

BANNER USERS' GROUP--STUDENT
Minutes of Meeting December 4, 2003

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Drinko 439
- **Members Present:**

Pat Gebhart	Computing Services, Enrollment Management
Bob Walker	Finance
Cheri Musgrave	Financial Aid
Ken O'Neal	South Charleston
Elizabeth Hanrahan	Associate Deans
Terri Tomblin-Byrd	Computing Services
Nadine Hamrick	Financial Aid
Bob Collier	Bursar
Tammy Johnson	Admissions
Joe Whitt	Residence Services
Mary Waller	Registrar
Lisa Penix	CTC

- **Minutes:** The November 2003 minutes were approved as distributed electronically.
- **Correspondence:** None.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Pat Gebhart reported that the committee is making progress.
- **Banner Oversight Committee (BOC):**
No Report.

OLD BUSINESS

- **myMU/MILO:**
There has been much publicity regarding the retirement of the Voice Response system on December 19: an announcement is posted in myMU, there is a recorded message when you call VR, the Registrar has posted signs, and an announcement has been sent to the Deans. There is nothing in The Parthenon as the reporter who interviewed the Registrar quit his job before the article was published. Terri asked affected offices to send her text and forwarding phone numbers to be recorded on the automated recording after December 19. Mary Waller and Ken O'Neal asked about the option within MILO for students to request a paper copy of their Fall term grades. Terri will add the link this week on the Student Records Menu. Grades will be available on the Web starting at 4:00p.m. on December 16th. The system will be taken down at 9:00p.m. on December 19th and then grades should be available again December 22nd. Elizabeth Hanrahan asked that a message be placed on the Web regarding when grades will be available. Elizabeth asked if we could create a document for the Web to show students how to use MILO. It was suggested that the Center for Instructional Technology (CIT) could create a video. Pat will talk to Matt Christian and see what is possible to do.
- **Human Resources/Finance:**

No Report.

- **Performance and Priority Issues:**
Terri reported that Computing Services did an upgrade to VMS, Multinet, and Oracle over the holiday week-end so we have the latest version of all. For the next two days at 3:00p.m., all groups in Computing Services will be monitoring the system for performance. Terri requests that users submit information on patterns of slowness.
- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
Terri sent some documentation on how another institution is handling multiple payroll records to Bob Walker and Sharon Rutherford.
- **Printing Students' Schedules/Transcripts:**
No Report.
- **Bad Addresses Causing Returned Paper Mailings:**
Roberta Ferguson spoke to the Associate Deans regarding the process and the Deans' role in adding source codes. Persons in the Deans' Offices who currently have update privileges in SPAIDEN will update the source code. The process has been running at one-hour intervals since Spring registration started.
- **Policy Change for Deficiency/Probation Calculations:**
Terri reported that the calculation for Academic Standing of "AP" (Academic Probation) and "AS" (Academic Suspension) has been completed and tested in PreProd. Elizabeth stated that there is anxiety on the part of the Deans' Offices regarding the number of student records they will have to review as a result of the new policy. Pat reported that she had been receiving requests from the Deans for different versions of letters for students placed on probation or suspension. Terri has not received any requests for report changes so the Deans will be receiving the same reports that they have always received. There is a Banner form SGAPDEF to review and modify deficiency points. Elizabeth asked if there is a midterm grade form in Banner, but no one knew of one.
- **E-mailing Test Scores:**
No Report.
- **CTC Shared Service Issues:**
No Report.
- **Setting Student Status to "Inactive" (SGASTDN, SDNSTDN):**
Tammy Johnson reported that Admissions needs to make a record inactive for a person who has been admitted but not enrolled. The Registrar needs to make a record inactive if a student has been out of school for two years. Terri asked if marking the record "Inactive" stopped registration. Tammy assumes it does because Admissions has used this for transient students. Ken stated that it does stop registration. Nadine Hamrick is concerned about how this affects Financial Aid.
- **Fee Assessment for Graduate Students with Dual Majors:**
Terri received another e-mail from Dr. Deutsch asking about fees for program specific courses. Bob Walker stated that the way the system is designed, it is not possible to do this in version 6. Bob will write a response explaining this that Terri can send to Dr. Deutsch.

NEW BUSINESS

- **Banner 6.0 Issues:**

The upgrade to version 6 will begin on December 20th unless offices will not sign-off that they have sufficiently tested in PreProd. Bob Walker indicated that PreProd is really slow, but Terri says it is not as fine-tuned as Production. Terri will be reminding responsible parties that they must test and sign off on the upgrade. Bob Collier sees the benefits to the new fee assessment process in version 6, but he is concerned about timing to enter 400+ detail codes in Production. Pat has provided demo sessions on PreProd for the Registrar's Office, Admissions Office, and some other Enrollment Management staff.

ANNOUNCEMENTS

- The next BUG-S meeting will be February 5, 2004. All agreed to skip a January meeting.

ADJOURNMENT

- Meeting was adjourned at 3:40p.m.