

BANNER USERS' GROUP-STUDENT
Minutes of Meeting June 7, 2001

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Old Main 103.
- **Members Present:**

Nadine Hamrick	Financial Aid
Prudy Barker	Registrar
Terri Tomblin-Byrd	Computing Services
Kevin McKenna	Admissions
Ken O'Neal	South Charleston Campus
Cheri Musgrave	Financial Aid
Pat Gebhart	Computing Services, Enrollment Management
Dan Holbrook	Associate Deans
Bob Collier	Bursar

- **Minutes:** Minutes of the May 2001 meeting were distributed electronically and approved as distributed.
- **Correspondence:** Covered in New Business.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
No Report.
- **Banner Oversight Committee (BOC):**
The BOC tabled the Training document so it has not been finalized.

OLD BUSINESS

- **MILO:**
No Report.
- **Human Resources/Finance:**
Financial Aid has recruited volunteer offices to submit EPAF's for Work-Study students. They are loading payroll so they know up-to-date what a student has earned.
- **Performance and Priority Issues:**
No Report.
- **General Person Data Ownership:**
Prudy Barker stated that they are revising the common name and address change form. Human Resources is creating a new person entry form for any employee (part of the EPAF process). This will tie into faculty person entry. The faculty form must be completed by mid-August to make sure that all newly hired Fall semester faculty are loaded into Banner.
- **Banner Student Privilege Request Form:**
No Report.

- **Duplicate PIDM/Person:**
No Report.
- **Printing Students' Schedules:**
SCT still cannot assist us with printing students' schedules through Sleep/Wake to achieve the proper orientation on the page. Terri promised to pursue further. Ken O'Neal also wants to print transcripts in Sleep/Wake.
- **PIN Maintenance:**
No Report.
- **Oracle 8 and VR 4.1 Upgrade Schedules:**
The upgrades were completed as scheduled. Voice Response and MILO Web function through the same database procedures. One outstanding issue is that with VR, you no longer need to enter a # sign after the CRN so we need to re-record messages. Terri asked Prudy to create the message text and to tell her where in the VR registration process it should be placed. Terri will have the messages recorded and placed at the direction of the Registrar's Office. Terri asked everyone to check their own VR messages. She did not turn on the Admissions section as the terms were so old. She will turn it back on for Kevin McKenna to check and to submit appropriate information. She recommended that Admissions start over with the baseline Admissions module as several changes were made when it was first installed. All rules controls are now in Banner, but they are quite cumbersome. SCT is supposed to deliver new, user-friendly forms for VR controls. When those are received and installed, Terri will train users to manage the controls for themselves so that they will not have to contact Computing Services.
- **MILO Web Course Schedule Modification:**
The modification was approved by the ITC and is now in Production.
- **Simple Class Roster via MILO Web for Faculty:**
The roster is ready for end-user testing and input. Terri will check with Bob Walker and Gary Weis for the status of the roster. Dan Holbrook offered to test the class list.
- **Pipeline and a WebCT Integration:**
Terri outlined the following Pipeline and WebCT integration schedule:

Phase I goes live (e-mail for 10% of the student body)	Wednesday, 8/15/01
Phase II goes live (MILO integration/registration)	Wednesday, 10/17/01
Phase III goes live (e-mail for rest of student body)	Monday, 12/3/01
Phase IV goes live (WebCT integration)	Monday, 1/7/02

 Terri gave an overview of the Pipeline project and discussed the UserID/PIN and UserID/password issues.

NEW BUSINESS

- **Training:** The BOC will discuss the training document at their next meeting. Terri asked everyone to review the training document and forward any concerns to her.
- **eRecruiting Software:** Terri announced that Career Services has purchased a software package called eRecruiting, and she has suggested to them that this work through Campus Pipeline. eRecruiting is a third party package with a repository of data at their server of our students. They have requested a Banner download. Terri is pushing for a self-registration. We could preload an authentication number and then the student registers to access the system.

- **Enrollment Management—Recruitment CD:** Pat Gebhart gave an update for Enrollment Management of the recruiting CD that Barbara Tarter hopes to have produced by Hobson's in Cincinnati in time for Fall recruiting. Barbara is waiting for her budget allocation, and Pat and Allen Taylor are working on securing sole source provider status for Hobson's. Pat also gave an update on the software packages that have been reviewed for the Admissions Office as well as the Banner recruitment module and the soon-to-be-released enhancements for Web for Admissions and Web for Prospects.
- **Correspondence Concerning Automatic Schedule Creation:** Arnold Miller forwarded a request to BUG-S from Wayne Elmore (see below) for a program to create a student's schedule of classes. Dan Holbrook explained that the Associate Deans Council had discussed separating the registration process from Orientation. Pat asked if the registration piece for Web for Faculty could not assist with the process of registration. All agreed that this was a good suggestion but questioned the amount of time and work it would take just to do a feasibility study. Dan will go back to the Associate Deans Council in August for further discussion of this request and to obtain a clarification of goals.

ADJOURNMENT

- Meeting was adjourned at 3:20p.m.

ANNOUNCEMENTS

- The next BUG-S meeting will be scheduled later in July rather than the regularly-scheduled first Thursday that falls on July 5 in the middle of a holiday week.
- Terri announced that the Oracle contract was signed and that we will be working toward web-enabled Banner forms.

CORRESPONDENCE

-----Original Message-----

From: Elmore, Harold W
 Sent: Friday, May 04, 2001 3:16 PM
 To: Miller, Arnold
 Subject:

Arnold,

I had an idea last fall about software to help faculty and students formulate schedules. The classes desired would be typed into slots on a screen and submitted. All sections of each course that were compatible without overlap would be returned. Time restrictions could be superimposed such as no classes before noon or after 4:00 or on F could be used to narrow the selections. Courses desired could then be checked and the screen refreshed yielding a completed schedule free

of closed classes or overlapping schedules.

I seem to remember that Andy Bailey was working on a project of that nature a couple of years ago but I think he left. Do you know of the status of this project or similar projects.

This concept came up in a subcommittee of the Associate Dean's Council and I am trying to track down the idea. This would be a great boon in registration and orientation.

Thanks,
Wayne Elmore
Associate Dean, COS