

BANNER Users Group Meeting

MINUTES

02-04-99

- Call to Order
The regular meeting of the BANNER 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

Mr. Ken O'Neal, South Charleston Campus
Mr. Mike McGuffey, Institutional Research
Ms. Pat Gebhart, Enrollment Management
Ms. Donna Spindel, Associate Deans
Ms. Donna Mauk, Registration
Ms. Roberta Ferguson, Registration
Ms. Linda Templeton, Admissions
Ms. Myke Watts, Computing Services
Ms. Terri Tomblin, Computing Services
Ms. Cheri Musgrave, Financial Aid
Ms. Nadine Hamrick, Financial Aid
- 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 – Pat Gebhart stated that she could not access some of the CAPP forms in GUI or Character since the BANNER upgrade.
- SCT Summit – SCT Summit will be in Orlando, Florida, March 28th – 31st. Conference information is located at <http://www.sctcorp.com/summit>
- Old Business
 1. Marshall E-course Policy – No Report
 2. Missing Address Information – No Report
 3. MILO – Terri Tomblin stated that the MILO VR system could not access the database. Terri explained that equipment had been ordered to remedy the situation and hopefully MILO VR would be running again shortly.
Terri Tomblin stated that the problem associated with the printing of Web Transcripts was an outstanding issue with SCT. Terri explained that she talked with SCT and they were looking into the problem. Terri explained that the problem was only associated with printing the transcript from the web not viewing the information.
Roberta Ferguson stated that she had met with members of computing services and academic affairs to discuss critical dates for MILO. Roberta distributed a handout of dates that are considered critical for MILO availability. Roberta had requested that people are available on these critical dates to ensure that MILO was operating properly. Roberta explained that for credibility of the MILO system, it is critical for MILO to be accessible on these dates. Terri Tomblin asked what the normal call traffic was for the days during the December break when MILO is operational and few employees are on campus. Terri

explained that it might be easier to have people to support MILO on days later in the week rather than just after Christmas. Terri suggested that the Fall 1999 MILO registration at the end of December be moved from the 27th to the 28th. Terri asked Roberta to review historical MILO usage for this period to determine if this move would be feasible. Roberta stated that she would and, if it appears feasible, to make a recommendation to the Academic Calendar Committee and the President. Terri Tomblin stated that this issue could be posted to the BANNER Users Group mail list to see if this was a problem for anyone.

Donna Spindel asked if there was a fix for the problem with students inadvertently registering for off-campus classes through MILO. Terri Tomblin stated that the MILO system did not take the campus location into account when checking for class availability. Mike McGuffey stated that a warning message should be included in the MILO system to indicate to the student that he or she could be registering for an off-campus course. Terri stated that she thought the students should be educated about off-campus courses on the MILO system and they should be careful to determine the location of the classes when registering. Mike McGuffey stated that his office could provide Deans with a list of students who have one off-campus class and the Deans' Offices could decide how to proceed on contacting that student to verify if they have registered for an off-campus course in error.

Terri Tomblin stated that she needed a few people outside of Computing Services to test the BANNER Web for Faculty. Mike McGuffey asked when the testing would occur. Terri stated that the test would be for mid-term grades. Donna Spindel asked if select faculty would be in this test or would it be for all faculty. Mike stated that he thought it would be best to choose a few departments as a test population.

4. Kiosk Student Interface Software – No Report
5. Moving from Terminals to PCs – Donna Mauk asked if orientation was going use PCs or terminals this summer. Linda Templeton stated that they had planned to use terminals. Terri Tomblin stated that she had hoped that the advisors would use the BANNER Web for Faculty to register students. Donna Spindel stated that there were a large number of advisors at orientation and PCs would probably not be feasible. Donna Spindel asked if it would be feasible for each college to only have one PC for registration at orientation. Linda stated that that would be feasible. Mike McGuffey asked if a hold would prevent an advisor from registering a student. Terri stated that depending on how a hold was setup, an advisor could override a hold and register a student. Linda stated that there would need to be a large amount of training to ensure that the advisors registered the students correctly. Terri stated that training would always be an issue and it should not prevent using advisors to assist in the registration process during orientation. Donna Mauk stated that there was a plan to register new students prior to orientation. Linda explained that the plan was to have students mail their proposed registration in March and that the Associate Deans would register these students in April or May. Donna Mauk stated that only minor changes would be made at orientation. Terri asked for the reasoning behind this approach. Linda explained that Sarah Denman had requested that this approach be taken to allow the colleges time to assess the students' needs and class availability.
6. BANNER Documentation – Terri Tomblin stated that the BANNER Documentation is currently on MUIINFO and will be accessible through BANNER GUI and/or a Web Browser. Terri stated that her area was creating a list of instructions on how to access this documentation and she would post it to the BANNER Users Group mailing list when it is completed.
7. Electronic Data Interchange (EDI) – No Report
8. Human Resources/Finance – Terri Tomblin stated that the implementation of these two systems is progressing. Terri stated that Jim Richendollar indicated that he had moved information from the Production instance of BANNER HR to Pre-production for testing in conjunction with Finance.

9. SC Campus Database and Legacy GC alumni information – Terri Tomblin stated that receives requests for information from the database on the South Charleston Campus. Terri asked what information was needed from the South Charleston Campus database. Terri that the legacy GC alumni information is still being used on the South Charleston Database. Ken O’Neal stated that there was a large amount of important historical data that was still on that database. Terri asked when that database would no longer be needed. Ken stated that he did not have a time frame at this time but should have a time frame by the end of the calendar year. Terri asked if it would be possible to take this historical data off of the machine where it is located and move it somewhere else. Ken stated that he would be willing to discuss this movement of the data. Terri explained that there was a cost associated with keeping the computer that houses the South Charleston database operational and she was being asked why it is still being used.
 10. Computer Technology Group – No Report
 11. Registrar’s Printing of Schedules – No Report
 12. Performance and Priority Issues – Nadine Hamrick stated that BANNER seems slower after the upgrade. Nadine stated that she has had instances where many of the applications on her PC slow down and BANNER disappears. Terri Tomblin stated there were major network changes made at the same time as the BANNER upgrade and the slowdown of multiple applications leads her to believe that there may be a network problem. Cheri Musgrave stated that many times it appears to be a slowdown in the network. Terri stated that historically there have been many network problems in Old Main. Mike McGuffey asked Terri to request that Mike Adkins monitor the network traffic into and out of Old Main. Terri stated that she would check with Mike and that she wanted to check with other users around campus to see if they are experiencing similar problems.
 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. Rolling Student Types – Mike McGuffey stated that Roberta Ferguson had changed the text for the student types to state First Time Freshman, First Time Graduate, and First Time Transfer. Mike explained that they would be making a request to programmatically change the student type to “continuing” for all students except the few true first time students of the Spring semester. Mike further explained that the actual rolling process would be tested in the Spring semester with the few first time students we have for that term. Mike went on to explain that the roll process would not take place in the Summer terms, a first time freshman for the Summer terms is a first time freshman for the Fall term.
- New Business
 1. Year 2000 Contingency Plan – Mike McGuffey asked if there should be a contingency plan for the Year 2000 Bug as it relates to BANNER. Terri Tomblin stated that there was a Year 2000 compliance officer for the University and that person is tasked with this. Mike McGuffey stated that he thought registration information for the spring term should be captured electronically on December 31st, 1999 so it could be reviewed by a method other

than BANNER if necessary. Terri stated that she thought that this was beyond the scope of this committee and suggested that this topic be discussed with the Year 2000 compliance officer Arnold Miller.

- Announcements
 - Next Users Group Meeting: March 4th, 1999 – Old Main 103
 - BANNER Training:
 - SCT Users Group Meeting: March 1999, Orlando, FL

- Adjournment – The meeting was adjourned at 3:45 p.m.