

BANNER USERS' GROUP--STUDENT
Minutes of Meeting September 7, 2006

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at approximately 2:19 in Drinko 439.
- **Members Present:**

Bob Collier	Bursar
Nadine Hamrick	Financial Aid
Elizabeth Hanrahan	Associate Deans
Cheri Musgrave	Financial Aid
Pat Gebhart	Computing Services/Enrollment Management
Myke Watts	Computing Services
Mike McGuffey	Institutional Research
Christina Adkins	Resident Services
Sharon Lake	Registrar

- **Minutes:** Approved with two clarifications. 1) There is already a Password Change Form available in Banner, GUAPSWD, so one won't need to be developed, and 2) the different roles and channels and what you would see as a student or faculty.
- **Correspondence:** No report.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
Subcommittee on CAPP: Nothing has been done since last meeting.
- **Banner Oversight Committee (BOC):** Did not meet last month, so nothing to report. But regarding the audit, there were a lot of extra steps Computing Services were asked to do that hadn't been in the past and there is a feeling that there will be even more recommendations coming. The final report has not been completed, but one issue will be the termination of Banner privileges when employees move from dept to dept or leave the University altogether.

When it gets to the point of expiring passwords, they will be expired in Pre-Prod as well and will need to be reset.

Another issue that came out of the Audit that pertains to this group is they requested reports based on which individuals had access to certain forms and they were cross-module checking between Admissions and Financial Aid and Accounts Receivable and Financial Aid. They did not share what combinations they were looking for necessarily, just the modules. So there must be certain sets of forms in Admissions and Financial Aid that if you have update privileges on one you shouldn't have on another.

There were two auditors this time and one had extensive Banner knowledge.

OLD BUSINESS

- **myMU/MILO:** Since the last meeting Computing Services has made through several of the different things in regard to myMU/MILO. Made it up on new hardware. And also made it to another version of the software. The one piece not accomplished yet is the parallel deployment, which is where there will be multiple web servers in front of that portal and right now there is only one. Hopefully this will happen in the next few weeks.

Also, this past weekend, they completed the email migration off of all old email servers onto one new server. All active email account holders are now on the new email server and myMU has been configured to send people to the right place to get their email. In the long run it's going to be of benefit. This last migration moved 23,000 users over. There are some growing pains. They are still working on fine tuning their configurations. There were a few glitches. myMU was done Monday night for a few hours. It was related to the email server.

The "Change Pin" icon is in the portal, it was there at the start of the semester, but because things were still being migrating and trying to get contact customized they chose not to expire the pins at this time. In a few weeks they will start with a small population and expire pins. You'll get the note to change your pin, but you'll still be able to function. That's inside myMU now.

The home page of the portal has changed. They just about have the next layer of look and feel they are changing ready to move to production. The webmaster and computing services is working together. They almost have the tab ready that will allow everyone to add or subscribe to their own channels such as the news, and the weather and those kinds of things. It will be called "My Stuff".

"Student Life" tab is nearing completion. And it will appear for the students. And Terri almost has the Administration Information Systems, AIS, tab ready which will be a duplicate of your Banner content, which is a step in the direction of removing Banner's external website completely and putting everything in the portal.

Because we'll be able to customize what channel a person sees by their role – right now we're using tabs and which tabs you see in the portal, i.e., faculty, employee, student. So if you're not one, then it's not even an option and you don't see it. What is now being developed is how to control a channel within that tab. So what will happen is you can display different channels within a tab based on a role. The best example is the AIS tab because we have more than just Banner in our Information Systems. We have these different applications and we will be able to do custom roles that can be defined that will say, "If you have a certain Banner role, you see this channel." So everyone's could look different. And that ties back to the discussion from last month that once you are classified as a student role, that's it. But once there is more experience with customizing that will change.

An example is Carol in the Bursar's Office runs a population selection of who owes what and then runs a target announcement.

- **Human Resources/Finance:** No report.
- **Performance and Priority Issues:** No report.
- **Banner Student Privilege Request Form:** No Report.
- **Multiple PIDM/Person:** Teri will run report and post it in myMU in the student user group shared documents area just to review and see how it has changed from April 28th till now and see how many more have been created.

Bob C found out in a recent staff meeting that the old information from the old PIDM to the correct PIDM and sent it to be deleted, but it was deleted before the Bursar could do their application of payment process, but that is a good problem. The only thing they had to do was wait until that night when it did the nightly cycle application of payment process. The timing was good, it just caused a small complication.

If someone finds a duplicate PIDM, it is their obligation to start the clean-up process. A formal form isn't used between Fin Aid and Admissions because it is just a phone call and is corrected very quickly and doesn't affect other departments.

Admissions could run a report as soon as they do a tape load and identify the duplicates and correct immediately. And that could identify if common matching is causing more of a problem than how it was done in the past.

There was no mail follow up after the tape loads to attempt to cleanup or prevent in the future. Anyone can run the report that has permission. The person doing the tape load can run the report and pick up duplicates. It would be much easier to clean up as they occur instead of waiting until they are identified later. And then it can be identified as to why it keeps happening and prevent in the future. If Cheri Musgrave could be given access to the report, she could run weekly after the loads and narrow it down at that time and check parameters to see if they need to be adjusted. And if Admissions would be willing to do it on their end that would be great.

- **CTC Shared Service Issues:** No report
- **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:** Teri has sent an email to Frances to get on the AD agenda. There was discussion last month that Roberta has instructions and it would be nice to get a common set of procedures for doing the Priority One curricula. One for if a student is

registered and one if the student is not registered. The first building block is to get a copy of the instructions and then review, make changes and distribute.

- **Resetting PINS:** No report.
- **Version 7.3:** No report. New email from Annette that needs to be reviewed regarding new updates.
- **New Recruitment System:** No report.
- **County Codes:** Pat has talked with Michael McGuffey and she will proceed converting the 3 character codes to 5 character codes and then will be able to delete them. Teri needs the mapping to be able to update correctly. It's a safety measure.
- **Oracle release:** The new critical path still needs to be updated as the October release will be out soon.
- No further old business to address.

NEW BUSINESS:

- No new business to discuss.

ANNOUNCEMENTS

- The next BUG-S meeting will be October 5, 2006.

ADJOURNMENT

- Meeting was adjourned at 3:34 p.m.