

BANNER Student Users Group Meeting

MINUTES

02-03-00

- Call to Order
The regular meeting of the BANNER Student Users Group was called to order at 2:10 p.m. in the Drinko Library Conference Room 426. The meeting was attended by

Ms. Terri Byrd, Computing Services
Ms. Pat Gebhart, Enrollment Management/Computing Services
Mr. Myke Watts, Computing Services
Mr. Don Combs, Extended Education
Ms. Donna Spindel, Associate Deans
Dr. Jim Harless, Admissions
Mr. Kevin McKenna, Admissions
Ms. Roberta Ferguson, Registration
Ms. JoAnn Wetherall, Residence Services
Mr. Ken O'Neal, Graduate College
Mr. Mike McGuffey, Institutional Research
Mr. Bob Walker, Finance
- Minutes
The minutes of the previous meeting will be distributed electronically in the near future.
- Correspondence – Don Combs requested to attend this BANNER Student Users Group Meeting to discuss the upcoming changes to the E-course policy.
- Committee reports
 1. Subcommittee on Billing – No Report
 2. Subcommittee on CAPP – Pat Gebhart stated that the subcommittee had not met but that she had discussed the implementation of CAPP with the consultant who was on campus for the Letter Generation training. Pat explained that the consultant had been very helpful and that she had made progress in setting up CAPP. Terri Byrd suggested that the subcommittee be reconvened to discuss the issues associated with the implementation of CAPP.
- SCT Summit – SCT Summit will be in San Francisco, California March 19th – 22nd, 2000.
- Old Business
 1. Marshall E-Course Policy – Don Combs announced that the College of Extended Education was working on a new E-course policy and wanted to discuss the new policies with this group. The proposed E-course policies are located on the WEB at the following URL:
http://www.marshall.edu/www/policy/policy_13.html
Don Combs requested that his office be given access to the BANNER tables to create their own reports. Don stated that the current changes under consideration are:
 - allowing students to designate and alternate email address, other than the Marshall email address, for course based correspondence
 - Ecourses will normally be a semester in length. There will be a few classes that will last longer than the semester, but these will be the exception.
 - Ecourses will need to be approved by the college dean and the Ecourse committee
 - Summer Ecourses would be lumped into one summer termBob Walker stated that Don should discuss the one summer term concept with the Office of the Bursar to ensure that the fees and potential refunds are calculated correctly. Mike McGuffey stated that it may be best for summer Ecourses to be part of the Summer A session

to allow for the greatest number of weeks in the summer. Roberta Ferguson stated that the Ecourses could be in a specific part of term for Session A that lasted from May to August.

Roberta Ferguson stated that the current policy that states that late enrollment in one term would be counted in the next term could cause problems with the way we currently track student enrollment. Don Combs stated that this problem should be solved with the new semester based policy and that the key players should get together to discuss this policy.

Terri Byrd stated that there is a current policy that states that only the official Marshall email address will be used for email correspondence with a student. Don Combs stated that a student at a distant location may not be able to obtain a Marshall email address because the student has to request the username and password for the account in person. Terri stated that the UITC was currently working on policies to address this situation. Donna Spindel stated that a non-Marshall email was normally only used for the initial contact with a student and the WebCT email system was used for subsequent correspondence. Don stated that the use of the Marshall email address is a big problem for Ecourses and that he does not know of another institution that requires the use of an institutional email address for correspondence.

2. Missing Address Information – Mike McGuffey stated that he was working on a report that listed addresses for students and noticed that some students had more than one address of an address type set as active. Terri Byrd stated that there was a time when the MILO Web was not updating the addresses correctly and that this may have caused the problem. Mike stated that he would send a list of these students to Terri.
3. MILO – Terri Byrd stated that they were now reviewing potential vendors for replacing the current MILO VR system. Terri explained that our current vendor Intervoice / Brite has agreed to support the 4.x release of BANNER in the next few months, but have not committed to next release of BANNER. Terri further stated that the next version of BANNER might not be released for another year, but that we needed to start the process of reviewing products from other vendors to replace the current VR system. Terri asked for volunteers to help in evaluating the different VR systems and vendors that currently work with BANNER and assist in the decision making process.

Mike McGuffey asked if anyone was sure if within a year's time we would want to spend time and money on a new VR system when we have a Web based product in place. Roberta Ferguson stated that she felt that our students were not using the Web as much as the VR product and that the VR product would still be important in a year's time.

Terri Byrd stated that there was a standing request to modify the MILO VR process to allow the system to only list the courses from the same campus when listing alternatives to closed courses. Terri explained that when she requested pricing from SCT concerning this modification that the discussion about Brite's support of BANNER 4.x was being questioned. Terri asked if the committee felt that if it was a good idea to proceed with this modification when we were looking at replacing the current VR system in a year. Roberta Ferguson stated that we would need to get an idea about the cost of the modification before that decision could be made. Terri stated that she would contact SCT to see what the cost for modifying the 4.0 version of the BANNER / BRITE interface would cost and present it to the committee.

Terri Byrd stated that she was researching a way for MILO Web to not use the Drop Delete when the student drops a course via MILO Web. Terri explained that when a student drops a course via MILO Web that the course was removed from the student's registration in SFAREGS. Terri further explained that the proposed solution to this problem had to do with a code in the GTVSDAX table in BANNER. Terri stated that she would research this and get back to the committee.

Mike McGuffey stated that the faculty who were in the system without their birth date did not have a PIN generated. Mike further stated that he had checked with Human Resource Services and Registration who both stated that there was little they could do about it. Roberta Ferguson stated that the Deans Offices were entering faculty members into the database but that they were only entering Name information. Roberta explained that the Deans Offices should be entering the person information (birth date, address, etc.) into the system along with

the faculty name. Terri Byrd stated that there should be some discussion between all parties involved about what should be entered into the person's information.

4. Kiosk Student Interface Software – No Report
 5. Moving from Terminals to PCs – No Report
 6. BANNER Documentation – No Report
 7. Human Resources/Finance – No Report
 8. SC Campus Database and Legacy GC alumni information – No Report
 9. Performance and Priority Issues – No Report
 10. General Person Data Ownership – No Report
 11. BANNER User Group Paradigm Shift – Pat Gebhart stated that there had been some proposals on the policies and procedures of the BANNER Oversight Committee (BOC). The proposals were:
 - 1) Voting Members of the BOC are to be elected by the Users Groups (Student, HR, Finance, and Tech). A limit of one voting member per Users Group.
 - 2) The voting member must be an active member of the Users Group that they represent.
 - 3) The voting members are elected for 2-year terms and an individual can be re-elected indefinitely.
 - 4) A chairperson of the BOC is elected by the BOC for 1-year term(s).
 12. Proposal of new summer term – No Report
 13. BANNER2000 version 4.0 – Terri Byrd announced BANNER 2000 version 4 upgrade is currently scheduled for Memorial Day weekend. Terri explained that this upgrade schedule was contingent on the delivery of the MILO VR software for BANNER 2000 version 4 that is scheduled for delivery in mid-April.
 24. BANNER Policies and Procedures – Terri Byrd asked if there were any objections to the proposed modifications for the Policies and Procedures that were announced at the last meeting. There were no objections. Terri asked if anyone had any modifications or additions to the Policies and Procedures. There were no modifications. The committee ratified the current Policies and Procedures of the BANNER Student Users Group.
 25. BANNER Student Privilege Request Form – No Report
 26. Letter Generation/Population Selection Training – No Report
 27. Request for Voting Member status – Ken O'Neal requested that the Graduate College be given a status of Voting Member. Since this was the second reading of this request, a vote was taken. The committee approved the request. The Graduate College now has a voting membership status on the BANNER Users Group - Student.
- Announcements
 - Next Users Group Meeting: March 2nd, 2000 – Old Main 103
 - 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.