

# Banner Users Group – Student

## Minutes of Meeting – July 14, 2010

*Recorded by Terri Moran*

- Call to Order:  
Pat Gebhart called the meeting to order at 10:00 a.m. in DL 439.
- Members present:

Pat Gebhart	Computing Services/Academic Affairs
Elizabeth Hanrahan	Associate Deans
Nadine Hamrick	Financial Aid
Cheri Musgrave	Financial Aid
Howard Young	Housing and Residence Life
Kelli Raines	Admissions
Michael Smith	Institutional Research
Bob Walker	Finance
Brent Maynard	Computing Services
Arnold Miller	Computing Services
Tim Weingart	Computing Services
Carol Bailey	Bursar
Beth Wolfe	Recruitment
Terri Moran	Registrar

- Minutes: Previous meeting minutes were approved without changes.
- Correspondence: None.

### Committee Reports:

- Banner Oversight Committee
  - No report

## Old Business:

- MyMU/MILO
  - Email issue has been corrected.
  - Some students experience lock out if they did not migrate to LIVE. These students should be referred to the Help Desk.
  - Brent indicated that the older version of MILO is running in Production due to a known defect with financial aid recipients and an I8 issue that is not yet resolved.
- Human Resources/Finance
  - Still processing year end
  - Changed frequency of time sheets and deadlines
  - Elizabeth asked about instructions/training regarding new EPAF migration. Bob says this is presently being worked on.
  - Web for Employees is being worked on. Possibly up end of July or early August. Currently in pre-prod and BannerAux.
- Performance and Priority Issues
  - No report.
- Multiple PIDM/Person
  - No report.
- Oracle Release
  - No report.
- Faculty Information (Digital Measures)
  - Pat reports some issues with faculty promotion and tenure dates. She is meeting with Barbara Hicks to clear up these issues.
  - Pat will be presenting a demo at Dean's Meeting on July 15, 2010.
- Document Management Suite
  - All involved are still working on.
- Faculty Advisor/myMU hold

- Pat has been in touch with Marist College that modified an SSB package to allow faculty to remove holds to see if this is something that we can use.
- SSN Masking
  - No report.
- New PIN Proposal
  - There is concern about creating a PIN for applicants as this creates a PIN, a third party ID, and an email address.
  - Pat is researching a school which has a trigger on the paper-based Admissions application to load data into the Web temporary tables. Once admitted, an official student ID and PIN would be created.
- CIPC Cole Table Update
  - Year 2000 codes have been applied to Production. 2010 codes should be in this week.
- MAP-Works
  - There have been no requests for data.
- Banner Enrollment Management Suite
  - It is a long process moving data over from Connect 2. Initial dump of names has been completed. All came in with a source code indicating from Connect 2, and not the actual source code that was listed in Connect 2.
  - Recruitment is finalizing funnel states
  - Not sure how the deposit hold indicator will work.
  - Will be working with Sungard as well as other offices on campus.
- Common Matching when Creating Person Records
  - Kelli indicates that there will be more on this in September.
- Purchasing/Adding ACT High School Codes to STVSBGI Table
  - Kelli indicates that there will be more on this in September.
- Creating New Codes for Unofficial ACT/SAT Subscores/Composite in SOATEST/SORTEST
  - Kelli indicates that there will be more to report on this soon.
- CAPP

- Pat and Terri continue to work on CAPP.
- There has been some progress made, and they continue to meet with Dean's Offices and will be meeting soon with College of Education.
- "EN" Hold Code (proposal attached)
  - EN Hold request document is attached.
  - Hold will apply to fall and spring applications only.
  - Summer admits will be created with summer and fall terms and will therefore have the EN hold for the fall term.
  - Requests for refunds will be processed for students who pay the fee and do not attend MU if the refund request is made by May 1.
  - No objections, will forward to BOC for approval.
- 24-Hour Time Stamp on Student Schedules
  - No report.
- Faculty Channels
  - Group still needs to meet to review.
- **New Business**
  - No new business to discuss.

## **Secretary Rotation**

- August – Housing and Residence Life
- September – Admissions
- October – Academic Deans

## **Adjournment**

- The meeting was adjourned at approximately 10:53 a.m.

**Request from Tammy Johnson, Director of Admissions, for placing holds for the New Enrollment Deposit Requirement**

**EN hold Job Request**

Effective for Fall 2011 and later admit terms

Under account: ADM001 (ORIG CODE 2020)

With reason: 6-digit term pulled from admit term (SARADAP\_TERM\_CODE\_ENTRY) plus "Enrollment Deposit Required" (Ex: 201101 Enrollment Dep Required)

Requesting an automated process that will run nightly to place the new EN hold on the following records:

- Admitted freshmen (1) and transfer (3), level 01, applicants with a significant, positive admission decision (01, 02, 03, 08, 09, 77, 79, 88, 99, 8E, 9E, E8, E9) in field SARAPPD\_APDC\_CODE for upcoming fall or spring term regardless of previous type, decision, etc \*\*.
- Who have no EN deposit paid or waiver approved: on TSAAREV, sum of amounts on detail code '3100' <100 and no detail code 'W031' exists
- And no EN hold yet
- Beginning on September 1 of each year, holds should be placed on records for the upcoming spring and fall terms. On 9-1-10, begin placing holds for 201201 (not spring 2011). On 9-1-11, (and annually thereafter) begin placing holds for 201202 and 201301, etc.

\*\*We want to ignore student types and admission codes from previous terms – for example, if a student is admitted for a fall term as a freshmen but does not deposit or attend, and then is later admitted as a transient for spring, the student should not receive the hold based on the previous fall freshman record. Holds will be term specific. The Bursar's Office will remove remaining holds after the term has started.

The hold has to be active by September 1, 2010 for Fall 2011 admits (several offices have redesigned their procedures and processes around the new hold/requirement) and we will need time to test the process prior to that date in order to implement for Fall 2011 admits.

Please let us know when this is completed- we will test in pre-prod before this is finalized for job submission.