

BANNER USERS' GROUP--STUDENT

Minutes of Meeting October 5, 2006

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

Carol Kolski	Bursar
Janet Dooley	Associate Deans
Bob Walker	Finance
Michelle Duncan	Associate Deans
Pat Gebhart	Computing Services/Enrollment Management
Myke Watts	Computing Services
Mike McGuffey	Institutional Research
Sharon Lake	Registrar

- **Minutes:** Will be reviewed and any corrections will be discussed at next meeting.
- **Correspondence:** No report.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
Subcommittee on CAPP: Pat reported that COLA had been entered into Production and as of last week not one college had run compliance. So no one is using it. There are currently three to four colleges that have been moved over.
- **Banner Oversight Committee (BOC):** Bob Walker reported that it was discussed in the Oversight Committee the request to have rollbacks of the Production Database to Pro-Production status on a more timely fashion and that's still in that Committee and it was discussed a little bit more. And they also discussed increasing the security across campus, mostly in the Banner System and how to do that by expiring passwords, sending them password links, and certain password usages and things like that. Those were the two main items that affect this group. Which is part of Terri's hit list.

Terri added to follow-up on what Bob said at the Oversight Committee, they decided that it was time to mandate the expirations of Banner passwords and it was agreed to go at it in phases so a whole community of passwords wouldn't expire on the same day. There are about 1400 active Banner users. So Terri printed the top 10 percent based on the existence of user names in at least one of the higher level security classes. Terri stayed clear of the academic areas on the first round and just concentrated on the administrative type accounts that have the high level privileges. (Whereupon, a list was passed around with names to check for certain areas that may not have made the list that should have.) The Committee didn't set a date except for "as soon as possible." But the way it will work is – Terri tested it at the application layer, but did not test it at the database layer yet. That is the next step. But

when a password expires in Banner, when you log into Banner the next time, or attempt to, you will get the log-in screen and it will say, “Your Password Has Expired” you click “Okay” and it presents you with a “change password form.” So no one will be locked out. But the bad thing would be if it was changed and then it can’t be remembered, then the Help Desk would need to be contacted and the process would be to get a ticket, so it will be recorded, so if any question arises in the future there will be a paper trail of changes. The ticket will go back to Database Group (Terri and Myke) and they will set the password to something and then email the new password. None will be given verbally over the telephone. After logging in and using the new password it will automatically expire and only be good for that session and will need to create a new password at that point immediately. Terri will send an email message to everyone on the hit list explaining what is coming and what’s going to happen and how to correct, which will be a good test for the procedure for following and how it will work before rolling out to the rest of the population. This is a remedy to one of the areas that the auditors addressed when they were here. Time frame and schedule has not been established for the total population at this time, but will avoid expirations at the start of semesters or when grades are due and that sort of thing and will be timed so it doesn’t conflict with critical periods where it could create major problems.

OLD BUSINESS

- **myMU/MILO:** No major changes from last meeting other than the fact that everyone should now have an AIS tab in the portal. If one has a Banner account there is now a special tab in the portal called AIS and it is really a link into the Banner documentation and account class forms. It will be used in the future to do a lot more, have more information and links to a lot of the other Banner stuff. But right now it is scaled down.

Everything else is pretty much is still status quo.

- **Human Resources/Finance:** Bob Walker reported that they are working on the EPAF. There is a steering committee, but there is not a project manager yet, to try to work on the electronic personnel action form (EPAF), to try to get that up and running. It will be the electronic replacement for the paper PAR. Once they get up and running that will eliminate the need to complete a paper PAR, especially for the new faculty coming in. That should really assist in the processing because there won’t be the time lag there is now. So it will expedite the process by getting the information into HR, get a computer account, and all those sorts of things that will streamline the process for all new employees and especially the new faculty members. There has been no date established for implementation since no real work has begun on the process. But the technical resources are becoming familiar with the process. There were technical resources that were allocated for that process and they are currently familiarizing themselves with that process. So there is no date on the horizon. It will be a phased rollout. There will be certain EPAF types coming out before the others.
- **Performance and Priority Issues:** No report.
- **Banner Student Privilege Request Form:** No Report.
- **Multiple PIDM/Person:** The Banner User Group area in myMU now has the multiple PIDM report posted and can be reviewed. Terri ran two versions and placed it out for

review. One version with a start date of January 1 and the second with a start date of May 1 trying to look back at the very first time the report was run and distributed was the January 1 time frame and it was the end of April. So it was a report for any activity that occurred on a person's record from that population and was a suspected duplicate. There were eight pages at that time in April. When Terri ran it this past time, there were about the same number of pages for that January through the date a couple of weeks ago. There were some names identified on the report with the word "DUP" in their last name, so expect those to be there and those are the ones you can ignore as they have already been identified. The second report had a few more pages indicating that their record had been touched somewhere between May 1st and the date the reports were run. It's hard to gauge from those numbers if they are any worse or any better than the last time it was done and it was about the same number of months. It is too soon to tell whether or not duplication is increasing or decreasing. But Financial Aid and Admissions Offices now have the ability to run that duplicate suspect report. At last meeting Cheri Musgrave in Financial Aid agreed to run it after processes run to catch and correct immediately. Not sure if Admissions has started that process yet after doing tape loads. The goal is to catch and clean up as soon as possible so they don't show up on reports in the future. Will discuss at next meeting to see if Cheri was successful and what she found.

- **CTC Shared Service Issues:** Terri has an item to discuss. The National Student Loan Clearinghouse file that has to be submitted at the beginning and end of every semester must now be submitted in two files, one for each institution. It's a report written by SunGuard, so it's a Banner report that is run to extract the information and it is sent off electronically. It has a parameter in it to exclude certain student attributes. That's the only parameter offered in that report. So Terri and Roberta discussed going through the student database and assigning a student attribute to all CTC students. And that will have to be maintained. The report is term based as are the attributes. And an attribute would have to be assigned to every Marshall University student as well. Run the report once excluding one attribute and run it a second time excluding the other attribute. The heading of the record also has to reflect the correct institutional code. They decided to give a grace period and leave as is, but must be correct by the end of this semester when the next file has to be submitted.
- **Registration Permit Overrides:** No report.
- **Course Fee Assessments:** No report.
- **Identifying online degree seeking students:** No report.
- **Administrative Solutions Project.** No Report.
- **Campus Codes.** No report.
- **Concurrent Curricula:** Pat and Terri attended AD meeting. There seemed to be great interest after the meeting and that prompted their interest in having someone from the AD to attend the BUG-S meetings to track the development. Since Elizabeth is no longer involved she will need to hand off to someone else to form a committee to work on. Michelle will ask and update of status at next meeting. Terri is anxious to get started as it will be a lot of work.

- **Resetting PINS:** No report.
- **Version 7.3:** No report.
- **New Recruitment System:** No report.
- **County Codes:** Pat put together a table of the conversion and found all the tables they were in. So she is getting much closer to converting the old 3 character codes to 5 characters.
- **Oracle release:** Nothing to report.
- No further old business to address.

NEW BUSINESS:

- A new entry on the Banner menu. It will be for the Foundation Group who will be brought up on Version 7 of Banner. So they will be sharing our environment just like the old days.
- Michelle Duncan asked if – in myMU, instructors are able to pull up a photo class list, would they be able to do the same thing for their advisees? Is that a possibility? For any advisor listed in Banner as a student’s advisor, would the advisor be able to pull up a photo list somehow in myMU to view their advisees? Per Terri, that might be possible, but that was an application obtained from another institution and modified it to do the class photo roster. But there is potential to get that set up to allow advisors to do the same kind of advisee photo roster. It was recommended to put in a Service Request Form to start the process and see what it would take to do and whether or not the resources would be available to commit.

ANNOUNCEMENTS

- The next BUG-S meeting will be November 2, 2006.

ADJOURNMENT

- Meeting was adjourned at 2:45 p.m.