

## BANNER USERS' GROUP--STUDENT

Minutes of Meeting May 2008

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

|                 |  |
|-----------------|--|
| Sharon Lake     | Registrar                                |
| Pat Gebhart     | Computing Services/Enrollment Management |
| Michelle Duncan | AD Council                               |
| Carol Kolski    | Bursar                                   |
| Beth Chiparo    | Graduate Admissions (via teleconference) |
| Myke Watts      | Computing Services                       |
| Kelli Raines    | Admissions                               |
| Nadine Hamrick  | Financial Aid                            |
| Cheri Musgrave  | Financial Aid                            |

- **Minutes:** March 2008 minutes were approved as submitted.  
April 2008 meeting was cancelled.
- **Correspondence:** No report.

### COMMITTEE REPORTS

- **Subcommittee on Billing:** No report.
- **Subcommittee on CAPP:** No report.

**Banner Oversight Committee (BOC):** Recently HR began using PPASKIL to record training received by employees. This form will make it much easier to verify that required training is received prior to granting a request for privileges. All new HR training received will be tracked in PPASKIL. Terri does not know how far back HR may load information regarding previous employee training.

### OLD BUSINESS

- **myMU/MILO:** Terri says UCS is nearly ready to migrate from Luminus 3 to Luminus 4. This migration only affects the myMU architecture – there will not be a change in the look or feel of MILO for students.

Michelle Duncan said that she had a few students report a problem making on-line schedule changes this weekend (4/26-27). Myke said on-line registration had been turned off for the weekend. He also said on-line fall registration will be turned off May 9 – 19.

- **Human Resources/Finance:** An HR/Finance self-service upgrade has been made in Pre-Prod, with the hope of going live in December. One of the changes resulting from this upgrade – requisitions will be processed through the self-service form, not in the Banner form. There are several pieces that HR can choose to implement – including on-line time entry for hourly staff. Terri will let the committee know what pieces HR chooses to implement.
- **Performance and Priority Issues:** No report.
- **Banner Student Privilege Request Form:** No report.

- **Multiple PIDM/Person:** Terri reported that, at Summit, she attended a workshop conducted by another institution that created an extensive application allowing for automated identification and clean-up of multiple PIDMs. The application allows departments to move parts of information from one ID to another. Terri has sent a contract on for review. The application will take a lot of resources to properly administer – that university has a position dedicated to this process.
- **CTC Shared Service Issues:** Terri led a lengthy discussion regarding the phased separation of the MCTC from the University. Based on the most recent information available, beginning September 2008 the MCTC will no longer use the MU application – a link to the MCTC application in pdf format will appear on the Admissions application page. During the discussion, it appears that few if any conversations have taken place between MCTC and areas outside student services. Terri says she hasn't been approached, and guesses that UCS Customer Services hasn't been contacted either. For example, MCTC is conducting their own Orientation, but hasn't contact UCS regarding the services UCS historically has provided during Orientation.

The consensus following the discussion is that all areas should be prepared for changes in business processes involving the MCTC – and that notices from the MCTC regarding the need for changes may not allow for much turn-around time. Terri advised that all areas should be proactive, and should be thinking about what processes in each department may be affected by the separation.

- **Administrative Solutions Project.** No Report.
- **Concurrent Curricula:** At Summit, Terri learned that Banner now includes letter generation variables that allow users to pull concurrent curricula information. This may help us standardize information across campus, even if we don't use the letter generation aspect.

On a side note, Terri is going to try to post abstracts of all Summit sessions. If you see a particular session you'd like more information on, let Terri know and she'll download the information from that session.

- **New Recruitment System Connect2:** No report.
- **Oracle release:** The January patch is done. April patch is ready to go. UCS will send out a date notification soon.
- **Faculty Information:** Terri created a department in SIAINST for Library faculty (00- Department of Libraries). Records for administrative members have been added, but have been made inactive so they cannot be scheduled as instructors. She has been keying on faculty attributes, similar to student attributes. Beth asked if there is a way to differentiate adjunct faculty. Terri said no, that information is stored in the HR module. Department codes will change from a coded comment. Institutional Research will send out updated instructions for loading information. All this information needed to be loaded to facilitate moving information to Digital Measures software. Terri has cleaned up/facilitated clean-up information in order to give detailed information to Digital Measures. Departments must populate and update information in the future.
- **Document Imaging:** Representative delivered the needs assessment document. Terri has outlined suggestions for the next steps, but those suggestions haven't been approved yet. Terri will keep us posted.
- **New Hold Process:** There are still a few colleges/programs that haven't provided information to Terri regarding their hold types/users. Beth will talk to Rudy Pauley about GSEPD's information, to put him in touch with Michelle. Michelle said that colleges currently use at most four different hold types. A report is almost ready to allow department/colleges to check hold rules that are currently in place. Terri said she hopes to get this put to bed soon. Also, regarding origination codes:
  - People who load codes manually must load the origination code – origination code doesn't load automatically.

- Scripts in job submission or that UCS runs have been updated to insert origination code on holds posted automatically.
- Any department that runs its own scripts must make sure the script is modified to load origination code.
- If the origination code doesn't get loaded, new hold rules will not apply to that hold. No origination code = no rules = person must personally remove hold.
- Scripts that post automatic holds can use a generic user name, although the account for that user name will be inactivated.

There was a discussion regarding ANYO holds. Michelle said the Associate Deans aren't in favor, but the AD Council hasn't made an official recommendation yet. Terri encouraged Michelle to think in terms of business processes – that a student who moves from one college to another may benefit from having an ANYO hold (a kind of hold “master key”) instead of a hold placed by a particular user. ANYO would be used for rules, not a hold type – and only a few people would have access to it.

- **Residency requirement Tracking Proposal:** Terri reported that the codes have been created and the logic is ready to go, but she is waiting for “application status codes” from Residence Services. She hopes this will be ready to go in the very near future. Holds will automatically be placed on incoming freshmen. Residence Services has been working with Terri regarding communication with students concerning the residence hall requirement. Michelle said she believes letters have gone out to current freshmen who have not committed to living in a residence hall for 2008/09 and haven't submitted a release request.

Terri said they are looking at an application to maintain housing information that interfaces well with Banner.

#### **NEW BUSINESS:**

- Today Sungard announced a change in the minimum system requirements for the new Financial Aid Regulatory release, effective immediately – that Oracle 10g is required as of 4/08 for the database behind Banner. UCS was aware 10g would be needed soon, but we are currently out of compliance with supporting versions based on this announcement. Right before coming to this meeting, Terri received a notice that Sungard doesn't think there is a problem running Financial Aid or Financial Aid Self-Services with Oracle 9, but “do so at your own risk.”
- Banner 8 is out today. Fin Aid/Fin Aid Self-Services are now in Pre-Prod. Terri will work with Nadine and Cheri to get this into Production.
- Terri suggested we keep an eye on the chatter on the listserve, hoping that there will be discussions about/changes to the announcement regarding the Oracle 10g requirement.

#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be June 5, 2008.

#### **ADJOURNMENT**

- Meeting was adjourned at 3:40 p.m.