

BANNER USERS' GROUP--STUDENT
Minutes of Meeting July 1, 2004

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Drinko 439.
- **Members Present:**

Bob Walker	Finance
Joe Whitt	Residence Services
Myke Watts	Computing Services
Winnie Black	Enrollment Management
Prudy Barker	Registrar
Terri Tomblin-Byrd	Computing Services
Pat Gebhart	Computing Services/Enrollment Management
Bob Collier	Bursar
Ken O'Neal	South Charleston
Cheri Musgrave	Financial Aid
Elizabeth Hanrahan	Associate Deans

Bob Dorado from the Campus ID Office also attended to discuss the new ID cards and address data.

- **Minutes:** The June 2004 minutes were approved as distributed electronically.
- **Correspondence:** None.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
No Report.
- **Banner Oversight Committee (BOC):**
No Report.

OLD BUSINESS

- **myMU/MILO:**
Terri reported that myMU is still down. When the ID's were changed, the calendar portion of myMU did not convert properly. It has taken SCT a few weeks to find a solution, and the process is still running. She anticipates completion by tomorrow and has opened the direct link to MILO and the MUID# look-up.
- **Human Resources/Finance:**
Bob Walker reported that Finance had been working on year-end processes. New people employed since April have no log-in to the eNOD system, and they are working on that. The date for the last printed paycheck stub is still being debated.
- **Performance and Priority Issues:**
Terri reminded everyone that the system will be down this week-end for the systems group to add disks. It will go down Friday night after the back-up and at the latest, will be available next Tuesday morning. Hopefully, this will improve performance. She has not heard from the

systems group about the MUIINFO forms server. Bob Collier asked if Terri had checked out the patch for AR; she will do so soon and report back to him.

- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
Terri emphasized the need for someone to accept responsibility for monitoring the multiple PIDM/person problems. Many multiple PIDM problems are being uncovered as a result of searching for person records with the new generated MUID#. We are not catching problems soon enough, but the problems are much easier to solve if there is little data in the system. She suggested that we start from this point forward and review a list of potential problems daily. Bob Collier agreed to convene the subcommittee and asked Winnie Black if she would be willing to serve on the committee. Terri requested that the subcommittee make a recommendation to BUG-S of someone who would assume responsibility for a daily review, and BUG-S could review and make a recommendation to the BOC. Most of the problems start with the Recruit records, and the implementation of Web for Prospects will increase the potential for error.
- **Printing Students' Schedules/Transcripts:**
No Report.
- **Policy Change for Deficiency/Probation Calculations:**
Terri has not worked on Michael McGuffey's request for a new process for the Deans List calculation. Elizabeth Hanrahan suggested that we remove this item from the agenda.
- **E-mailing Test Scores:**
No Report.
- **CTC Shared Service Issues:**
No Report.
- **Setting Student Status to "Inactive" (SGASTDN, SDNSTDN):**
No Report.
- **Social Security Number to Generated ID Change:**
Terri reported that she had to perform some small system clean-up's. Cheri Musgrave explained the Financial Aid tapeload process that loads data into temporary tables creating a generated ID; if the person is new, that generated ID is used, but if the person is a match to an existing Banner record, the system throws away the generated ID. Therefore, we are using generated "901" ID's rather quickly. Terri suspects that the new ACT and SAT tapeload process may do the same thing. There have been a few person records added using an SSN, but Terri has a process running to check that and notifies the user responsible as soon as it happens. Winnie is serving as the Acting Director of Career Services and is working though some ID number problems with eRecruiting.
- **New ID Cards:**
Bob Dorado updated the group on the new ID cards and raised some concerns about bad addresses. Undeliverable ID cards go back to Higher One, and the cards are destroyed; Master Card regulations prohibit forwarding. Once an address is updated in Banner, Bob re-orders the card. The returns due to true bad addresses are not significant, but there are lots of ID cards "lost" somewhere. Bob's office is gaining good addresses and telephone data from students, and he raised the question of how this should be entered in Banner. After much discussion of how this should be handled, who has privileges to Banner forms, and whether students should be directed to myMU to change their addresses on-line, Terri gave the subject back to the Registrar (the owner of student addresses) and the ID Office to discuss and decide.

- **Block Scheduling:**
Winnie reported that she and Pat Gebhart had trained the Registrar's Office to use block scheduling for Medical School students. Winnie thanked Terri for setting up the security class for privileges and granting privileges to trained users so quickly. The major issue now is making sure that schedules of students who did not attend Orientation and who do not intend to enroll at Marshall are cancelled prior to the awarding of Financial Aid. Winnie also reported that there will be mock scheduling training in some UNI 101 sections this Fall.
- **Student Type Roll Process:**
No Report.

NEW BUSINESS

- **Alpha-numeric PINS:**
The BOC has asked each Banner User Group to review the use of alpha-numeric (numbers and letters) PIN's for use with myMU. Currently, the system is set to only allow numbers in a PIN. The general consensus was that it was okay as long as it doesn't adversely affect any of our processes. The field length is still set at six. Terri asked that if anyone wants to revisit the original setting of PIN's to birthdates to feel free to bring the subject up for discussion.

ANNOUNCEMENTS

- The next BUG-S meeting will be August 5, 2004.

ADJOURNMENT

- Meeting was adjourned at 3:30p.m.