

BANNER USERS' GROUP--STUDENT
Minutes of Meeting March 4, 2004

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

Pat Gebhart	Computing Services, Enrollment Management
Bob Walker	Finance
Michael McGuffey	Institutional Research
Ken O'Neal	South Charleston
Terri Tomblin-Byrd	Computing Services
Nadine Hamrick	Financial Aid
Bob Collier	Bursar
Tammy Johnson	Admissions
Joe Whitt	Residence Services
Prudy Barker	Registrar
Myke Watts	Computing Services
Winnie Black	Enrollment Management
Elizabeth Hanrahan	Associate Deans

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

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Pat Gebhart reported that the subcommittee is working on curriculum rules and is working with the associate deans to compile a list of course attributes.
- **Banner Oversight Committee (BOC):**
No Report.

OLD BUSINESS

- **myMU/MILO:**
Terri has scheduled a Portal Implementation Team meeting on March 12 for the implementation of Luminus. Luminus is the next generation of SunGard/SCT's portal software product line. This software will be replacing the existing Campus Pipeline software that is the backbone of our portal, myMU. There are two new features on the School Services Tab: links to Gartner Research Services and Encarta.
- **Human Resources/Finance:**
Bob Walker stated that he understands that the Auditor's Office has set up a Web site for all state employees showing deposits. Terri still wants Marshall to do an electronic notification of deposit (ENOD). Finance will be doing training on extracts. The last paper copy of budget reports will be run in March.
- **Performance and Priority Issues:**

Terri has received a calendar of events from Admissions, Institutional Research, and the Bursar's Office. She has not received any performance logs and needs the assistance of offices to help determine the cause of performance problems. She did not have an opportunity to discuss a plan for better communications at the Computing Services manager's meeting. We need to develop a plan of action to deal with performance problems during peak usage periods. Many years ago we had a matrix determining priorities—perhaps we need to revisit this. The BOC will make the final decisions on a plan from the recommendations from all of the BUG groups.

- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
No Report.
- **Printing Students' Schedules/Transcripts:**
No Report.
- **Policy Change for Deficiency/Probation Calculations:**
Elizabeth Hanrahan has collected examples of record problems, but some she has checked involve grade changes and not the policy calculation. She will summarize findings and send to Pat Gebhart and Myke Watts. The electronic files sent to the colleges to create probation and suspension letters were helpful.
- **E-mailing Test Scores:**
No Report.
- **CTC Shared Service Issues:**
No Report.
- **Setting Student Status to "Inactive" (SGASTDN, SDNSTDN):**
Jim Richendollar has a script written for the Registrar's Office to insert the "IS" status on students who must be re-admitted. Terri will ask Jim to give to Pat to test before the script is rolled out to Production. He will work next on the Admissions script.
- **Social Security Number to Generated ID Change:**
Computing Services is working on a script to change the ID. Terri stated that no committee has been put together to move forward in dealing with issues surrounding the ID change and disseminating information. The generated ID will be inserted into the database as a previous ID; then on June 1, the ID will be flipped. Social security numbers will be available for six months as an alternate ID. After June 1, myMU will not recognize a social security number. CS will develop a "Don't know new ID?" question and process. Winnie Black reported that during an Enrollment Management presentation, Bob Dorado stated that faculty and staff ID cards would not have the ID number printed on them, but that student cards will. The ITC submitted a policy to the Cabinet recommending that no ID be printed on the cards. The question of why security concerns are greater for faculty and staff arose. Terri received a communication from Higher One that e-mail addresses and gender are requested but not required, but that names, date of birth, and addresses are required.
- **New ID Cards:**
Ken O'Neal has two faculty members requesting that personal information not be sent to Higher One for the new ID cards. This may not be possible--should go to the Steering Committee for a decision. Terri has spoken to an IT person at the Medical School who knew nothing about the new ID's. It was recommended that Medical School Admissions contact Karen Kirtley for information.

- **Block Scheduling:**
Winnie Black reported that there are multiple definitions of Block Scheduling. Some deans are doing a manual form of block scheduling now. Frances Hensley is chairing a group discussing philosophical issues. After seeing a demo by Pat Gebhart, Prudy Barker is interested in using this for Medical School registrations.
- **Student Type Roll Process:**
Terri has received a request from Roberta Ferguson to assign a programmer to work on this process, but she has not assigned anyone yet.

NEW BUSINESS

- **Jim Richendollar's Retirement:**
Jim is retiring March 31. The Request Forms for jobs to be created/run will be used after he leaves. Terri will send the URL for the forms to the group.

ANNOUNCEMENTS

- The next BUG-S meeting will be April 1, 2004.

ADJOURNMENT

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