

## BANNER USERS' GROUP--STUDENT

Minutes of Meeting November 2, 2006

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

Sonja Cantrell	CTC
Wayne Elmore	AD Council
Bob Walker	Finance
Michelle Duncan	AD Council
Pat Gebhart	Computing Services/Enrollment Management
Myke Watts	Computing Services
Mike McGuffey	Institutional Research
Nadine Hamrick	Financial Aid
Cheri Musgrave	Financial Aid
Bob Collier	Bursar
Kelli Raines	Admissions
Mary Waller	Registrar

- **Minutes:** Minutes not complete at this time.
- **Correspondence:** No report.

### COMMITTEE REPORTS

- **Subcommittee on Billing:**  
No Report.  
**Subcommittee on CAPP:** No report.
- **Banner Oversight Committee (BOC):** Nothing to report.

### OLD BUSINESS

- **myMU/MILO:** Expiration of pins was done and it is in now in place. At this point it is a pop-up informational message. It doesn't force you to do anything at this point. The next step down the road would be to force that to be done and not let you move onto other things, but for now it's the annoyance factor. It was done in stages so as not to flood the system with all at one time. But the final push was completed last Wednesday to get the last set of registered students. The target was essentially registered students but when the check was turned on within the portal anybody whose pin had expired over the course of the past nine years would get the message because historically when the system generates pins it would put the pin expiration date to several years in the future, so it is actually applying to more than just registered students. But it was certainly geared more toward the registered students to let the student government feel more comfortable with

the fact that the elections are coming up trying to get everyone more educated to change their pins.

The other thing that was done was to change the system default so all new pins that are created on a daily basis are automatically expired. It won't be for two years in the future. So from this point forward anyone that gets a pin assigned will see the pop-up message setting up for the future anytime a person gets a pin they will be forced to change it. We're just not there yet.

Discussion of the capability of sending students an email advising of any hold that may need to be cleared up before registering. An easier way may be to post a personal message for students to check their registration status on line.

A lot of junk spam seems to be getting through on students' emails. Outlook filters a lot of the spam on the our side but not on the students' side. Jon Cutler is the Director of Systems Group, they are the mail custodians, and may be able to address the situation.

- **Human Resources/Finance:** Bob Walker reported they are currently working on the EPAF process. There is a working committee being formed with representatives from different areas to get the EPAF going on the HR side. Nothing on Finance.
- **Performance and Priority Issues:** There were problems last week in Banner. It took a day or two and Myke finally tracked it down. A finance process for fixed assets was still running the process was running. The process was FFPOEXP. It was sent to a printer that is no longer active and was 23,000 pages long.
- **Banner Student Privilege Request Form:** No Report.
- **Multiple PIDM/Person:** Cheri Musgrave has been running the new report after tape loads to try to identify immediately anything the tape loads might be doing to cause duplicates. Hopefully Scott in Admissions has been doing the process after he runs tape loads and if so if he's found it to be beneficial or not. Per Kelli, they have not had a tape load since June from a set of tests, ACT or SAT. But the October test was last week so there will be a new tape in the next couple of weeks. Kelli will remind Scott of the duplicate report or GWRDUPS. There are duplicates that have been out there for a decade or more and still haven't been cleaned up. Some problems are with International Students who become employees.

Payroll will be using International students' 901 number as their Social Security number until the person gets a SSN, but it will be updated with SSN when they get one. This is a very small group of people, Graduate Assistants coming through the International Office who do not have a SSN but are in the process of getting one.

- **CTC Shared Service Issues:** No solution at this time regarding the National Student Loan Clearinghouse report. We are now required to do mid-semester reports to the National Student Loan Clearinghouse. There has been two required in the past, the beginning of semester and end of semester. The mid-term is to detect students who have dropped and will need to start repaying loans. CTC will not be reported correctly. Hopefully we are still under the grace period.

Nadine is working on CTC students who don't have the correct campus code. They have been notified and are being resolved. CTC is 04 if blank. Everyone should have a campus code in the future. New admits and transfer students have campus codes assigned at Admissions.

Review of old minutes to define campus codes. Nadine typed a proposal at the implementation of the need for campus codes in the Financial Aid System for processing two schools within one instance of Banner. One of the meetings regarding the CTC codes because there was not a way to differentiate those students in the system from any other student. (Whereupon, Terri read the proposal out loud.) It was actually addressed that Admissions, the Registrar and all of those would start using campus codes. It was discussed at the AD meeting when Jack talked about changing statuses within terms. Some are getting updated, but others aren't. Terri runs a nightly process that updates the campus code if blank to match the college code. Nadine receives a report daily of Financial Aid students that have a mismatch of financial aid versus campus codes or those that need a campus code changed.

Bob Collier detailed a problem they are having with fee assessments if a student switches from So. Charleston campus to the Huntington campus. And not everyone has update privileges, so they have to make manual adjustments. Pat assisted Bob in understanding and correcting the problem. An example was a student who had nine changes in a two-day period. There is a question as to how to correct, but now that you cannot update an existing record with the current curricula rules, that causes problems. It seems to be a problem for everyone. Possibly look to Michelle and Wayne to suggest best method to have data entered correctly at that level. This is not the original point of entry, but rather updating. You have to insert a record and enter all information. It is a wide spread problem across campus and is a new problem to solve as of June and people need to be educated on process. Michelle and Wayne are to discuss at the next AD meeting. Standard procedures need to be developed.

1, 3 and 4 are what are currently being used.  
1 is Marshall University , 3 So Charleston Campus, 4 is CTC.

Procedures from Roberta/Elizabeth regarding changing colleges and majors will need to have incorporated the change to campus code added.

- **Registration Permit Overrides:** No report.
- **Course Fee Assessments:** No report.
- **Identifying online degree seeking students:** No report.
- **Administrative Solutions Project.** No Report.
- **Campus Codes.** See CTC discussion above.
- **Concurrent Curricula:** Clarify where the procedures are in the subcommittee to be finalized and sent out to educate the masses. Terri received from Arnold week before last an email asking her to get the group together to deal with concurrent curricula which is going to include Sam Damron, Elizabeth Hanrahan, Pat and Terri and whoever else to

start rolling up sleeves and coming up with a plan on how to get from here to where it needs to be with regard to curricula and all the issues that are there. First chore is to reread what was read and reviewed a year ago and get up-to-date. As process moves forward some may be volunteered to help. Time is of the essence.

- **Resetting PINS:** No report.
- **Version 7.3:** No report.
- **New Recruitment System:** Connect2 is now being used. Jean Gilman is new Director of Recruitment. Scott will be going with Recruitment and Connect2 and no longer part of Admissions. He will spend about 25 percent on Admission technical support doing tape loads and those things.
- **County Codes:** Pat has updated thousands and thousands of county codes. There are still a few that Michael will check because Pat doesn't have access to. And plans one more sweep through again. GTVZIP is correctly mapping. After the last couple of tables are cleaned up the 3 digit codes will be removed. Goal is to have no 3-digit codes in system.
- **Oracle release:** Nothing to report.
- No further old business to address.

#### **NEW BUSINESS:**

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#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be December 7, 2006.

#### **ADJOURNMENT**

- Meeting was adjourned at 3:28 p.m.