

## BANNER Student Users Group Meeting

### MINUTES

01-06-00

- Call to Order  
The regular meeting of the BANNER Student Users Group was called to order at 2:10 p.m. in the Academic Affairs Conference Room, Old Main Room 103. The meeting was attended by  
  
Ms. Terri Byrd, Computing Services  
Ms. Pat Gebhart, Enrollment Management/Computing Services  
Ms. Cheri Musgrave, Financial Aid  
Ms. Roberta Ferguson, Registration  
Ms. Prudy Barker, Registration  
Mr. Ken O'Neal, South Charleston Campus  
Mr. Mike McGuffey, Institutional Research  
Mr. Bob Walker, Finance
- Minutes  
The minutes of the previous meeting were distributed electronically. Hearing no objections, the minutes were approved.
- Correspondence – No Correspondence
- Committee reports
  1. Subcommittee on Billing – No Report
  2. Subcommittee on CAPP – No Report
- SCT Summit – SCT Summit will be in San Francisco, California March 19<sup>th</sup> – 22<sup>nd</sup>, 2000.
- Old Business
  1. Marshall E-Course Policy – No Report
  2. Missing Address Information – No Report
  3. MILO – Terri Byrd stated that Intervoice / Brite, the vendor of our MILO system, has agreed to support the 4.0 release of BANNER. Terri further stated that Brite is expected to release the software in February 2000 and that SCT is supposed to have the software configured for use with BANNER in April 2000. Terri stated that this software was required before we could migrate to the 4.0 version of BANNER.  
Roberta Ferguson stated that some of the faculty entered Fall '99 Grades via MILO Web. Roberta explained that most of the faculty were successful in entering the grades but that many had questions about entering the grades via MILO Web. Roberta further stated that the Registrar's Office was looking into not printing class lists after the Spring 2000 semester. Roberta explained that they would still be printing grade sheets at the end of each semester.
  4. Kiosk Student Interface Software – No Report
  5. Moving from Terminals to PCs – Terri Byrd stated that the current timeframe for migrating to BANNER 4.0 would be late Spring or early Summer. Mike McGuffey stated that there is no terminal version of BANNER 4.0 and everyone will have to use GUI to access BANNER after 4.0 has been installed.  
Terri Byrd announced that computing services has ordered and received a new forms server to help support the number of users that will be accessing BANNER GUI in the future.

Mike McGuffey asked what Mac users would use to access BANNER GUI. Terri Byrd stated that Computing Services did not support BANNER GUI on the MAC.

6. BANNER Documentation – Terri Byrd again asked everyone to review the BANNER 4.0 release guides which are located at <http://www.marshall.edu/BANNER/RELEASEGUIDES.htm>
  7. Human Resources/Finance – No Report
  8. SC Campus Database and Legacy GC alumni information – No Report
  9. Performance and Priority Issues – Terri Byrd stated that she has worked on the BANNER Problem Log and hoped to have it available via the Web in the near future.
  10. General Person Data Ownership – No Report
  11. BANNER User Group Paradigm Shift – No Report
  12. Proposal of new summer term – No Report
  13. BANNER2000 version 4.0 – Terri Byrd stated that the earliest that we could migrate to the 4.0 version of BANNER would be late Spring or early Summer.
  24. BANNER Policies and Procedures – Terri Byrd asked for final input on the policies and procedures of the BANNER Student Users Group. Terri stated that the final vote on the policies and procedures would be held next meeting. There was a large amount of discussion about the policies and procedures of the group. Pat Gebhart stated that she would update the policies and procedures with the current suggestions and would forward this to the group for final review.
  25. BANNER Student Privilege Request Form – No Report
  26. Letter Generation/Population Selection Training – Terri Byrd announced that there would be training for Letter Generation, Population Selection, and Job Submission in BANNER. Terri stated that this training would take place during the last week of January.
- New Business –
    1. Request for Voting Member status – Ken O’Neal requested that the South Charleston Campus be given a voting member status. The request was presented and voting will be held during the next meeting.
  - Announcements
    - Next Users Group Meeting: February 3rd, 2000 – Drinko 426
    - BANNER Training: See <http://www.marshall.edu/banner/bannertraining.htm>
    - SCT Users Group Meeting: March 2000, San Francisco, CA
  - Adjournment – The meeting was adjourned at 4:15 p.m.