

BANNER Student Users Group Meeting

MINUTES

09-02-99

- Call to Order
The regular meeting of the BANNER Student 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

Ms. Terri Tomblin-Byrd, Computing Services
Mr. Myke Watts, Computing Services
Ms. Pat Gebhart, Enrollment Management/Computing Services
Mr. Mike McGuffey, Institutional Research
Ms. Cheri Musgrave, Financial Aid
Mr. Ken O'Neal, South Charleston Campus
Mr. Bob Collier, Office of the Bursar
Ms. Donna Mauk, Registration
Ms. Roberta Ferguson, Registration
Ms. Donna Spindel, Associate Deans
Ms. Linda Templeton, Admissions
Mr. Kevin McKenna, Admissions
Mr. Bob Walker, Finance
- Minutes
The minutes of the previous meeting were distributed electronically. Hearing no objections, the minutes were approved.
- Correspondence – Terri Tomblin-Byrd stated that she had forwarded an email from Elizabeth Hanrahan to the group. See MILO in Old Business.
- 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 – Terri Tomblin-Byrd stated that she had been in contact with our SCT Account Consultant to discuss a proposed modification to MILO Voice Response. Terri explained that this proposed modification would allow MILO VR to inform the student of the campus location for a course when the requested CRN is closed and a list of available CRNs is read. Terri further explained that she had requested a quote from SCT to determine how much this modification would cost if an SCT consultant made the modification. Terri went on to explained that the current strategy was to have SCT develop the modification and then request that the modification be included in baseline Voice Response. Terri stated that the Account Consultant had not given her a quote as of yet.

Roberta Ferguson stated that the E-Course Committee has proposed that the E-Course designator, an E at the end of the course number, be removed. Roberta also stated that the campus code of E would still be used for these courses and that a campus code of T would probably be recommended for T-Courses, where T stands for technology based. Roberta further stated that the E-courses are now one semester in length. Mike McGuffey stated that he felt that utilizing the campus code of T for all T-courses would restrict the ability for someone to determine whether a T-course is a Huntington-based T-course or a South Charleston-based T-course. Mike further explained that this would also cause problems in

obtaining enrollment figures for both campuses. Roberta Ferguson stated that Mike should contact Gary Anderson to discuss the ramifications of the T campus code.

2. Missing Address Information – Mike McGuffey stated that he would try to get the latest ZIP Code/County information for West Virginia to be loaded into the database by the GTVZIPC Process.
3. MILO – Terri Tomblin-Byrd stated that she had forwarded an email from Elizabeth Hanrahan to the BANNER Users Group email list. Terri explained that the email requested that the name of the student’s advisor be included in the information presented by MILO. Terri further stated that she had responded to Elizabeth that the advisor’s name was not currently an option within either the MILO Voice Response or MILO Web systems and therefore could not be included at this time. Ken O’Neal stated that the main concern is that the non-traditional student may not know their advisor’s name or how to contact their advisor. Roberta Ferguson stated that if a student calls in and requests information about their advisor her office can give that information to students over the phone. Ken O’Neal stated that his office provides the same information.

Terri stated that the BANNER Web for Student is currently running. Terri further stated that they were preparing to bring up the Web for Faculty and Advisors piece of MILO with the goal of entering mid-term grades into the system for fall. Donna Spindel stated that she thought that the system was slow to respond to user input. Terri stated that she had not experienced slowness when she had used the system.

Donna Mauk stated that she has been seeing problems with students that have used MILO to drop classes. Donna Mauk explained that when a student drops a class using MILO, the registration codes placed on that student’s record might cause a problem with refunds in the Bursar’s Office. Terri Tomblin-Byrd stated that if the code that was being inserted into the student’s record was incorrect then that may be a MILO issue and if the refund was not being calculated correctly then that may be a BANNER setup issue. Terri asked Donna Mauk and Bob Collier to research this issue to determine where the problems may lie and get back to her with their findings.

Roberta Ferguson stated that MILO VR would read the student’s schedule back to the student incorrectly. Terri asked what part of the schedule MILO VR was having problems with. Roberta stated that MILO VR was having problems with both alpha designators and location. Roberta explained that MILO was telling students that their classes were in George Washington High School when there are no classes in George Washington High School. Terri stated that the problem might be that the VR message numbers might be different on the database than what is actually saved in the voice messages.

4. Kiosk Student Interface Software – No Report
5. Moving from Terminals to PCs – No Report
6. BANNER Documentation – Terri Tomblin-Byrd stated that she would be removing the documentation CD from the network. Terri explained that the BANNER Documentation would be available through the MU BANNER website <http://www.marshall.edu/banner>.
7. Electronic Data Interchange (EDI) – No Report
8. Human Resources/Finance – Terri Tomblin-Byrd stated that the Human Resource system was currently starting fresh for the fiscal year 2000. Terri explained that many of the validation forms and tables had been cleaned-up and that the human resources project is moving on from there. Mike McGuffey stated that the first test payroll was scheduled for the middle of October. Terri stated that Donna Spindel had requested that the part-time faculty be loaded into the BANNER database and that she would present this request to Jim Stephens. Terri told Donna Spindel that if she was not contacted by Terri or Jim Stephens to contact Jim Stephens about this request.

9. SC Campus Database and Legacy GC alumni information – Terri Tomblin-Byrd stated that the South Charleston campus was having problems accessing the legacy database information. Terri explained that the database was migrated from the legacy system to MUINFO. Terri further explained that they were currently working to allow users to view the system online but currently the information was only available through SQL reporting.
10. Computer Technology Group – No Report
11. Registrar’s Printing of Schedules – Terri Tomblin-Byrd stated that they needed to research this process to see if it could run in sleep/wake and to see if it could print on the printers at the registration windows.
12. Performance and Priority Issues – Terri Tomblin-Byrd stated that Bob Walker had sent an email requesting a copy of the performance problem log sheet that was developed and presented to this group earlier. Terri asked if anyone had a copy of the form. No one indicated that they had a copy of the form. Terri stated that she would try to find a copy or develop a new log form for all users of BANNER to use to track performance problems.
13. Cleaning up BANNER Database – No Report
14. BANNER Client/Server – No Report
15. General Person Data Ownership – No Report
16. BANNER User Group Paradigm Shift – No Report
17. Rolling Student Types – No Report
18. Year 2000 Contingency Plan – Terri Tomblin-Byrd stated that there is a Year 2000 website for Marshall. The URL for this webpage is <http://www.marshall.edu/year2000/>.
19. MUINFO Disk Upgrade – Terri Tomblin-Byrd stated that the disk upgrade was installed. Terri explained that there was a problem with the software that ran the new disk upgrade that caused some problems with MUINFO during the week after the upgrade. Terri stated that that the software problem associated with the disk upgrade was fixed.
20. BANNER Home Page: <http://www.marshall.edu/banner> – Terri Tomblin-Byrd stated that there have been a few additions to the BANNER home page. Terri explained that there were some new forms in the request forms area of the BANNER home page that related to the many different services associated with BANNER. Terri asked everyone to take a look at the new forms and provide feedback.
21. Evisions software – Terri Tomblin-Byrd stated that Evisions has raised the price of their software packages for printing forms on laser printers. Terri explained that the university currently uses the Evisions software for POs but has not licensed it for any of their other products at this time. Terri went on to explain that the other products currently available from Evisions are checks, transcripts, bills, and schedules.
22. Proposal of new summer term – Terri Tomblin-Byrd stated that she had received input on the proposal of a new summer term from the Bursar’s Office, Registration, Financial Aid, and Institutional Research. Terri explained that she combined the information she had received onto one page and that she would try to combine all of the input into one paragraph and send it, along with the information from the other offices, to Sarah Denman on behalf of the BANNER Student Users Group. Terri distributed copies of the input she had received. Terri stated that the current recommendation from the BANNER Student Users Group was that the

same number of summer term be maintained and that the proposed term(s) be placed within the current summer terms. Roberta Ferguson made a motion that the BANNER Student Users Group put forth the above recommendation. The motion was seconded. The vote was six in favor of the recommendation, none opposed, and no abstentions. There was some opposition to the recommendation from non-voting members.

Roberta Ferguson stated that she had discussed where the proposed summer term(s) could be placed in the current schedule for summer terms. Roberta explained that she had spoken with Ken O'Neal about using Summer Session B and dividing it into parts of term. Roberta further explained that she suggested that a part of term that covers the full twelve-week period be created along with two six-week summer parts of term. Bob Collier stated that this causes problems with the correct billing of a student within that B term. Mike McGuffey stated that because of the parts of term in session B that it might be easier for a student who is in the B term to obtain financial aid. Mike explained that the above may be in violation of the federal regulations associated with Financial Aid. Roberta stated that she would put the recommendation down on paper and distribute it for review.

- New Business

1. BANNER2000 version 4.0 – Terri Tomblin-Byrd announced that the 4.0 version of BANNER 2000 was released and sent to Computing Services. Terri stated that her recommendation was to wait for another point release of the BANNER 2000 software before we upgrade our system to the current version. Terri further stated that the next point release of BANNER 2000 was scheduled for the first quarter of 2000. Terri explained that her area was working on downloading the information about version 4.0 so that the documentation and release guides could be published on the MU BANNER website.

Terri announced that the upgrade to 4.x version of BANNER would progress as it had in the past, installation on the Test system (as delivered by SCT), installation on the Pre-production system (with local modifications), and finally installation on the Production system. Terri explained that the difference between this upgrade and previous upgrades was that the functional areas would be required to test their areas of the software to see if the software is functioning properly. Terri further explained that the functional areas would certify that the software was behaving correctly and that they were comfortable with the upgrade before it was placed in production. Cheri Musgrave asked how up-to-date the data in the Pre-production system would be. Cheri explained that previously it was difficult for Financial Aid to test in Pre-production because the information was out-of-date. Terri stated that they could work on getting up-to-date information into the Pre-production system for testing.

Mike McGuffey asked if the upgrade could be performed piecemeal or if it would be done as a whole. Terri stated that it would be best if it was done as a whole.

2. BANNER Policies and Procedures – Terri Tomblin-Byrd distributed documents associated with this topic. Terri explained that the Policies, Procedures, and a brief history of the BANNER Student Users Group were emailed to this group for review. Terri requested that the members of the users group review the Policies and Procedures carefully so that they can be brought up-to-date with the currently accepted practices of this committee.
3. BANNER Training @ WVNET – Terri Tomblin-Byrd stated that she sent an email of the upcoming schedule of BANNER Training offered at WVNET to the members of this group. Terri stated that the training schedule is located on the WVNET website at <http://www.wvnet.edu/~adminweb/banner/training/sched.html>. Mike McGuffey stated that if we were sending a couple of people from the institution to the Population Selection / Letter Generation course offered by WVNET that it might be cheaper to have SCT offer the class here. Terri stated that the normal SCT BANNER Population Selection / Letter Generation is a week long whereas the WVNET training is only scheduled for two days. Terri stated that she would contact WVNET and SCT to determine the itinerary and cost of both options and forward the answers to the group via email.

4. BANNER Student Privilege Request Form – Terri Tomblin-Byrd distributed privilege request forms that were developed for the BANNER Student modules. Terri requested that the functional areas review this form and pass along possible suggestions to improve the design of the form, as it was their first attempt. Terri went on to state that these forms are available on the web through the MU BANNER website at <http://www.marshall.edu/banner>.
 5. Web Admissions Applications – Linda Templeton stated that they were struggling to get the admissions applications that were submitted through the web. Mike McGuffey stated that the current process emails the application data elements to the Admissions Office who then uses the data elements to create a handwritten admissions application. Mike explained that the handwritten admissions application was then entered into BANNER through data entry. Mike suggested that this process should be reviewed to try to reduce the handling of the data. Mike McGuffey stated that he was going to look into this process.
- Announcements
 - Next Users Group Meeting: September 7th, 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 3:45 p.m.