

BANNER USERS' GROUP-STUDENT
Minutes of Meeting August 2, 2001

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Old Main 103.
- **Members Present:**

Nadine Hamrick	Financial Aid
Roberta Ferguson	Registrar
Terri Tomblin-Byrd	Computing Services
Kevin McKenna	Admissions
Ken O'Neal	South Charleston Campus
Linda Templeton	Admissions
Pat Gebhart	Computing Services, Enrollment Management
Amy Cliser	Institutional Research
Bob Collier	Bursar
Bob Walker	Finance

- **Minutes:** Minutes of the June 2001 meeting were distributed electronically and approved as distributed. There was no meeting held July 2001.
- **Correspondence:** Covered in New Business.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
Bob Walker reported that electronic check processing is now available through the internet.
- **Subcommittee on CAPP:**
No Report.
- **Banner Oversight Committee (BOC):**
The BOC reviewed some outstanding items at the last meeting.

OLD BUSINESS

- **MILO:**
MILO VR has not been functioning today. Terri has reported a problem to the Network group and is waiting on an answer from them.
- **Human Resources/Finance:**
No Report.
- **Performance and Priority Issues:**
No Report.
- **General Person Data Ownership:**
Human Resources has created a standard data entry form for employment for new people. The form must go to the BOC for approval. Terri hopes that Dan Holbrook is working with the Deans' offices on the creation of procedures for entering faculty data into Banner so that they can use MILO Web for Faculty.
- **Banner Student Privilege Request Form:**

No Report.

- **Duplicate PIDM/Person:**
No Report.
- **Printing Students' Schedules:**
SCT still cannot assist us with printing students' schedules and transcripts through Sleep/Wake to achieve the proper orientation on the page. Bob Walker suggested to Terri that she create a separate print queue to see if that would solve the problem.
- **PIN Maintenance:**
There are enhancements in Web for Students 4.2 for PIN maintenance. Students can reset their own PIN's and the first log-in in version 4.2 forces the user to create a security question and answer. Once a PIN is created, we can choose to pre-expire the PIN. The General 4.3 Release Guide states that you can create 6-character alpha/numeric PIN's (although you can't use characters with VR). Terri stated that she feels that in the future, SCT will allow more than 6-character PIN's.
- **Simple Class Roster via MILO Web for Faculty:**
Terri will put the simple class roster into production.
- **Pipeline and a WebCT Integration:**
Campus Pipeline is still on schedule, and the first phase will be ready by the beginning of school. Terri explained 3 recommendations for authentication into Pipeline. A final decision has not been made, but we will probably not try to accomplish a single sign-on right now due to only 6 characters allowed for a PIN and will use the MUNet username and PIN. The portal is called myMU. Marshall signed on to Pipeline as a grant model that meant it was free but full of advertising. When we received version 3, there was advertising everywhere. If Jan Fox can obtain funding, we will purchase Pipeline with little or no advertising.
- **Training:**
The BOC approved the training document and sent it on to the ITC.
- **eRecruiting Software:**
Terri discussed the eRecruiting software purchased by Career Services and asked the group what information we could send to eRecruiting. Roberta Ferguson suggested to Terri that she send a request to Steve Hensley as he is the FERPA person on campus to determine what information must be kept confidential. All agreed that we should not send "confidentiality-flagged" students. We can determine the value of the username and password that is sent, and Terri suggested that we use the MUNet username and PIN for students to get through the front door of eRecruiting to create their own profiles and accounts. All members expressed concerns about records being sent to eRecruiting without students' knowledge. Sue Wright wants the records sent of all currently enrolled students and all new students in the future. Roberta also suggested that Terri communicate the concerns of BUG-S to Sue Wright.
- **Enrollment Management—Recruitment CD:**
Pat Gebhart reported that Hobson's received the bid for a recruitment CD.

NEW BUSINESS

- **Common Name/Address/SS# Change Form:**
Roberta distributed a draft of a common form for name, address, and SS# changes to be used university-wide. The BOC formed a committee chaired by Sharon Rutherford to develop the form. All agreed the form was not user-friendly. Terri asked if the form

contained the information that our offices need. It was suggested that they change the terminology on the form from "Previous" and "Current" to "Old" and "New" and to organize the form in sections. Ken O'Neal stated that nowhere is it published what the consequences are of checking the Confidentiality flag in Banner. Roberta will go back to the committee to try to develop a more user-friendly form, to write instructions on completing the form, and to write routing instructions.

- **Upgrade Production to Student 4.4, AR 4.4, and Web for Students 4.2:**
Labor Day week-end is target date. All upgrades must go together. We need to get to Web for Students 4.2 for the PIN maintenance. Terri stated that we will have 4.2 on Pre-Prod soon and that everyone should be testing their own functionality.
- **GTVZIPC:**
Kevin McKenna reported that there is incorrect data in the table. The table ownership has never been identified; historically, it has been updated by Computing Services. GTVZIPC has been updated by tape load; there is a 1-1 mapping in the table. Roberta moved, and Ken seconded, that Computing Services be designated as GTVZIPC owners. Motion passed unanimously. Send all corrections to Terri or Jim Richendollar.
- **STVNATN:**
The table has separate entries for East and West Germany. We should leave those codes for historical purposes. Computing Services will add a new code for Germany.

ADJOURNMENT

- Meeting was adjourned at 3:50p.m.

ANNOUNCEMENTS

- The next BUG-S meeting will be September 6, 2001.