

BANNER Student Users Group Meeting

MINUTES

10-07-99

- Call to Order
The regular meeting of the BANNER Student Users Group was called to order at 2:05 p.m. in the Academic Affairs Conference Room, Old Main Room 103. The meeting was attended by

Ms. Terri Tomblin-Byrd, Computing Services
Mr. Myke Watts, Computing Services
Ms. Cheri Musgrave, Financial Aid
Ms. Nadine Hamrick, Financial Aid
Mr. Ken O'Neal, South Charleston Campus
Ms. Donna Mauk, Registration
Ms. Donna Spindel, Associate Deans
Mr. Ken Shields, Library
Mr. Bob Walker, Finance
- Minutes
The minutes of the previous meeting were distributed 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 San Francisco, California March 19th – 22nd, 2000.
- Old Business
 1. Marshall E-Course Policy – Terri Tomblin-Byrd stated that complications had arisen in the request for modification to MILO to allow the campus code to be taken into account when students are looking for alternate courses. Terri explained that this modification was needed to allow for the e to be removed from the e courses.
 2. Missing Address Information – No Report
 3. MILO – Terri Tomblin-Byrd stated that the MILO Web for Faculty was opened to faculty members for use. Terri further stated that they were getting questions about the Web for faculty system, which indicates that some of the faculty are using the system. Terri also stated that they have had a few faculty members call about not being able to log in. Terri explained that some of the instructors do not have PINs assigned because they do not have a general person record on the system. Terri further explained that she would try to generate a list of the faculty that did not have a general person record so these faculty members could be assigned a PIN. Ken O'Neal asked if the Graduate College faculty had been notified. Terri stated that an email message was sent to the faculty including the Graduate College. Donna Spindel asked if there would be instructions on how to enter grades on MILO. Donna Mauk stated that the registrar was sending out an instruction sheet with the midterm grades. Terri stated that the instructions were located on the Marshall University BANNER Website under Web for section. (<http://www.marshall.edu/banner/webfor/>)
Terri Tomblin-Byrd stated that recently some very large issues have been raised concerning the MILO Voice Response system that we currently use. Terri explained that the

company from which we currently license our Voice Response system, called Intervoice/Brite, is currently in negotiations with SCT to determine if Intervoice/Brite will continue to provide Voice Response support for BANNER in the 4.0 release. Terri also explained that a piece of the MILO system is not Y2K compliant but will definitely function until December 31st, after advanced registration for Spring 2000. Terri further explained that they would try to test the piece that is not Y2K compliant to see how it will function after January 1st. Terri went on to explain that the non-compliant piece could be upgraded to Y2K compliance at a cost of \$20,000, but that that upgrade might only be useful until we upgrade to the 4.0 release of BANNER.

Terri stated that there are two other vendors of Voice Response software EPOS and Touchnet. Terri stated that it might be in the university's best interest to choose another vendor for the Voice Response system, but that it would take time and additional money to get the new Voice Response system up and running.

Terri stated that they were currently working on MILO VR to have it ready for Spring advanced registration. Terri explained that they were working on the change to the messages that was discussed in an earlier meeting as well as automating the updates to some of the controls of the system. Terri further explained that these controls will allow the appropriate departments to control MILO from the forms within BANNER. Terri stated that she would meet with the appropriate departments to discuss controlling MILO when everything was ready.

4. Kiosk Student Interface Software – Terri Tomblin-Byrd has asked each functional area that presents information via the Kiosks to review this information to make sure it is available on the World Wide Web and not stored on the Kiosk itself.
5. Moving from Terminals to PCs – Terri Tomblin-Byrd announced that SCT has released a new minimum configuration for running BANNER 2000. Terri stated that this information should soon be available in the Getting Started area of the MU BANNER Website (<http://www.marshall.edu/banner>.)
6. BANNER Documentation – Terri Tomblin-Byrd stated that she had not removed the Documentation CD from the network, but would be removing it in the near future. Terri explained that the BANNER Documentation is available through the MU BANNER website <http://www.marshall.edu/banner>. Ken O'Neal stated that he was having problems accessing the documentation. Terri asked if Ken had tried to use marshall/ before Ken's username. Ken stated that he had not and that he would try that to see if it worked for him.
7. Electronic Data Interchange (EDI) – No Report
8. Human Resources/Finance – Terri Tomblin-Byrd stated that the BANNER Human Resources Project Group has requested the creation of a new address type for Payroll. Terri explained that the address maintained by payroll could be different from the Permanent Address. Terri stated that she would create a new address type (WP) for Payroll in production unless she heard opposition from other departments.

Terri stated that HR has volunteered to go through special training on how to enter people into the BANNER system. Terri urged all departments that enter people into the database to attend this training session.

Terri stated that the Finance reports were distributed to the departments and that training on how to read the reports was going to be held in the Drinko Library. Terri explained that anyone wanting to attend this training should register through the HR Training and Development webpage (<http://www.marshall.edu/human-resources/td/>).
9. SC Campus Database and Legacy GC alumni information – Terri Tomblin-Byrd announced that the legacy GC database was accessible through BANNER GUI. Terri stated that they were working on importing the information from the legacy GC database into the Foundations/Alumni BANNER database. Terri explained that this migration would be used as

a basis for future migrations of graduating students in the MU BANNER database to the Foundations/Alumni BANNER database.

10. Computer Technology Group – Cheri Musgrave stated that the Computer Technology Group met to discuss Y2K issues on campus. Cheri Musgrave stated that any technology issues that needed to be discussed in the Computer Technology Group should be sent to Les Preece, Associate Director for Customer Service.
 11. Performance and Priority Issues – Terri Tomblin distributed a rough draft of a problem log to be used by departments to track problems that occur during BANNER use. The group discussed some modifications to the form and Terri said she would get an updated form to the group for further review.
 12. Cleaning up BANNER Database – No Report
 13. BANNER Client/Server – No Report
 14. General Person Data Ownership – Terri Tomblin-Byrd asked if Admissions had been included in the discussions of General Person Data Ownership. Terri explained that a staff member could enroll as a student that their information in BANNER could be adversely affected. Terri stated that she wanted to bring this up to make sure that Admissions was informed of the potential problem.
 15. BANNER User Group Paradigm Shift – No Report
 16. Rolling Student Types – No Report
 17. Year 2000 Contingency Plan – Terri Tomblin-Byrd stated that there is a Year 2000 website for Marshall. The URL for this webpage is <http://www.marshall.edu/year2000/>. Terri explained that this website would allow users to check the Y2K compatibility of their PCs. Terri urged people to use this website to find out if their PC was Y2K compliant.
 18. Proposal of new summer term – Terri Tomblin-Byrd stated that the recommendation on the proposal of a new summer term from the BANNER Users Group is currently being modified. Terri stated that if a department has submitted a recommendation about the creation of a new summer term and has issues with creating additional parts of term for one summer term to send additional concerns to Terri Tomblin-Byrd (tomblin@marshall.edu) as soon as possible.
 19. BANNER2000 version 4.0 – No Report
 24. BANNER Policies and Procedures – Terri Tomblin-Byrd stated that she had distributed the Policies and Procedures for the BANNER Users Group during the last meeting and also via email. Terri asked everyone to review this document and think about what needed to be changed to reflect the new BANNER Student scope of this group and the current university policies and procedures. Terri asked that the recommendations be emailed to Pat Gebhart as soon as possible.
 25. BANNER Student Privilege Request Form – Terri Tomblin-Byrd stated that she had distributed a copy of a proposed Student Privilege Request Form last meeting. Terri further stated that the form was also available on the Marshall University BANNER Website. Terri requested that everyone review this form and send her recommendations for modification.
- New Business
 1. Letter Generation/Population Selection Training – Terri Tomblin-Byrd announced that Computing Services is currently looking for staff members to take part in Letter Generation

and Population Selection Training to be offered from an SCT Consultant on campus. Terri stated that currently the price is set at \$600 for 14 participants. Terri asked anyone interested in attending this training to please contact her. Terri stated that the dates of the training have not been established as of yet.

2. Upgrade of Production Database – Terri Tomblin-Byrd stated that the 3.x upgrade of the production database is scheduled for 10-16-99. Terri requested that anyone who has a problem with the database being down the weekend of 10-16-99 to contact her. Terri urged everyone to review their functional areas of BANNER in preprod to make sure that there are no problems with the upgrade.
- Announcements
 - Next Users Group Meeting: December 2nd, 1999 – Old Main 103
 - BANNER Training: See <http://www.marshall.edu/banner/bannertraining.htm>
 - SCT Users Group Meeting: March 2000, San Francisco, CA
 - Adjournment – The meeting was adjourned at 3:50 p.m.