

BANNER USERS' GROUP--STUDENT
Minutes of Meeting January 6, 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
Bob Collier	Bursar
Elizabeth Hanrahan	Associate Deans
Cheri Musgrave	Financial Aid
Tammy Johnson	South Charleston
Joe Whitt	Residence Services

- **Minutes:** Elizabeth Hanrahan requested that the December 2004 minutes include that she reported that the Associate Deans were prepared to send in usernames for the contingency plan, but that they are advised to wait until the ITC approves; Terri confirmed that they should wait. Otherwise, they were approved as distributed electronically.
- **Correspondence:** None

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
No Report.
- **Banner Oversight Committee (BOC):**
No Report. Contingency plan implementation covered in Performance and Priority Issues.

OLD BUSINESS

- **myMU/MILO:**
Terri reported that when the Fall 2004 grades were released, myMU held the load and at one point had 1900 concurrent connections. The system slowed down a bit but never froze. Terri was pleased with performance and has not received any complaints. MILO responded very quickly once a user was in myMU.
- **Human Resources/Finance:**
No Report.
- **Performance and Priority Issues:**
The ITC approved the Banner Contingency Plan. Terri distributed copies of a Banner System Status Web page that she created that will be updated daily. All Banner users have been initially set at Level 4, and she is in the process of re-assigning levels in the database based on requests and lists from departments. Level 4 users will be prohibited from logging in if the contingency plan is implemented. Terri wants to have the user levels assigned by noon tomorrow (Friday, January 7) but has not received lists from all departments yet including Enrollment Management.

Elizabeth asked about a review of the groups process—Terri wants to make sure that the responsible person does this. Perhaps a quarterly reminder of the need for review is appropriate. Terri will be watching the system closely starting Monday morning. Elizabeth reported that Banner periodically locks up, and she must close with the Task Manager. Financial Aid has experienced some slowness. Bob Collier has seen some slowness with corrections of fee assessments. Terri stated that yesterday about 2:30 we had 380 connections to the database (290 is average). Over the holiday break, Resource25 was moved to another machine away from the Banner Production database which should help performance, especially with the number of Web users accessing the R25 Web calendar. Bob Collier reported that due to some 6.0 fee assessment issues that the Bursar is manually dropping students this week-end.

- **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:**
No Report.
- **Block Scheduling:**
No Report.
- **Student Type Roll Process:**
No Report.
- **Migration to New MUIINFO Server—Linux Training:**
Terri provided an update on the new server. After the term starts, the Test instance will be ported to the Linux server. Then she will create a PreProduction environment from the Production environment so that when we test, we will have fresh data. Paperwork for Linux training has been sent to Purchasing. No date has been set for the machine move, but Terri has suggested the Memorial Day week-end. She asked everyone to consider their work schedules, but we must have the new machine in place by the next Fall start-up. Banner 7 has not been released yet.
- **Proposal to Make MU E-mail the Official Means of Correspondence to Students:**
Elizabeth presented the following proposed catalog change from the Associate Deans about using e-mail for correspondence with students:

Email

When communicating electronically about academic matters, students must use their Marshall University email account. Students will also receive emails regarding academic matters through their Marshall email account. Communicating through your Marshall email account provides verification to academic offices what individual is requesting the information. Marshall email is directly accessed through www.marshall.edu/myMU. It is recommended that Marshall email not be forwarded to other e-mail accounts. Marshall email should be checked at a minimum once a week. If you have questions about your email account or accessing myMU please contact Computing Services at helpdesk@marshall.edu; 696-3200 or visit their web page at www.marshall.edu/ucs.

There were no objections to the message. Remove from agenda.

NEW BUSINESS

- **None**

ANNOUNCEMENTS

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

ADJOURNMENT

- Meeting was adjourned at 3:00p.m.