

**BANNER USERS' GROUP-STUDENT**  
Minutes of Meeting December 7, 2000

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:20 in Old Main 103.
- **Members Present:**

Myke Watts	Computing Services
Bob Walker	Finance
Nadine Hamrick	Financial Aid
Ken O'Neal	South Charleston Campus Graduate College
Linda Templeton	Admissions
Roberta Ferguson	Registrar
Terri Tomblin-Byrd	Computing Services
Michael McGuffey	Institutional Research
Pat Gebhart	Computing Services/Enrollment Management

- **Minutes:** Minutes of the November 2000 meeting were distributed electronically and approved as distributed. Pat Gebhart thanked Nadine Hamrick for taking the minutes at the November meeting.
- **Correspondence:** None.

**COMMITTEE REPORTS**

- **Subcommittee on Billing:**  
No Report.
- **Subcommittee on CAPP:**  
Pat reported that the Graduate School has decided to postpone using CAPP and an on-line Plan of Study. Terri encouraged the subcommittee on CAPP to meet and work on the Curriculum Rules in SOACURR that are necessary for CAPP to function. Since Donna Spindel is stepping down as Associate Dean of Liberal Arts, the CAPP subcommittee will probably need a new chairperson. Roberta Ferguson asked about DARS (a degree audit program created at Miami University) and whether SCT was going to eliminate support of CAPP and refer clients to DARS. Terri suggested that we get an official statement from SCT regarding their support of CAPP.
- **Banner Oversight Committee (BOC):**  
No information from the last meeting. The BOC will address the formal modification of the Policies and Procedures document from the Finance group at the next meeting.

**OLD BUSINESS**

- **Marshall E-Course Policy:**  
No Report—Remove from agenda.
- **Missing Address Information:**  
No Report—Remove from agenda.

- **MILO:**  
 Roberta asked Terri what username and password a faculty member must use to access the Final Grade Instructions on the Web. Terri explained that a faculty member must have an MUIINFO account created and use that username and password in order to access the grade instructions that are in a secured folder on the Banner Web pages. The MUIINFO account request form includes the *Marshall University Information Technology Environment Use and Abuse Policy* that the applicant must agree to abide by. However, faculty members can access MILO Web for Faculty without MUIINFO accounts. Many part-time faculty who have no need to have Banner on their desktops have never had MUIINFO accounts created, and, therefore, do not have access to the grade instructions. Roberta is concerned that faculty are not reading the grade instructions because they cannot access them. The immediate resolution was for Pat and Terri to put the Final Grade Instructions inside MILO on the Faculty Menu so that only valid faculty members would see them. Pat will modify the MILO Homepage to indicate that the Secure Access Log-In requires a student/employee ID number and a 6-digit PIN. Michael McGuffey suggested that we need to develop a policy on the creation of MUIINFO accounts for faculty and the need for the formal agreement to the *Use and Abuse Policy*.
- **Kiosks:**  
 Ken O'Neal asked that the non-functioning Kiosk in the lobby of the South Charleston building either be made to work or moved out of the lobby. Terri stated that Sherri Ritter is responsible for the Kiosks. Remove from agenda.
- **Banner Documentation:**  
 No Report—Remove from agenda.
- **Human Resources/Finance:**  
 Staff are still working on the Payroll process. Perry Chaffin has asked Terri to work on Excel spreadsheets for the budget.
- **SC Campus Database:**  
 No Report—Remove from agenda.
- **Performance and Priority Issues:**  
 Roberta is working with Myke Watts to automate the changing of Incomplete grades to F's. Myke is investigating why the extension date on SHAINST is not working properly as this is crucial to the process of changing grades. The Friday night back-up process is taking 45 minutes longer due to the Finance information in Pre-Prod so the database has been late coming up. Roberta reminded the group that Spring advance registration schedule cancellation will occur this week-end. Terri stated that all managers in Computing Services have been reminded of the critical dates and that there are to be no changes in the system 2 weeks prior to those dates.
- **Banner Client/Server:**  
 No Report—Remove from agenda.
- **General Person Data Ownership:**  
 The need for training was addressed in the HR meeting. Since Academic Deans' office staff will be entering faculty information into Banner, training is necessary. Terri suggested that Pat train all new people with that responsibility. Michael McGuffey moved and Roberta seconded that anyone granted update access for the creation of records in SPAIDEN and SPAPERS be trained in Person Entry Procedures to insure database integrity. This training requirement will be from this point forward and will be added to the Policies and Procedures Manual. Passed unanimously. It was suggested that BUG-S recommend to the Deans that persons who create faculty records be refreshed in new person training. Pat suggested that her training and that from Human Resources be combined. Michael stated that HR is not ready yet, but he will talk to Sherri Noble about HR training and our suggestions.

- **Banner Student Privilege Request Form:**  
No Report.
- **Religion Code Collection/Usage:**  
The ITC approved removing the religion code from Banner. Jim Richendollar will remove data from the database. Remove from agenda.
- **Duplicate PIDM/Person:**  
Jim Richendollar has removed thousands of generated ID's from the database. There are about 60 ID's left for people who may have some information in the database. Jim has checked this on Pre-Prod first. There were 3 generated ID's from the last SAT tapeload.
- **Training Requirements:**  
BOC is reviewing. Remove from agenda.
- **Summer Terms:**  
Michael needs the beginning and ending dates of courses in the section data. Remove from agenda.
- **Printing Students' Schedules:** Terri and Pat are working on the sleep/wake process for printing students' schedules and transcripts. Terri explained how the sleep/wake process works and our need to make all of the registration personnel aware of the procedures. Roberta wishes to continue using Bob Walker's Web process for printing schedules.
- **PIN Maintenance:**  
No Report.
- **Oracle 8 and VR 4.1 Upgrade Schedules:**  
We have not received certification from SCT for Oracle 8.1.6. The upgrade will probably not be possible over the Martin Luther King holiday weekend; may have to postpone until the Memorial Day weekend.

#### **NEW BUSINESS**

#### **ADJOURNMENT**

- Meeting was adjourned at 4:00p.m.

#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be January 4, 2001.
- SCT Summit April 7-11, 2001 in Toronto.