

## Banner Users Group Meeting

### MINUTES

9-3-98

- Call to Order  
The regular meeting of the BANNER Users Group was called to order at 2:05 p.m. in the Academic Affairs Conference Room, Old Main Room 103.  
  
Ms. Terri Tomblin, Computing Services  
Mr. Myke Watts, Computing Services  
Mr. Ken O'Neal, South Charleston Campus  
Ms. Cheri Musgrave, Financial Aid  
Ms. Donna Spindel, Associate Deans  
Mr. Mike McGuffey, Institutional Research  
Ms. Pat Gebhart, Enrollment Management  
Ms. Donna Mauk, Registrars' Office  
Mr. Mary Brown, Library  
Ms. Jim Harless, Admissions  
Mr. Bob Walker, Finance
- Minutes  
The minutes of the previous meeting were mailed electronically. Hearing no objections, the minutes were approved.
- Correspondence – No Correspondence
- Committee reports
  1. Subcommittee on Billing – No Report
  2. Subcommittee on CAPP –
- SCT Summit – SCT Summit will be in Orlando, Florida, March 28<sup>th</sup> – 31<sup>st</sup>. The preliminary information is located at <http://www.sctcorp.com/SES/Conferences/esctconf.htm>
- Old Business
  1. Marshall E-course Policy – No Report
  2. Missing Address Information – Mary Brown asked if the web interface was allowing students to enter information directly into the BANNER database. Mary explained that there were students with incorrect information, such as six digit ZIP codes, in the database. Terri Tomblin stated that the system does not check to ensure that the address is correct. Terri explained that the student will not receive correspondence from the university because of this incorrect address information and the student should then inquire about their address information in the system. Mary stated that the Mailroom had expressed concern that the ZIP code information in BANNER, the main source of address information, was incorrect.
  3. MILO – Terri Tomblin stated that when she looked there were no students with a registration code of RW and an error code. Donna Mauk stated that she had cleaned up the students who had this problem. Donna explained that she had requested a report from Jim Richendollar that indicated that twenty-five students had this problem and that she had cleaned up their records.  
Donna Mauk stated that she had heard that there were some problem with students withdrawing from classes through the web. Donna explained that Nadine Hamrick had expressed some concern about the fact that a student had had fifteen hours and then dropped

below full time and the student's registration did not reflect the fact that the student had fifteen hours at one time. Donna further explained that the student had dropped the classes through the Web and the classes were deleted from the student's schedule. Cheri Musgrave stated that they had discussed this with Terri Tomblin and that Terri stated that this information could be found on the SFASTCA form.

Donna Spindel asked if a student could register over the Web for an E-course. Terri Tomblin explained that the students could not register over the Web, but could register through MILO Voice Response.

Terri Tomblin stated that the Web for Faculty software had arrived and that the plan was to have this software running by the end of October. Donna Spindel asked if faculty could submit grades through the web. Terri stated that that was the plan. Ken O'Neal asked what other features were available from the Web for Faculty software. Terri stated that the main use of the software was for advising students. Terri explained that the faculty could view their class schedule, view their students' schedule, and register their students for classes. Terri urged everyone to look at the software on SCT's Web site [www.sctcorp.com](http://www.sctcorp.com). The URL for Web for Faculty is <http://www.sctcorp.com/SES/TechnologySolutions/ewfacult.htm>

Terri Tomblin stated that there had been some discussion about whether the faculty would use the software because of lack of training. Terri asked if the BANNER Users Group should start an initiative to get the faculty trained so they can use the Web for Faculty software. Donna Spindel stated that most colleges at Marshall had Instructional Technologists that could assist in training the faculty. Terri Tomblin asked if there was a person governing all of the Instructional Technologists that we could contact about this. Donna Spindel stated that she did not know if there was a single person who all of the Instructional Technologists reported to and she would bring up this training issue with the Associate Deans. Ken O'Neal stated that instructors at remote locations would like to utilize the system but may not be able to attend the training sessions. Terri Tomblin stated that she thought there would be an instruction sheet that would assist the instructors in using the Web for Faculty system.

Terri Tomblin asked how instructors were entered into the database. Donna Mauk stated that the secretary to the Dean entered the instructor into the database as a person and that the Registrar's Office matched those instructors to the course section he or she was teaching.

4. Kiosk Student Interface Software – Terri Tomblin stated that they were supposed to go to the Parkersburg Mall during the next week to finish the setup of the Kiosk that was relocated to Parkersburg from the Welcome Center.
5. Moving from Terminals to PCs – No Report
6. BANNER Documentation – No Report
7. Electronic Data Interchange (EDI) – No Report
8. Human Resources/Finance – Terri Tomblin stated that HR was working on setting up the part-time positions in the BANNER system. Terri further stated that they were still working on implementing the Payroll portion of the HR system in January 1999.  
Terri Tomblin stated that Finance was still working on the chart of accounts.
9. Merging both Marshall and SC Campus into one Database – Terri Tomblin stated that Jim Richendollar had not rolled the spring grades into the merged database. Ken O'Neal stated the grades were not ready to be rolled and that there were a few problems that they were still working on. Terri asked if Ken could notify Jim that he was not ready to roll the grades. Ken stated that he had send email to Jim.

Mary Brown asked if the South Charleston faculty and students were being fed to the ID system from the South Charleston database. Ken O'Neal stated that all of the Fall registration information was on the Merged database. Mary asked how student and faculty

were placed on the ID system. Mary explained that the Library validates the ID against the ID system to determine what services the Library can provide to an individual. Mike McGuffey stated that Mary should contact the ID office for answers on this topic.

10. Computer Technology Group – Terri Tomblin stated that the Computer Technology Group had scheduled Meetings for the third Thursday of every month.
11. Registrar’s Printing of Schedules – No Report
12. Performance and Priority Issues – Donna Mauk stated that during the week Terri was on vacation MILO kept going down and that BANNER was real slow during that same period. Terri Tomblin stated that she would check with Jim Richendollar to see what the problem was. Ken O’Neal stated that the South Charleston Campus had problems with BANNER forms timing out while it was retrieving data from the database. Terri asked if this problem had been resolved. Ken O’Neal stated that Jim Richendollar set the timeout period to a higher number and that seemed to help.
13. Cleaning up BANNER Database – No Report
14. BANNER Client/Server – Mike McGuffey asked when the university would stop supporting the character (terminal) access to BANNER. Terri Tomblin stated that the university would stop supporting character access to BANNER when SCT stopped supporting it. Mike explained that he had heard that Macintosh purchases in administrative offices would not be supported because BANNER would not run on a Macintosh. Terri stated that BANNER GUI would not run on a Macintosh and that there was no plan for BANNER GUI to run on a Macintosh at this point in time. Terri explained that BANNER would run on a Mac through character mode and would continue running until the time that SCT stopped supporting character mode.
15. MUNet e-mail addresses in BANNER – Terri Tomblin stated that there was a Webpage that would allow students to forward their email from the MUNet email address to an email address of their choice. The URL for that Webpage is <http://www.marshall.edu/computing/email>.
16. ORACLE upgrade in preparation for BANNER 2000 (3.0) – Terri Tomblin stated that the Oracle upgrade would not be performed during the scheduled time weekend of September 5<sup>th</sup>. Terri explained that this would push back the implementation of the BANNER 2000 (3.x) upgrade. Terri asked the user group to determine the most convenient date to perform the upgrade. Terri also asked that anyone who needs to have any 2.1.X upgrades applied to the system to contact her.
17. College Divisions impact BANNER? – No Report
18. Subcommittee on Software Modifications and Reporting – No Report
19. Major Codes – Mike McGuffey stated that there was a new version of the Major Code list on the Web. The URL for the Adobe Acrobat (pdf) file is <http://www.marshall.edu/institutional-research/majorcodes2.pdf> and the URL for the text version of the list is <http://www.marshall.edu/institutional-research/majorcodes1.txt>.  
Jim Harless stated that the new Major Codes were on the new MU applications.
20. General Person Data Ownership – No Report
21. BANNER User Group Paradigm Shift – Terri Tomblin stated that her opinion was to have a Student/Financial Aid group and a Finance/HR group with a governing group (steering committee) between these groups and the Marshall University Information Technology

Committee (MUITC). Terri asked everyone in the BANNER community to express their opinions about this paradigm.

Mike McGuffey stated that he thought any resolutions passed by either of the BANNER user committees should automatically go to the MUITC with comments from the steering committee added to the resolution when it was presented to the MUITC. Mike expressed concern that either of the groups may be under-represented on the steering committee and that a resolution that was important to one group could be voted down by an uneven steering committee. Terri Tomblin stated that she thought it would be best for the steering committee to provide even representation from both committees and to not pass problems up the line but to solve potential problems and pass well-coordinated resolutions up to the MUITC.

Jim Harless asked if this paradigm was picked-up from other institutions that currently use BANNER. Terri Tomblin explained that this topic had come up months ago when there was a discussion about how all of the different modules would be represented in the BANNER users group meetings. Terri stated that SCT representatives had recently met with different people on campus and wanted to know how our BANNER users group was structured. Terri explained that they had suggested to breakdown the users groups so that each module (Student, Financial Aid, Human Resources, and Finance) each had their own group. Terri further explained that she thought this paradigm was too fine of a breakdown for our campus because historically the Student/Financial Aid mix proved to be very useful in preventing and fixing problems.

Terri urged everyone to think about this and express his or her thoughts on this plan.

22. BANNER Reporting Needs – Mike McGuffey stated that the Marshall University Strategic Planning Committee had assigned Toney Keys to research data mart/warehousing for Marshall.
- New Business
    1. SGASPRT – Terri Tomblin asked Donna Mauk how the SGASPRT form was being used. Terri explained that she would like to know if all of the student athletes were being entered into this form. Donna Mauk stated that all athletes were entered into the SGASPRT form but that they were entered into the system as the Registrar's Office as notified. Donna explained that basketball walk-ons might not be entered into the system until October. Terri asked how this process was initiated. Donna explained that Athletics sends information to the Registrar's Office about the athletes and the Registrar's Office enters the information into BANNER.
    2. Electronic DB & SS service Request Form – Terri Tomblin announced a new form on the Web for ad hoc reporting and services from the Databases and Shared Systems group. The URL for databases and shared systems is <http://www.marshall.edu/computing/dba>.
  - Announcements
    - Next Users Group Meeting: October 1<sup>st</sup>, 1998
    - BANNER Training:
    - SCT Users Group Meeting: March 1999, Orlando, FL
  - Adjournment – The meeting was adjourned at 3:45 p.m.