

## BANNER USER'S GROUP-STUDENT

Minutes of Meeting – February 5, 2009

Recorded by Kelli Raines

- Call to Order: Myke Watts called the meeting to order at approximately 2:10 P.M. in DL 439.
- Members Present:

Pat Gebhart	Computing Services/Academic Affairs
Myke Watts	Computing Services
Brent Maynard	Computing Services
Bob Collier	Bursar
Nadine Hamrick	Financial Aid
Mike McGuffey	Institutional Research
Howard Young	Residence Services
Beth Chiparo	Grad Admissions/by polycom
Sharon Lake	Registrar
Nick Napier	MCTC
Bob Walker	Finance

- Minutes: Previous Meeting minutes were approved without correction.
- Correspondence: None

### COMMITTEE REPORTS:

- Subcommittee on Billing: No report
- Subcommittee on CAPP: No report
- Banner Oversight Committee (BOC): BOC is still looking for a committee chair.

Prior to beginning Old Business, Myke Watts announced that Pat Gebhart has “agreed” to serve as chair of this committee on the condition that we move the meeting time. The committee agreed to move the time to the second Wednesday of every month at 10am. Pat will send out a meeting request, and also will update the distribution list in Outlook.

### OLD BUSINESS

- myMU/MILO: Brent reported that MyMU is being revamped to make it more consistent with other MU web pages. This will only affect the students’ view.
- Human Resources/Finance: Bob Walker said he would like to piggyback Web4HR with the Banner 8 upgrade. Bob will demo Web4HR for the committee at a future meeting.

- Performance and Priority Issues: No report
- Banner Student Privilege Request Form: David Daniel is granting privileges.
- Multiple PIDM/Person: Myke has been receiving individual e-mails requesting removal of duplicate PIDMs. He reminded the committee that the appropriate form must be filled out and signed off on by every department with information on the duplicate record BEFORE an ID will be deleted.
- CTC Shared Service Issues: MCTC is still working on separation issues. Meetings are taking place with Sungard regarding different scenarios and options. They are still shooting for a separation date of 7/1/09.
- Concurrent Curricula: Mike McGuffey asked if the back fill process has been running to update curricula. Myke says it has not been running. Mike said he has identified 5 to 10 discrepancies per semester (i.e., a college associated with an incorrect major in SGBSTDN – perhaps resulting from incorrect usage of the form? – and juniors with a student type that has been changed to freshman).  
Elizabeth Hanrahan mentioned an issue with SHADEGR. No one was sure if a ticket had been opened with Sungard Support.
- Connect2 (Recruitment System): Pat reported that the Provost is concerned about this software. They have been meeting with Tammy Johnson and Beth Wolfe regarding options. No one was certain of the length of the current Connect2 contract.
- Oracle Release: The January release is out, but has not been scheduled yet – it will be scheduled soon.
- Faculty Information: Frances Hensley and Pat found incorrect/missing info in Digital Measures. They may have to ‘recruit’ record keepers from individual departments to load old (pre-1999) information for faculty.
- Document Imaging: Because of the current staffing situation in Computing Services, this project is now a lower priority.
- New Hold Process: The new hold process seems to be working. This item will be removed from the agenda.
- Residency Requirement Tracking Proposal: Bob Collier reported that meetings have been occurring regarding tracking sophomores required to live in the residency halls. If a student received a waiver as a freshman, the waiver will roll forward to the freshman year. It is assumed that Residence Services will place the appropriate attribute for these students once the requirement has been satisfied. First-time freshmen admitted for Spring 2009 did not have to meet the residency requirement, but will be required to for the Fall semester.

- Community & Technical College New Hold: Remove from the agenda.
- Associate Deans Request for JE Junior Degree Eval Hold: Elizabeth reported that this hold has been working successfully, at least for CITE, COLA, & COS. There was mention of COEHS beginning mandatory advising.
- Readmission Enforcement/NE Process: Still on hold.
- Math Workshop. Sharon reported that Math Workshop course has been tested in Pre-Prod, and has been created in Production. MU has approval from HEPC to offer. The proposal to proceed with Math Workshop was approved unanimously.
- ID Creation: Process is working as planned. Remove from agenda.
- Faculty Advisor/MyMU hold: No movement.

#### **NEW BUSINESS:**

- SSN Masking: Myke reported that SSN masking has been approved. The form for exception allowing access to the SSN field is not yet available.
- Missing Information: Mike mentioned that information required for reporting has been missing in Banner: he has been having to add location/building where classes are taught, identifying gratis courses, and entering CIP codes.
- New Pin Proposal: Kelli proposed and first reading/discussion took place on changing the time at which PINs are generated. Currently PINs are generated at the time the student is admitted. Admissions is requesting that PINs be created at the time the application is loaded. The Web4Admission process allows students to select a PIN when completing the on-line application. That PIN allows the student to access their application status through the Web4Adm page, NOT through MyMU. Currently only students who apply on-line can access the application status. Creating the University-generated PIN when the application is loaded into Banner will allow students who complete paper applications access to their application status through the Web4Adm page as well. Michael Taylor in Admissions will be the contact for this project.
- Summer Term Changes: The summer terms have been changed for 2009. There will be one 12-week term, 1 four-week term, and two 5-week terms. As of this meeting, the terms have not yet been created in Banner.
- Secretary Rotaton: The committee has agreed that each member will again serve as secretary on a monthly rotating basis. If you are unable to attend the meeting for which you are scheduled to take notes, please make arrangements either for someone else to take notes or switch with another committee member.

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** Meeting was adjourned at 3:35 p.m.