

**BANNER USERS' GROUP--STUDENT**  
Minutes of Meeting February 2, 2006

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

Terri Tomblin-Byrd	Computing Services
Myke Watts	Computing Services
Nadine Hamrick	Financial Aid
Sharon Lake	Registration
Michael McGuffey	Institutional Research
Elizabeth Hanrahan	Associate Deans
Cheri Musgrave	Financial Aid
Bob Walker	Finance Information Technology
Carol Kolski	Bursar

- **Minutes:** January minutes were reviewed with one correction under Committee Reports, Subcommittee on CAPP: Pat Gebhart reported that “*most*” academic departments came for training instead of “all”.
- **Correspondence:** None

**COMMITTEE REPORTS**

- **Subcommittee on Billing:**  
No Report.
- **Subcommittee on CAPP:**  
No report
- **Banner Oversight Committee (BOC):**  
No report.

**OLD BUSINESS**

- **myMU/MILO:**

Terri reported the problem from last month had been resolved with no further problems reported.

Printing of Class Rosters: Terri said she had not gotten the message on the web to “Select another type of roster as this is not available at this time”, but David Daniel was working with this problem.

- **Human Resources/Finance:** No report.

- **Performance and Priority Issues:**

Nothing for discussion.

Tape load of ACT scores – Terri indicated Pat Gebhart is continuing to work on tape load process with the Admissions Office. Per Terri, 9,000 recruit records have been loaded and we still have contact open with SCT until the reported problem is resolved.

Nadine Hamrick reported that she had not met with Dr. Tarter or Scott Taylor regarding the possibility of loading recruit records from Financial Aid tape loads but that this would happen in the near future.

- **Banner Student Privilege Request Form:**

No Report.

- **Multiple PIDM/Person:** No report

Elizabeth Hanrahan is having a problem. If an individual has 1 major and 3 minors, SFAREGS is not picking up multiple minors. There was discussion about the Curricula tab and the Lerner tab, which is what the student sees on the web. Per Terri, there are fields containing the old curricula data that is being updated plus new fields being populated with data by the new conversion process being utilized. Also, there could be a problem with the curricula conversion process itself. Elizabeth will forward the student's ID to Terri to research. (Check mark system may not have been set up properly.) Terri proposed possibly using the duplicate record function. Sharon will look into that. Elizabeth and Terri confirmed

- **CTC Shared Service Issues:**

No Report.

- **Registration Permit Overrides:** Elizabeth indicated there are individuals interested in being trained.

- **Course Fee Assessments:** No report.

- **Identifying online degree seeking students:** No report.

- No further old business to address.

- **Administrative Solutions Project** is continuing to make progress. Terri indicated this project is composed of many subcommittees of which she is part of two. One of the subcommittees is the Training and Policy Procedure Maintenance chaired by Matt Christian and tasked with reviewing training needs. Discussion regarding training needs, release time, incentives for employees and supervisors ensued. Also, determining administrative procedures with policies broken apart and how employees are notified of availability.

The second subcommittee is Account Security with Terri being the chair. They are tasked with reviewing current account security. Examples: Employees moving from one department to another, moving in and out of Marshall University, etc.

- **Oversight Committee:** Terri indicated they will try to get the 7.2 release into pre-production and this will cause pre-prod to be restricted at certain times of the day. Also, Enrollment Management has a lot of test data in pre-prod so that will need to be taken into consideration. Terri will advise the group when a decision has been made regarding the dates.
- No further old business to address.

#### **NEW BUSINESS:**

- **Discussion regarding use of Campus Codes** – Discussion regarding the use of Campus Code for use in identifying Marshall Community and Technical College students for the purpose of awarding and reporting federal financial aid which is essential for the process of financial aid using two OPEID's within one instance of Banner. Nadine Hamrick had sent an email out to the group earlier requesting they review any process that uses the campus code as validated in STVCAMP before this meeting as this code is the method in which Banner processes two school codes within one instance of Banner for the purpose of awarding and reporting federal expenditures. Discussion was favorable without any major problems identified other than notification to other parties involved. Myke Watts indicated that once the decision had been made the Computer Center would populate the fields with the proper codes of those that were blank based on the students' status at the point in time of this process.

Nadine was charged with sending an email with the procedures for this process to take place for response from the group.

#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be **March 2, 2006.**

#### **ADJOURNMENT**

- Meeting was adjourned at **3:10 p.m.**