

BANNER USERS' GROUP-STUDENT
Minutes of Meeting February 1, 2001

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:15 in Old Main 103. Terri introduced Dan Holbrook, the new Academic Deans representative.
- **Members Present:**

Myke Watts	Computing Services
Bob Walker	Finance
Cheri Musgrave	Financial Aid
Ken O'Neal	South Charleston Campus Graduate College
Roberta Ferguson	Registrar
Terri Tomblin-Byrd	Computing Services
Pat Gebhart	Computing Services/Enrollment Management
Linda Templeton	Admissions
Kevin McKenna	Admissions
Dan Holbrook	Academic Deans
Michael McGuffey	Institutional Research
Bob Collier	Bursar

- **Minutes:** Minutes of the January 2001 meeting were distributed electronically and approved as distributed.
- **Correspondence:** Banner Modification Request from Roberta Ferguson—covered in New Business.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Frances Hensley has been asked to appoint a chairman of the Subcommittee on CAPP.
- **Banner Oversight Committee (BOC):**
The BOC has written a draft of a Policies and Procedures document that contains general procedures for the BOC, and within the document, separate User Group specific policies and procedures. Terri highlighted some of the major changes including address change responsibilities and ownership of data. Bob Walker has e-mailed the document to the BUG-S list for review. Terri asked that all comments and recommendations for the document be sent to her in time for the BOC meeting on February 20.

OLD BUSINESS

- **MILO:**
No Report.
- **Human Resources/Finance:**
Human Resources is getting ready to roll out part of the HR module to select departments. They are testing the electronic PAF. Payroll is working on pay period 16. The I-9 issue is still not resolved.
- **Performance and Priority Issues:**

Bob Collier is still having problems with multiple withdrawals during the refund period. He completed a Problem Report form for this and asked what the status was. Terri will check for him.

- **General Person Data Ownership:**
No problems reported.
- **Banner Student Privilege Request Form:**
Terri asked the group for suggestions on developing a form for users to request privileges to the Student forms. Faculty members receive Deans Menu privileges by default when they receive an MUIINFO account. However, there are approximately 25 different security classes that have been established for current Student users. It is difficult for users and supervisors to list every form for which an employee needs privileges. A suggestion is to ask on a request form: "What username in your office should privileges be patterned after?" Also, there should be a section on the form for someone to request additional privileges from ones they already have.
- **Duplicate PIDM/Person:**
Jim Richendollar has found a problem with the tape load process loading two records in Banner if a person is on the tape twice although it doesn't always happen. He is still investigating. He removes a duplicate record if it is created so the current duplicate person problem is not increasing due to the tape load process.
- **Printing Students' Schedules:**
Terri sent a question to SCT about printing students' schedules in sleep/wake as she cannot print in landscape mode without actually changing the printer settings. She cannot find information on how to do this in the SCT documentation or find that it is a Known Issue. Michael McGuffey suggested changing the print queue.
- **PIN Maintenance:**
No Problems. The Registrar's Office is no longer printing class lists so faculty have been using MILO Web for Faculty to get their own class lists. Numerous PIN's have been re-set!
- **Oracle 8 and VR 4.1 Upgrade Schedules:**
Terri provided an update on the upgrade to Oracle 8. Terri estimated that it will take approximately two months to prepare for the Oracle upgrade. We can upgrade the VMS software as soon as it arrives, and this will not change Banner. The VMS and Oracle upgrade can be done together. Terri asked for recommendations on time frames for the upgrade as we do not want to upgrade right before an advance registration period begins. Spring break and Memorial Day week-end were suggested. Terri understands that Banner 5.1 will be released sometime this summer. The 5.0 documentation should be released in March, and we will provide access to that as soon as we receive it so everyone can begin reviewing. Terri also asked for everyone to be thinking of a time frame for the 5.1 upgrade; with Finance also using the system, we must consider their schedules. We are getting a new machine to replace the MILO box that has more memory and will improve the response time.

NEW BUSINESS

- **Web Schedule of Courses Modification:**
Roberta Ferguson submitted a Banner/SCT Baseline Software Modification Request Form to modify the Web Schedule of Courses package. On behalf of the Associate Deans, she has requested the modification of the schedule to separate by academic department, include PR's, CR's, and course comments, indicate courses that are cancelled, and change the overall appearance of the schedule pages. The schedule would

be updated nightly to reflect all changes and be posted on the MILO Web site. This is the first reading of the request, and a vote will be taken at the March 1 meeting.

- **Reporting:**

Michael will be bringing several issues to the group that will aid in reporting. He will propose a modification of the campus code structure to recognize “E” courses by campus location. Associating fee structures with the campus codes was discussed. Terri suggested that Michael should present the problem statement and project goal to the group for review. Perhaps there are more efficient ways to accomplish the true goal? He will also be requesting the site code for courses and that the Fee Waiver Checkbox be checked for contract classes. The Academic Deans will be discussing recording the real instructor in Banner, and that will mean coding GA’s as instructors.

ADJOURNMENT

- Meeting was adjourned at 3:45p.m.

ANNOUNCEMENTS

- The next BUG-S meeting will be March 1, 2001.
- SCT Summit April 8-11, 2001 in Toronto.