

BANNER USERS' GROUP--STUDENT
Minutes of Meeting December 2, 2004

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

Terri Tomblin-Byrd	Computing Services
Bob Walker	Finance
Myke Watts	Computing Services
Nadine Hamrick	Financial Aid
Pat Gebhart	Computing Services/Enrollment Management
Michael McGuffey	Institutional Research
Elizabeth Hanrahan	Associate Deans
Cheri Musgrave	Financial Aid
Tammy Johnson	South Charleston
Joe Whitt	Residence Services
Mary Waller	Registrar

- **Minutes:** The November 2004 minutes were approved as distributed electronically.
- **Correspondence:** None

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
No Report.
- **Banner Oversight Committee (BOC):**
Bob Walker reported that they continued discussing the contingency plan. The plan has now been sent to Jan Fox to present to the ITC at their next meeting. The business strategies document is still in a draft status. Tammy Johnson asked if the plan included the South Charleston campus, and the answer is “yes”.

OLD BUSINESS

- **myMU/MILO:**
Elizabeth Hanrahan asked why faculty see their list of advisees under Student Information on the Web, but this is how SCT delivered the product. Elizabeth and Mary Waller said that students are reviewing their holds in Banner prior to registration and attempting to resolve them. The break-in error message is the 15-minute time-out. Terri stated that there are new grade entry instructions for faculty to include the last date of attendance for Financial Aid. Nadine Hamrick explained why this is needed. Michael McGuffey suggested that a message be sent to the faculty concerning this in addition to the standard paper and Web grade instructions. Elizabeth asked if this was the last term for the Registrar printing final grade sheets—this subject is still under discussion at the academic level. Elizabeth asked how faculty are aware of a student dropping a class on the Web. Terri referred her to the SCT documentation on Faculty Self-Service to see if the status appears on the grade sheet.
- **Human Resources/Finance:**
No Report.

- **Performance and Priority Issues:**
About two weeks ago, there were some parameter changes made at the database level. Nadine reported that moving from Banner form to form is much faster. At 5:00p.m., the system slows down, but there is no longer a problem at 3:00p.m. Tim Calvert in Computing Services is looking through the log file trying to identify what processes are running when the system gets overloaded. Terri will continue looking at tweaking at the database level. She asked for continued feedback on performance problems from offices. Elizabeth looked at the documentation on Smart Events and feels that they would be very helpful to students and staff.
- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
No Report.
- **Printing Students' Schedules/Transcripts:**
No Report.
- **CTC Shared Service Issues:**
No Report.
- **Social Security Number to Generated ID Change:**
Michael McGuffey found two employees with incorrect SSN's in the SSN field. Terri believes that Payroll is responsible for maintaining the SSN's for employees according to the matrix.
- **Block Scheduling:**
Winnie Black told Pat Gebhart that block scheduling is going forward for New Student Orientation in the summer. Michael is creating some reports for the Deans.
- **Student Type Roll Process:**
No Report.
- **Alpha-numeric PINS:**
Remove from agenda.
- **UNI 101 Mock Scheduling:**
Remove from agenda.
- **Migration to New MUIINFO Server—Linux Training:**
Terri explained how Banner 7 will be installed on the Test and PreProd databases. Banner 7 will be a big change with a whole new set of performance issues.
- **Proposal to Make MU E-mail the Official Means of Correspondence to Students:**
Elizabeth said that the Associate Deans will draft text for the catalog about using e-mail for correspondence with students.

NEW BUSINESS

- **None**

ANNOUNCEMENTS

- The next BUG-S meeting will be January 6, 2004.

ADJOURNMENT

- Meeting was adjourned at 3:15p.m.