

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

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

Terri Tomblin-Byrd	Computing Services
Bob Walker	Finance
Myke Watts	Computing Services
Nadine Hamrick	Financial Aid
Pat Gebhart	Computing Services/Enrollment Management
Michael McGuffey	Institutional Research
Elizabeth Hanrahan	Associate Deans
Scott Taylor	Admissions
Cheri Musgrave	Financial Aid
Shelvy Campbell	South Charleston
Bob Collier	Bursar

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

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Pat Gebhart reported that the CAPP committee met last week and is working on attributes and when to implement the Program of Study. Pat met with the College of Business to further define their requirements for CAPP.
- **Banner Oversight Committee (BOC):**
Bob Walker reported that they discussed the contingency plan and are getting input from other areas.

OLD BUSINESS

- **myMU/MILO:**
Terri found a General Student Information link for MILO so now students are able to go to Student Records and click on General Student Information to review their college information and their advisor. She added a text message "View your advisor, college and major information."
Elizabeth Hanrahan asked about advisors being able to see a list of their advisees in MILO. Terri referred her to the official SCT Documentation Release Guides. Elizabeth will communicate with the Registrar's Office on new features of the self-service Student product.
- **Human Resources/Finance:**
They are working on the contingency plan.
- **Performance and Priority Issues:**
Elizabeth stated that the Associate Deans are asking when to submit usernames and level for the contingency plan; they should wait until after a plan is approved. Enrollment Management agreed to submit a priority list of users during the BUG-S on-line discussion. Elizabeth asked Terri if she

had found any information on an SCT “Smart Event” for the placement of a hold to trigger an announcement to a student. Terri suggested that Elizabeth look for this in the SCT Documentation in the Connected Learning Implementation Guide. Pat agreed to help look for this and forward documentation link to Elizabeth.

- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
Terri posted the Multiple PIDM worksheet on the Manuals page of the Banner Web site. Anyone finding a multiple PIDM problem should start the resolution process by completing the worksheet and forwarding to other offices affected by the problem. Terri asked Bob Collier to send her the Procedures document to post.
- **Printing Students’ Schedules/Transcripts:**
No Report.
- **CTC Shared Service Issues:**
No Report.
- **Setting Student Status to “Inactive” (SGASTDN, SDNSTDN):**
Pat explained that she and Myke Watts had worked on the process for Admissions and had changed the script to make student records Inactive if there was no registration activity for the admit term or any term thereafter. Therefore, a student who was admitted for Summer 200403 could register for any of the summer terms and not be made Inactive. Remove from agenda.
- **Social Security Number to Generated ID Change:**
Terri stated that the availability of SSN’s as Alternate ID’s would end by January 1, 2005. Nadine Hamrick and Bob Collier both expressed concern over the time taken to retrieve an MUID# when their Financial Aid reporting and loan collections are by SSN.
- **New ID Cards:**
No Report. Remove from agenda.
- **Block Scheduling:**
Elizabeth Hanrahan reported that Winnie Black had asked the Associate Deans for courses available for Block Scheduling. Winnie made a presentation to the Deans, but Elizabeth was not sure if Block Scheduling had been approved by that group.
- **Student Type Roll Process:**
No Report.
- **Alpha-numeric PINS:**
Terri reported that 130 records had been set to an alpha-numeric value.
- **UNI 101 Mock Scheduling:**
Pat reported that the UNI 101 Mock Scheduling classes were deemed successful. Pat was impressed with the number of students who easily navigated through MILO. Checking holds prior to a registration period and the ability to search for open classes were stressed to the students.
- **Migration to New MUIFNO Server—Linux Training:**
Terri explained that the migration done by the Systems group was successful. There have not been any changes to the settings at the database level—need now to capitalize on memory and see if that makes a difference. Computing Services wanted to first see what hardware changes would

do. All agreed that moving from form to form in Banner is faster, but general processing has not improved. Bob Collier reported that dropping students on SFAREGS last night took as much as two minutes to commit, and Nadine has experienced a one-two minute commit on the award screen. The application of payment process took an hour off the normal processing time, and Michael McGuffey has some jobs that the time has been cut in half. The real test will be on Monday with advance registration opening for seniors. Elizabeth asked if we could open MILO to students in the special groups who are allowed to register today and tomorrow. Terri can control registration by such criteria as names, level, major, student type but not at other levels. We could assign students to registration groups, but we have never used that and the assignment would be a lot of work.

NEW BUSINESS

- **Banner Software Upgrades:**

All major products of the April release with all patches are upgraded on PreProd. Site-specific modifications on the Student side have not been made, and Terri still needs to upgrade the Web products. The latest version of each product can be viewed on GUAINST. All should begin testing on PreProd. Let Terri know if anyone has problems with a November 27-28 upgrade to Production. Signing off on testing is not required since this is not a major release.

- **Proposal to Make MU E-mail the Official Means of Correspondence to Students:**

Elizabeth explained that the Associate Deans are requesting that MU E-mail be designated as the official means of correspondence to students and that they want this reflected in the next catalog. This would save the University money by not mailing letters to students, particularly suspension letters that have been sent by registered mail. Discussion ensued on how to obtain a Read Receipt to verify that a student received an e-mail, how to customize/personalize correspondence and then perform a mass e-mail, the best method for end-users to e-mail. It was suggested that the catalog contain a very broad statement that e-mail could be used as an official means of communication. Elizabeth will submit a formal request to study personalized e-mail to students.

ANNOUNCEMENTS

- The next BUG-S meeting will be December 2, 2004.

ADJOURNMENT

- Meeting was adjourned at 3:25p.m.