

BANNER Student Users Group Meeting

MINUTES

07-08-99

- Call to Order
The regular meeting of the BANNER Student Users Group was called to order at 2:15 p.m. in the Academic Affairs Conference Room, Old Main Room 103. The meeting was attended by

Ms. Terri Tomblin-Byrd, Computing Services
Mr. Myke Watts, Computing Services
Ms. Roberta Ferguson, Registration
Ms. Nadine Hamrick, Financial Aid
Mr. Mike McGuffey, Institutional Research
Mr. Bob Collier, Office of the Bursar
Ms. Cheri Musgrave, Financial Aid
Mr. Ken O'Neal, South Charleston Campus
Mr. Bob Walker, Finance
- Minutes
The minutes of the previous meeting had not been distributed at the time of the meeting.
- 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 19th – 22nd, 2000.
- Old Business
 1. Marshall E-Course Policy – No Report
 2. Missing Address Information – Mike McGuffey stated that when students change their address on the web, the students do not enter a county with their address. Mike further stated that he needed to have the county for each resident student for reporting to the state. Mike explained that he was investigating using the ZIP code to populate the County field in the BANNER Database automatically. Mike asked for anyone who thought that this would cause any problems with other users of the system to contact him.
 3. MILO – Terri Tomblin-Byrd stated that the MILO Web was still having problems and that she was talking with Oracle to determine what the problems might be and possible solutions. Terri also stated the MILO Voice Response was currently functioning normally.
 4. Kiosk Student Interface Software – Terri Tomblin-Byrd stated that TouchNet had worked on the kiosks and the kiosks were now connecting to the database. Terri explained that during an upgrade the kiosks stopped working correctly and that she had been in contact with TouchNet about the problem. Terri stated that this upgrade had some changes to the layout of the screens and asked everyone to take a look at the kiosks to see what they thought.
 5. Moving from Terminals to PCs – No Report
 6. BANNER Documentation – Terri Tomblin-Byrd announced that the BANNER documentation was available on the Web at

<http://www.marshall.edu/banner/manuals/BKSHLF3X.PDF>. Terri stated that to access this webpage you must supply your username and password.

7. Electronic Data Interchange (EDI) – No Report
8. Human Resources/Finance – Terri Tomblin-Byrd stated that Human Resource Services is working on a formal policy for staff and faculty members concerning confidential information stored on the BANNER HR system. Mike McGuffey stated that he thought there needed to be a policy for confidential information throughout the BANNER System. Terri stated that she did not think there was a policy in currently place for the information on the student system.
Terri stated that they had modified the GTVCURR information in the BANNER system for the Finance module. Terri further stated that she did not feel that this should affect anyone in this committee, but she wanted to make everyone aware of the change.
9. SC Campus Database and Legacy GC alumni information – Terri Tomblin-Byrd stated that they are currently waiting on the alumni group to finish the data changes and data entry into their system before they migrate information from the BANNER Student system into the alumni system. Terri stated that this information should be migrated sometime in the Fall.
10. Computer Technology Group – No Report
11. Registrar’s Printing of Schedules – Terri Tomblin-Byrd stated that Pat Gebhart was working on this before she went on vacation. Terri stated that she would discuss this with Pat when she returned from vacation.
12. Performance and Priority Issues – Mike McGuffey stated that 10Mb switched network connections were available in Old Main for \$250/port. Terri Tomblin-Byrd stated that she would again ask Allen Taylor to send information to the departments explaining what changing to the switched network would do.
13. Cleaning up BANNER Database – No Report
14. BANNER Client/Server – No Report
15. General Person Data Ownership – Mike McGuffey asked who enters the part-time faculty information into the system. Roberta Ferguson stated that the Dean’s Offices enter the part-time faculty information. Terri Tomblin-Byrd stated that there was a discussion about who will be entering person information into BANNER and who will be responsible for maintaining that information. Terri asked Roberta Ferguson to request that the Dean’s Offices identify who enters this information into BANNER at the next Associate Deans meeting. Terri suggested that the responsibility for entering part-time faculty information should be assigned to a position within the Dean’s Office instead of a person. Terri explained that since the information in BANNER will track not only the part-time faculty’s class load but also the payroll information for that faculty member, the reliability of that information will be very important. Terri further explained that it might be advantageous to assemble all the positions that enter person information into BANNER to discuss the way a person should be entered into the system and how to reduce data entry errors for personal information.
Mike McGuffey stated that the BANNER database would allow only one name per person throughout the system. Mike explained that since the BANNER information would contain payroll information for employees, by federal law all employees would have to use their name listed on their Social Security card in all areas of the BANNER system. Terri stated that there needs to be a joint effort between all the departments involved on developing the policies and procedures for entering and maintaining personal information in the BANNER system here at Marshall.

16. BANNER User Group Paradigm Shift – No Report

17. Rolling Student Types – No Report

18. Year 2000 Contingency Plan – Myke Watts stated that he had read that there were Y2K problems with BANNER letter generation. Cheri Musgrave stated that the Y2K problem was supposed to be fixed before Jan 1, 2000. Mike McGuffey stated that WordPerfect 6.1 is not Y2K compliant and fails miserably for dates after Dec 31, 1999.

19. MUIINFO Disk Upgrade – Terri Tomblin-Byrd stated that the disk upgrade has not been rescheduled at this time. Terri further stated that she would send out an email to the group to try to determine when the upgrade can be rescheduled.

20. BANNER Home Page: <http://www.marshall.edu/banner> – No Report

21. Evisions software – No report

- New Business
 1. Proposal of new summer term – Mike McGuffey stated that there had been a proposal for a new summer term that would run from May to August. Mike stated that he thought that the members of this committee may have an opinion about this new summer term and may wish to voice that opinion in this committee. Terri Tomblin-Byrd ask that those members of this committee that had an opinion about this new term to send her an email stating their opinions, the reasons behind those opinions, and possible solutions. Terri stated that she would compile the opinions and submit them to the Provost, Sarah Denman, on behalf of this committee.
- Announcements
 - Next Users Group Meeting: August 5th, 1999 – Old Main 103
 - BANNER Training: See <http://www.marshall.edu/banner/bannertraining.htm>
 - SCT Users Group Meeting: March 1999, Orlando, FL
- Adjournment – The meeting was adjourned at 4:00 p.m.