

## BANNER Users Group Meeting

### MINUTES

01-07-99

- Call to Order  
The regular meeting of the BANNER Users Group was called to order at 2:10 p.m. in the Drinko Library 3<sup>rd</sup> floor Presentation Room. The meeting was attended by  
  
Ms. Terri Tomblin, Computing Services  
Mr. Myke Watts, Computing Services  
Ms. Faryal Khan, Computing Services  
Ms. Roberta Ferguson, Registration  
Ms. Cheri Musgrave, Financial Aid  
Ms. Pat Gebhart, Enrollment Management  
Mr. Ken Shields, Library  
Ms. Donna Spindel, Associate Deans  
Mr. Mike McGuffey, Institutional Research  
Mr. Bob Walker, Finance Information Technology
- Minutes  
The minutes of the previous meeting were distributed at the meeting and mailed 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 Orlando, Florida, March 28<sup>th</sup> – 31<sup>st</sup>. Conference information is located at <http://www.sctcorp.com/summit>
- Old Business
  1. Marshall E-course Policy – Roberta Ferguson announced that there has been an interim withdrawal policy established for e-courses. Roberta explained that the original concept of the e-course policy allowed students a full year to complete an e-course. Roberta further explained that there was no policy to allow a student to withdraw from an e-course. Roberta stated that the current interim e-course withdrawal policy allows a student to withdraw from an e-course up through the thirty-fifth (35<sup>th</sup>) week after the beginning of the term in which the student is enrolled.
  2. Missing Address Information – Roberta Ferguson stated that there were a number of change of address requests made after the grades were mailed. Roberta indicated that a large number of these requests were South Charleston students.
  3. MILO – Terri Tomblin stated that the MILO credit card payment process had been experiencing problems and that it had been turned-off until the problems could be resolved.  
Roberta Ferguson stated that she felt that recent problems with MILO VR have affected the creditability of the MILO system with the students. Roberta explained that there were three important days where MILO needed to be accessible, first day of advanced registration, first day after drop for non-payment of fees, and first day after the holidays. Roberta stated that MILO was not accessible at the scheduled time on any of these days. Roberta further stated that she had spoken with the Office of the Bursar and that both her office and the Office of the Bursar would like to recommend that on the identified crucial

days that someone from Computing Services monitor the MILO VR system to make sure it is running properly. Roberta explained that there are only about six days in the academic calendar that she would deem crucial and she would be happy to supply a list of those dates to whoever is responsible for monitoring MILO. Terri Tomblin stated that she felt that the best approach was to have multiple people from different departments across campus monitor the system as had happened in the past. Terri further stated that she felt that someone from Computing Services could be assigned to check MILO during those crucial days of the year.

Terri Tomblin stated that the BANNER Web for Faculty would be available for the Mid-term grade reports and that this would be used as a test of web grade submission system.

4. Kiosk Student Interface Software – No Report
5. Moving from Terminals to PCs – Roberta Ferguson asked when the terminals would no longer be able to access BANNER. Terri Tomblin stated that the BANNER2000 (3.x) product would be supported by SCT until December 31, 1999 and that this version supports terminal (character) access to BANNER. Terri further stated that BANNER2000 (4.0) product will not support terminal (character) access. Terri explained that we would be able to support terminal (character) access to BANNER until we migrate to the BANNER 2000 (4.0) version.
6. BANNER Documentation – No Report
7. Electronic Data Interchange (EDI) – Terri Tomblin stated that she had received an update for the current EDI software.
8. Human Resources/Finance – Bob Walker stated that the BANNER Finance committee had created a chart of accounts (COA) for testing in the Test instance of the database and had been testing the chart during the month of December. Bob explained that they were now entering the chart of accounts in the Pre-production instance of the database so it can be tested with BANNER Human Resources. Bob stated that the current schedule was to perform testing of the BANNER Finance system through March, begin to perform parallel processing (CUFS and BANNER) in April, and to go live with BANNER Finance July 1, 1999.  
Terri Tomblin stated that the HR group was moving information to the Pre-production instance of the database to test the system with BANNER Finance.
9. Merging both Marshall and SC Campus into one Database – Roberta Ferguson stated that they had found a problem with how the Graduate College used to handle transfer work in the database. Roberta explained that the Graduate College placed transfer work in the transcript message area of the system and that this information was not merged into the main database. Roberta asked if it would be possible to merge the transcript message information in the South Charleston database to the main database. Terri Tomblin stated that she thought that that information was still available and could be merged into the main database.  
Roberta Ferguson asked if the grade modifications that were made on the Graduate College database and not dual entered into the main database had been merged. Myke Watts stated that he had heard Jim Richendollar say that the grades were updated and that any grade modifications should be made to the main database and not the Graduate College database.
10. Computer Technology Group – No Report
11. Registrar's Printing of Schedules – No Report
12. Performance and Priority Issues – Terri Tomblin stated that the slowness that South Charleston was experiencing was network related and that WVNet had been notified about the problem.
13. Cleaning up BANNER Database – No Report

14. BANNER Client/Server – No Report
  15. College Divisions impact BANNER? – No Report
  16. General Person Data Ownership – No Report
  17. BANNER User Group Paradigm Shift – No Report
  18. BANNER Reporting Needs – No Report
  19. Legacy GC alumni information – No Report
  20. Rolling Student Types – Mike McGuffey stated that he, Roberta Ferguson, and Pat Gebhart had decided to wait until the Spring semester to start rolling student types. Mike stated that they would meet again later in January to discuss this topic.
- New Business –
    1. Finance Reporting Subcommittee – Mike McGuffey stated that he is currently serving on the Finance reporting subcommittee and that they are looking into distributing reports electronically. Mike stated that he hoped that some of the findings of this subcommittee could be used on the student side.
    2. BANNER2000 (3.x) Production Upgrade – Terri Tomblin announced that the database would be down over the long weekend of January 16, 1999 to upgrade the production instance of BANNER to BANNER 2000 (3.x). Terri stated that the database would go down Friday night for backup and would not be accessible until the morning of Tuesday January 19<sup>th</sup>.
  - Announcements
    - Next Users Group Meeting: February 4<sup>th</sup>, 1999 – Old Main 103
    - BANNER Training:
    - SCT Users Group Meeting: March 1999, Orlando, FL
  - Adjournment – The meeting was adjourned at 3:15 p.m.