affect faculty employment in an attempt to make the entry of EPAF items into Epics easier; they are planning a date for payroll and hourly employees. The Registrar's Office is getting calls from Deans' Offices about name changes and who is responsible for them. Faculty and student employees must have names changed through Payroll. Roberta will inform the Deans that Payroll makes name changes. Finance is going smoothly; they have a consultant coming late next week.
- **SC Campus Database:** We are moving slowly to move information to the Alumni database. This must be completed prior to moving MU graduation information into the Alumni database (from MUIINFO to MUFI).
- **Performance and Priority Issues:** Nadine Hamrick raised the issue of Banner not being available on Saturday, which is a problem for Financial Aid. Terri admitted that there were human mistakes involved. She is aware that there were 3 Saturdays that Banner was unavailable but did not realize it was not available this past Saturday.
- **Banner Client/Server:** Character mode will no longer be available as of May 30<sup>th</sup>, the day after the Memorial Day Holiday. A concern was raised by Financial Aid about student employees and the need for GUI accounts for them. Also, there were character to GUI questions about SOAHOLD; Terri or Jim will convert OPS\$ account holds to GUI holds.
- **General Person Data Ownership:** No issues.
- **Banner User Group Paradigm Shift:** The Banner Oversight Committee (BOC) will be convened soon. The BOC WEB sight is located at: <http://www.marshall.edu/banner/BOC.htm>
- **Proposal of New Summer Term:** Delete from agenda.
- **Banner2000 Version 4.0:** Terri will post updates to Microsoft Project on the WEB. Item 11 has been completed--actual database upgrade. Computing Services is about 20% through forms generation. The test database should be available next week; Pre-Production will be upgraded during the week of April 8-14. Users must have another icon on the desktop to get to Test. Pre-Prod is not scheduled for testing until May 12<sup>th</sup>. Terri reminded Kevin McKenna of the need for testing of the Orientation module for use in June. Terri will notify Kevin when the module is available; should be tested fully by May 5<sup>th</sup>. Terri will convert 100+ OPS\$ accounts to GUI accounts ahead of time; she will check holds to make sure there are no OPS\$ holds in SOAHOLD. Terri will check on variables in Population Selection/Letter Generation that have OPS\$ ID's. Terri reviewed the upgrade project with the group and explained the new "look" of the forms. Pat Gebhart will re-write the navigation guide and provide training.

- **Banner Policies & Procedures:** Published on WEB at: <http://www.marshall.edu/banner/STUDENTBANNERUSERSGROUP.HTML> Mike is compiling roles for every category (student, administrator, faculty) to clarify what everyone's responsibility is with student information; will be important for Datamart. This could be added to the Computer Use and Abuse policy statement. We need FERPA education; will be serious issue with Datamart and accessibility. Some schools include FERPA training in their basic navigation training;
- **Banner Student Privilege Request Form:** No discussion

## NEW BUSINESS

- **BUG-S Secretary Election:** Roberta nominated Pat Gebhart for secretary of BUG-S; there were no other nominations. Nadine moved that nominations be closed; Pat was elected unanimously.
- **BOC Election:** BUG-S has one voting BOC member. Mike nominated Bob Walker, Donna Spindel seconded, Bob accepted. BUG-S can have two non-voting members. Roberta nominated Nadine for a Non-Voting member; she accepted; Bob nominated Mike McGuffey. Roberta asked Ken O'Neal if South Charleston needed to be represented; he said no. Roberta moved that we accept the slate; Ken seconded; the slate was passed unanimously.
- **Religion Codes:** Mike and Linda Templeton suggested that there is no reason for Admissions to enter data on religion for new admits. Bert supported this on behalf of the Campus Christian Center. All were in agreement. Mike suggested that we might want to eliminate the ability to enter religion on SPAPERS.
- **I-9 Forms:** Bob brought up tracking of I-9 forms on behalf of Human Resources. They will start tracking the forms on PPAINTL and SPAINTL to have one uniform look for information. Employers must forward paper forms to HR for anyone who is going into the system as other than a US citizen. There are issues with VISAs, who is allowed to work, etc. Nadine indicated that Financial Aid would need to coordinate with HR as FA has kept information on file in the past.
- **SPAIDEN Form:** Nadine asked about form SPAIDEN and why it no longer forced a query of the database before adding a new person. Terri stated that that process did not work on the newer versions of the form. Nadine suggested that a forced query would cut down on the duplicate PIDM problems.

The meeting was adjourned at 3:45p.m.

- The next BUG-S meeting will be May 4, 2000.
- SCT Summit April 7-11, 2001 in Toronto.