

BANNER USERS' GROUP--STUDENT

Minutes of Meeting January 4, 2007

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at approximately 2:15 in Drinko 439.
- **Members Present:**

Sonja Cantrell	MCTC
Michael Cornfeld	AD Council
Michelle Duncan	AD Council
Pat Gebhart	Computing Services/Enrollment Management
Myke Watts	Computing Services
Mike McGuffey	Institutional Research
Cheri Musgrave	Financial Aid
Carol Kolski	Bursar

- **Minutes:** December minutes approved as submitted.
- **Correspondence:** No report.

COMMITTEE REPORTS

- **Subcommittee on Billing:** No Report.
- **Subcommittee on CAPP:** No report.
- **Banner Oversight Committee (BOC):** Bob sent a message to this group about needing to take the system down to fix the finance purchasing issues. Larry sent it to the Oversight Committee and Bob forwarded it on to this group. Mike McGuffey to pull up the actual message on laptop to discuss later in the meeting.

Cheri Musgrave mentioned Concurrent Curricula and that the spring release has to have 7.3 and will be mentioned more in depth later in the meeting.

OLD BUSINESS

- **myMU/MILO:** There is no update on spam filters. There were no reported problems when grades were loaded in terms of traffic. There was not the heavy load of traffic that was anticipated and therefore did not get flooded and stop running. It was very smooth. There was never above 700 concurrent users. Either people were getting in and out quickly and they weren't stacking up or everyone didn't flock in at the same time at 4:00. Bottom line there was no performance degradation whatsoever with grade retrieval and no complaints that came into the Help Desk. No problems reported when MILO opened back up on Dec. 27th.

- **Human Resources/Finance:** No report.
- **Performance and Priority Issues:** Since last meeting all problems with the Web browser and the “We Are Marshall” new home page have been resolved and there should not be any problems loading Banner no matter what home page is used.
- **Banner Student Privilege Request Form:** No Report.
- **Multiple PIDM/Person:** Still need question answered as far as running the Possible Duplicate PIDM Report that Cheri Musgrave has been running -GWRDUPS. Still don't know if Admissions is running or not since no one was in attendance. Cheri is still running for Financial Aid.
- **CTC Shared Service Issues:** Michelle Duncan reported at the last AD meeting Campus Codes were mentioned and a couple of individuals mentioned they don't have access to change the campus code and that's the reason it hasn't been changed. There was a request made that if they had access and directions to change it when a student came from the Community College or the Charleston campus to the Huntington campus to Marshall University they would be happy to change the code and do the intercollege transfer form. They just need access and directions. Nadine is really the one who has talked to Michelle beyond this group about making that change because of the impact on Financial Aid. Since Nadine is absent today Michelle will ask her for directions and then post the directions to the group. Cheri indicated that the Registrar has the directions, Financial Aid doesn't have them. Terri doesn't understand how someone can change a college or field of study but not be able to change the campus code because it's in the same right block of information, but she's not familiar enough with it to know. Elizabeth is one of the ones who have said it is an issue and she has tried to change it before but it wouldn't allow her to update it. And she is pretty familiar with how to maneuver through Banner. Not sure if it is the SDNSTDN screen and since students never transfer into University College as they always transfer out, and it's always the new college who updates the field.

Nothing has been done on the Clearinghouse issue. All Clearinghouse files were submitted through the end of last term the same as always. It will need to be done again at the beginning of this semester, mid-semester and at the end of the semester. It will come out combined unless a decision is made to do something different.

- **Registration Permit Overrides:** No report.
- **Course Fee Assessments:** No report.
- **Identifying online degree seeking students:** No report.
- **Administrative Solutions Project.** No Report.
- **Campus Codes.** Nothing other than what was discussed under CTC Shared Service Issues above.

- **Concurrent Curricula:** Terri has a meeting scheduled for next week to bring people together to start dealing with this issue. The reason it has become so urgent is that we have been informed by SunGuard that the Financial Aid release due out in March, which is a regulatory release and has to be in place by a June time frame is going to require us to be on General 7.3 and Student 7.3, which is the next release that changes all the curricula again, which has been postponed. Under normal circumstances it would already be in production. It was released last spring and we are usually six months behind when something is released from SunGuard to when it goes into production with the exception of regulatory releases which has to be there at the time they get released. But it has been postponed because we are not ready to deal with the curricula issues. But we now have a restraint placed upon us that we have to have this figured out and ready to go to move to the next version of the Financial Aid software. So at this point in time we are looking at a target of having everything into Pre-Production tested and ready to go so we can do our upgrade to our production environment on that Memorial Day weekend. And like most things, when SunGuard releases their software, they don't like you to pick and chose modules, they want you to do them all. So we're talking General, Accounts Receivable, Student, Financial Aid, Finance, HR, Self Service, basically all of it. It's all hinging upon the curricula issues. So it will be a fast-paced couple of months to get us to that point and get caught back up to where we should have already been. Of the group, there are only four people at this point, two others besides Terri and Pat.
- **Resetting PINS:** No report.
- **Version 7.3:** Terri to install Accounts Receivable and Student Self-Service patches this weekend or the Martin Luther King holiday weekend to get the 1098Ts produced by the 31st. Terri will send out a notice if she needs to take the system down to accomplish the installation process.
- **New Recruitment System Connect2:** University College had a demonstration by Jean Gilman. Tammy spoke at the AD meeting about Connect2 along with pie charts and information of how students first learned about Marshall. Jean told the group there is a program available called Recruit Plus that actually goes beyond what Connect2 will do in its complexity.
- **Oracle release:** Over the Christmas break they did the latest Oracle security patch on the systems, so we are up-to-date on that, but they will release the next one this month.
- **Banner Oversight Committee (BOC):** (Cont'd) Mike McGuffey reported on the e-mail message Terri requested earlier. The message was from Larry requesting for Banner downtime that went to the BOC to request that it be discussed. But Bob didn't forward on. The message read, "All, The Finance module has encountered a situation in the purchasing area for which we need to request the Banner system be taken out of service for a period of time so that Terri's group can help resolve this issue. Requesting from the other Banner User Group some time periods be identified between mid-January and the end of February when it would be most convenient to have the Banner system unavailable for this project. I request this be added to the next Banner Oversight Committee meeting agenda for further discussion if needed." The issue is a finance process talked about a few months ago that when they tried to run it would bring the system to a halt. So what they want to do is to try to get that process to run to completion because they don't know how else to deal with it. In other words, create hundreds of

thousands of asset tags that we don't need and go back in and delete them. We can't get that process to run on a day when we are all on the system. We've tried it twice. So we need to get everyone off the system, do some configuration changes on our end and try to get it to run to completion and then clean up some of the stuff if we can get it to run to completion. They have to have their data ready to go by the end of February to do their financial reporting. It's a requirement for the Institution to report. So it's important.

There are certain processes that have to go on that can't be interrupted and needs to be identified so problems can be avoided. Take back to each area and email Terri with any dates that aren't good to take the system down and other dates that would be good.

- No further old business to address.

NEW BUSINESS:

- No new business.

ANNOUNCEMENTS

- The next BUG-S meeting will be February 1, 2007.

ADJOURNMENT

- Meeting was adjourned at 2:55 p.m.