

## BANNER USERS' GROUP--STUDENT

Minutes of Meeting July 5, 2007

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at approximately 2:15 in Drinko 439.
- **Members Present:**

Mike Cornfeld	AD Council & COFA
Pat Gebhart	Computing Services/Enrollment Management
Mike McGuffey	Institutional Research
Bob Walker	Finance Information Technology
Carol Kolski	Bursar
Beth Chiparo	Graduate Admissions (via teleconference)
Janet Dooley	AD & SOJMC
Kelli Raines	Admissions

- **Minutes:** June minutes not prepared for submission at this time.
- **Correspondence:** FYI from Terri regarding new test code being entered into Banner for the purpose of CTC to enter test scores. She received one approval and no negatives, so code has been created and is out there for use.

### COMMITTEE REPORTS

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

### OLD BUSINESS

- **myMU/MILO:** Nothing new.
- **Human Resources/Finance:** No report.
- **Performance and Priority Issues:** No report.
- **Banner Student Privilege Request Form:** Need to move forward with creating an actual formal form for the student side. It is a complex process. Finance and HR forms are fairly compact with regard to functionality; i.e., entering encumbrances, processing purchase orders, querying budgets. It's broken down into concise business functions that people need access to. When you get into the student module, it's much more diverse because a student module is a combination of very diverse sub-modules; i.e. Financial Aid, Registration, Admissions, Housing, et al., is encompassed under the student module.

There has never been a form that encompasses all of that. There may need to be multiple forms for each sub-module. Historically the way student privileges or security classes were developed was on an office-by-office basis as opposed to a business function. A good business function is producing academic transcripts. Another one would be to register a student.

Each individual area has to begin thinking about trying to move from our current security classes that have been developed, which many mean nothing at this point. There's Registration A, B and C, which means nothing to anyone other than the fact that 10 years ago Roberta sent a list of employees in the Registrar's Office and the things they needed access to and at that time were put into classification groupings which doesn't work well every time. It worked well for what was trying to be achieved at the time, which was to update security after SunGuard changed the way they did security and that the method for getting security classes into place in that environment. Now it has moved so far from that, with the exception of the dean's query menu, which security class has been created for, which gives them access to that menu. Having moved so far from security classes on the student side, many of the classes are no longer useful.

If, as a group, come to a, "here's at least some of our most common areas where we may ..." actually Admissions has moved much further along in that realm in the past year than most groups in making the process more business function based as opposed to just classifying them. Some areas can work specifically in thinking about what are the most common things that people in each office are doing and grouping together. The biggest challenge will be out in the academic area, so that's where from the academic side it's going to be important to take along that concept of producing transcripts and all those other functions that are fairly common across the institution that can be put into a security classification so a person could fill out a form for a new employee coming into an academic area saying they need to produce transcripts and whatever else those things happen to be. Next month if people can bring ideas on what some of the most common things on behalf of each area or things that may be beneficial or ways to create security classes out of business functions. It's not an easy thing to do, but once it has been done, then the whole process of doing security is much smoother and less confusing.

- **Multiple PIDM/Person:** No report.
- **CTC Shared Service Issues:** No report.
- **Administrative Solutions Project.** No Report.
- **Campus Codes.** Terri had an action item to send an email to the Registrar's Office about the linking of campus codes to the major code. She didn't get the email out and no one from that area is present, so it will remain on the action list for Terri to inquire about.
- **Concurrent Curricula:** There was a problem reported last month, but not sure if an issue was opened up in Footprints and Elizabeth is not present to report on the issue of using three majors within production. Michelle may have reported on behalf of Elizabeth last month. Pat thinks it is still set at two and has not been changed to accept three.
- **Version 7.3:** No report.

- **New Recruitment System Connect2:** No report.
- **Oracle release:** Oracle release patch tentatively scheduled for Saturday, July 14<sup>th</sup>. Terri will get an email out notifying that system will be down for a couple of hours that day.
- **Faculty Information:** No report.
- **Document Imaging:** No update.
- **Photo List:** No update.
- **Outlook 7:** Memorial Day weekend did not accomplish the upgrade of middle tier that sits better our client and Banner, which is Oracle application server, trying to get it updated in order to make it a version of that software that is certified with IE7. The problem has been solved and it is installed and configured and ready to open up for testing. To do that it will be necessary to run pre-prod with the new software so it won't affect production at all. Then a very simple cut-over should eliminate down time to begin production and using the new version of the client as well.
- No further old business to address.

#### **NEW BUSINESS:**

- **Oversight Committee:** At the Banner Oversight Committee a few weeks ago there was discussion about the upgrades that need to take place in preproduction to be able to start on the next set of things that need to be upgraded in preproduction. Terri worked last week and got a nice concise list of what versions of software moving to in the preproduction environment. Our goal within our preproduction environment is to get all the software pieces in place that we need to support Luminous 4. Unfortunately it's dragging a lot of other things along with it, i.e., HR and AR as well as General. Looking for a time to begin upgrading preproduction and the Oversight Committee think that next week will be a good time to start making those moves. The system needs to be shut completely down to complete the General module upgrade and then moving through different pieces, people may not be able to get into the system at certain times. They also talked about updating the preproduction environment. There was also discussion of setting up a common time throughout the year that these things are automatically done and to plan for that. Oversight Committee will meet in two weeks, so if everyone can get together a list of anybody that's doing any testing or has data in preproduction, try to get thoughts together and share those to start working on some kind of schedule. Look for messages from Terri regarding intermittent outages, but it will not affect a lot of people who do not work in preproduction.

#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be August 2, 2007.

#### **ADJOURNMENT**

- Meeting was adjourned at 2:30 p.m.