

## BANNER USERS' GROUP-STUDENT

Minutes of Meeting July 6, 2000

- **Call to Order:** Myke Watts called the meeting to order at 2:05 in Old Main 103.
- **Members Present:**

Myke Watts	Computing Services
Pat Gebhart	Computing Services/Enrollment Management
Bob Walker	Finance
Nadine Hamrick	Financial Aid
Cheri Musgrave	Financial Aid
Roberta Ferguson	Registrar
Michael McGuffey	Institutional Research
Joann Wetherall	Residence Services
Ken O'Neal	South Charleston Campus Graduate College
Kevin McKenna	Admissions
Bob Collier	Bursar
Terri Tomblin-Byrd	Computing Services

- **Minutes:** Minutes of the June 2000 meeting were distributed electronically and approved as distributed.

### COMMITTEE REPORTS

- **Subcommittee on Billing:**

No Report

- **Subcommittee on CAPP:**

No Report

- **Banner Oversight Committee (BOC)**

The BOC discussed the use of the Confidentiality flag in Banner and what it means to each area if a person has indicated they want information to be confidential. Myke asked the BUG-S group how their offices use the Confidentiality Flag. For ad-hoc internal reporting, the flag is usually not checked. Michael McGuffey stated that there must be a strong need-to-know for him to include addresses on reports that he runs for external agencies. He expressed a concern that there needs to be education in the University departments on what the flag means. Roberta Ferguson stated that there is a "Directory Information" policy printed in the catalog and that it has been revised recently. The Dean of Students is the enforcer of the policy, and that responsibility has been delegated to Linda Rowe who is in charge of FERPA implementation on campus.

Michael suggested that we require all Banner users to read the FERPA and Directory Information policies and sign off that they have read them. We could possibly suspend Banner access until that is done. Pat Gebhart covers the use of the Confidentiality Flag in all Banner training classes. With more and more reports being created by users, it is important that they understand the policies (especially true for the technical staff).

The Registrar owns the flag, but anyone who can create a person record in Banner can update SPAPERS where the Confidentiality Flag is located. The flag is attached to the general person record. The Registrar updates the flag when a student contacts them via e-mail or completes a paper form with a signature. Kevin McKenna asked if a person can update the flag on the Web, but no one knew.

Bob Walker stated that any business conducted with the State of WV is public business. Therefore, if you receive a check from the state (e.g. a reimbursement), you are doing business with the state and your address information becomes public. Michael suggested that we designate certain address types such as vendor address as not being confidential. He also asked if federal laws supercede state laws in this situation. Bob Collier discussed how billing information is handled if the Confidentiality Flag is set.

Terri requested that all offices represented e-mail her with how their offices use the Confidentiality Flag. All should read the catalog to be informed on what directory information is and to insure that no one is releasing that information. She will contact Linda Rowe for information and advice. The need to educate the University population and how that will be accomplished will come through the UITC.

## **OLD BUSINESS**

- **Marshall E-Course Policy:**  
No Report
- **Missing Address Information:**  
No Report
- **MILO:**  
No Report
- **Kiosks:**  
Bert asked if utilization reports were available. Sherry Ritter, who is serving as the Interim Director of Information Technology, does this. Terri stated that the kiosks were not being used like they used to be. The videos are being used in the malls; as far as Terri knows, Dr. Gilley's video is still on the Kiosk.
- **Banner Documentation:**  
Terri will check with Jim Richendollar about "Web For" documentation that can be published on the Banner Web site.
- **Human Resources/Finance:**  
On the Finance side, Bob Walker stated that they are working on the year-end close-out reports. Larry Barnhill had requested that Terri roll some Finance information back to pre-prod and that users be restricted last week-end as they were rolling Finance information forward. Some reports and batch jobs for other offices did not run because of this. The system was re-opened at 1:00 on Saturday.
- **SC Campus Database:**  
No Report
- **Performance and Priority Issues:**  
Banner 4.x is working well. Bert reported printing problems. When they do a Print Screen in the Registrar's Office, page 1 prints and then the printing slows down considerably. Terri does not think this is a Banner problem as once the print capture is completed, Banner is finished. The problem is between the PC and the printer; perhaps the printer memory is not large enough. Terri suggested that the Registrar's Office call the Help Desk to send the problem to the Systems group in Computing Services. Terri told them to check their maintenance agreement as they may need to contact the printer manufacturer. Bob told Kevin to check the print drivers being used in Orientation.
- **Banner Client/Server:**  
No Report
- **General Person Data Ownership:**  
No Report

- **Banner2000 Version 4.0:**  
Kevin asked if Terri could change the Options menu order for the Admissions Application Form (SAAADMS). Terri explained the process of doing this and that she cannot change the baseline product but must make a local modification. SCT has received a number of complaints from users about the inability to modify the Options menu. Kevin and Ken O'Neal both stated that you must click 11 times to get to the Decision form. Terri agreed to move the Decision option so that it will be visible on the first set of options. All agreed that the Options menus need improvement on a number of forms.
- **Banner Student Privilege Request Form:**  
No Report
- **Religion Code Collection/Usage:**  
We will not remove religion code data in Banner until Michael provides a formal statement on the removal of the data.

## NEW BUSINESS

- **Duplicate PIDM/SSN problems:** Terri stated that there are a number of problems in the database that must be reviewed and cleaned up. Both SPRIDEN and SPAPERS tables have PIDM records. The true SSN is stored in the SSN field in SPAPERS, but this does not always match the ID number. The tape load process has contributed to this problem. We should create a Task Force to review the duplicate PIDM problem. Human Resources will begin the process of checking employee records, some of which are quite old. We may need to do a monthly check-up of PIDM's and SSN's. Terri re-emphasized the need for searches before adding records to the database.
- **Training Requirements:** The BOC is concerned with the lack of initial Banner training and the number of users who are not properly trained to use Banner, especially new employees. Each BUG group has been asked by the BOC to discuss this and make recommendations. Terri stated that we need a training office of 1-2 people who could train on computer use/software beyond just Banner. Terri asked for anyone who had ideas/suggestions on training and the enforcement thereof to e-mail her.
- **Summer Terms:** Bert requested that the group evaluate the Summer term concept used in 2000. Did it work, what were the problems, do we recommend doing it the same way next year? Bob Collier stated that the Bursar had a lot of problems with it. Terri asked everyone to bring their concerns to the next meeting for discussion.

## ADJOURNMENT

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

## ANNOUNCEMENTS

- The next BUG-S meeting will be August 3, 2000.
- SCT Summit April 7-11, 2001 in Toronto.