

BANNER USERS' GROUP--STUDENT
Minutes of Meeting February 3, 2005

- **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
Elizabeth Hanrahan	Associate Deans
Cheri Musgrave	Financial Aid
Tammy Johnson	South Charleston
Joe Whitt	Residence Services
Mary Waller	Registrar
Sharon Lake	Registrar

Sharon Lake, Associate Registrar, was introduced to the group.

- **Minutes:** The January 2005 minutes were approved as distributed electronically.
- **Correspondence:** None.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Pat Gebhart reported that the CAPP subcommittee met recently and will begin the implementation of Curriculum Rules. She is training the Admissions Office on February 11 and will train the Associate Deans group on February 18.
- **Banner Oversight Committee (BOC):**
No Report.

OLD BUSINESS

- **myMU/MILO:**
Elizabeth Hanrahan asked when students graduate if there is a time-out period after which they cannot access myMU. Terri responded that there is no time-out period for admits or students. SCT also defines a person who has a Financial Aid application as a student. Terri says we also have the option to send a recruit record to myMU.
- **Human Resources/Finance:**
No Report.
- **Performance and Priority Issues:**
Joe Whitt reported that he was still having some problems with four of his machines; Terri referred him to Chris Stevens on the Help Desk. Some discussion ensued over the use of Spyware and pop-up blockers. Anyone with questions about that should contact User Services. The Contingency Plan was never implemented during the January registration period. Elizabeth

reported that at the January Associate Deans meeting that Computing Services was complimented for having established the Contingency Plan and for monitoring the system during registration. Terri stated that she felt the good Banner performance was due to the combination of the new machine, the moving of Resource25 and the calendar requests to another machine, and the number of users which averaged about 100 less than the year before. She felt that the users policed themselves and that no one ran big processes during the daytime hours. We need to update the Contingency Plan users in the future. The Status Page is not being updated daily now. Nadine reported that Banner is sometimes slow moving from screen to screen, and sometimes the screen goes blank. Terri asked everyone to report performance problems to the Help Desk and to ask for a ticket number for the report. Terri needs the time that the slowness occurs.

- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
No Report.
- **Printing Students' Schedules/Transcripts:**
No Report.
- **CTC Shared Service Issues:**
Terri received an e-mail last week from the Community and Technical College forwarded to her by Jan Fox. The CTC is concerned that their students and staff received the e-mail greetings from Marshall Interim President Mike Farrell. They are requesting that their students and staff be excluded from e-mail messages and announcements from the University. Cheri Musgrave asked how to exclude someone from the "Student" role in myMU. The role does not look at levels as everyone with an SGBSTDN record is a student. Bob Walker says he has a function to exclude CTC staff that he will share with Terri. It is going to be difficult to determine what CTC students should or should not receive.
- **Social Security Number to Generated ID Change:**
No Report.
- **Block Scheduling:**
Elizabeth reported that the Associate Deans are meeting tomorrow to discuss Block Scheduling.
- **Student Type Roll Process:**
Terri has read the documentation on this process. All agreed that she should create a subcommittee of a representative from the Registrar's Office, Admissions Office, Academic Dean's Office, and Institutional Research to determine what student types should be rolled. Terri will be the technical support for the subcommittee. Elizabeth volunteered to be the Academic Dean's representative; Terri will e-mail other offices for volunteers. All representatives on the subcommittee should read the SCT documentation on the roll process.
- **Migration to New MUIFNO Server—Linux Training:**
Terri has "penciled in" the Memorial Day week-end for the migration to the Linux machine. Myke Watts reported that he is working on getting Job Submission to run and will be creating the PreProd environment with Production data. Let Myke know if you need anything saved from PreProd. PreProd should be available for testing early in March.

NEW BUSINESS

- **Registration Permit Overrides:**
Pat explained that she and Elizabeth and the Registrar's Office had been studying the use and functionality of Registration Permit Overrides. The testing has gone well, and they feel that the

overrides are working effectively. They want to present the functionality to the Associate Deans as soon as possible. Elizabeth has volunteered to implement for Summer and Fall registration. Elizabeth and Mary thanked Pat for researching this topic.

- **Election of New Secretary:**

After almost five years of serving as Secretary of BUG-S, Pat wishes to resign. Mary volunteered to serve as secretary except during busy registration times; Nadine volunteered to be the back-up if Mary cannot attend. Elizabeth commended Pat for her years of service.

ANNOUNCEMENTS

- The next BUG-S meeting will be March 3, 2005.

ADJOURNMENT

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