

BANNER USERS' GROUP--STUDENT
Minutes of Meeting June 3, 2004

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

Bob Walker	Finance
Michael McGuffey	Institutional Research
Scott Taylor	Admissions
Nadine Hamrick	Financial Aid
Myke Watts	Computing Services
Winnie Black	Enrollment Management
Prudy Barker	Registrar
Terri Tomblin-Byrd	Computing Services
Pat Gebhart	Computing Services/Enrollment Management
Bob Collier	Bursar
Ken O'Neal	South Charleston
Cheri Musgrave	Financial Aid

- **Minutes:** The May 2004 minutes were approved as distributed electronically with the correction that the implementation date for the electronic notification of deposit is June 15.
- **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 that there is a new look-up page available for the new MUID# available on the log-in page of myMU. The name look-up is case sensitive and literal.
- **Human Resources/Finance:**
Bob Walker reported that they are working on the electronic notification of deposit, and Finance is working on year-end processes.
- **Performance and Priority Issues:**
Regarding the database shutdown yesterday, Terri reported that we are still waiting on the systems group to turn over the files to the database group and that she will need at least two hours to restore the transactions. Banner should be available tomorrow morning. Transactions up to 9:20a.m. will be restored. Terri preserved the registration audit table. The systems group has obtained another machine to replace the forms server, and they will be migrating to a new machine. MUINFO will be down the July 4th week-end for systems to add more disk space to improve performance. Winnie asked if Terri had received calendars of events from office. Terri

has received them but has not charted them. She will chart prior to the Fall term, and the BOC will decide on priorities. Winnie stated that the associate deans are concerned with performance and want to be included in the loop. Terri said that a plan would only be implemented in drastic circumstances.

- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
No Report.
- **Printing Students' Schedules/Transcripts:**
No Report.
- **Policy Change for Deficiency/Probation Calculations:**
Michael McGuffey submitted a request for an additional process to be run for the calculation of "DL" (Dean's List); this is needed to send accurate lists to newspapers.
- **E-mailing Test Scores:**
No Report.
- **CTC Shared Service Issues:**
Nadine reported that Roberta Ferguson was going to contact the Registrar at Fairmont State College and ask him to come to Marshall to explain how they were handling community college credits and transcripts. Bob Walker stated that some schools are using different level codes. Financial Aid still has issues that are being discussed.
- **Setting Student Status to "Inactive" (SGASTDN, SDNSTDN):**
No Report.
- **Social Security Number to Generated ID Change:**
Terri reported that the ID numbers were changed from the SSN to a generated ID without problems. Prudy Barker has received some comments from students that they didn't know about the ID number changes. Michael reported that he has about 200 students in a file with mismatches in ID/SSN since the Registrar's Office had not updated SPAPERS when there was an SSN ID number change. The official transcript has been modified to include the SSN. Terri asked everyone to be alert for systems affected by the new MUID#, plans for communicating the ID to new students, how Banner processes will change with the implementation of Web for Prospects and the new tapeload process.
- **New ID Cards:**
Terri reported that our data had been delivered to Higher One on time but there has been some delay in some students receiving their new ID cards. Bob Walker reported that 2000 students have activated their card in general and that 85% have created a One-Card account. Terri has not received a report from Bob Dorado on part-time faculty not receiving their new ID cards. Winnie stated that the Associate Deans are concerned about uniformity of services and that there should be a grace period on fees for students without the ID card. What is the procedure for Fall students without a card? Terri stated that questions should be addressed to Karen Kirtley. There is a draft memo on procedures that is to be distributed to service administrators, but it has not been sent yet.
- **Block Scheduling:**
Winnie reported that she and Pat Gebhart had conducted two pilot projects with the College of Business and the College of Science. Pat has created an instructional guide for Block Scheduling. Pre-advising work takes a lot of time, and there are still many philosophical issues to be resolved.

- **Student Type Roll Process:**
No Report.
- **General 6.1.1 Upgrade:**
Terri completed the General 6.1.1 upgrade. Winnie asked if this had caused the problem with “W” grades not being included in attempted hours for the Spring term. Terri stated that that problem was caused by a site-specific modification to the grading process. The problem has been corrected and Spring grades recalculated.

NEW BUSINESS

None.

ANNOUNCEMENTS

- The next BUG-S meeting will be July 1, 2004.
- Computing Services is still in the process of replacing Jim Richendollar.
- This summer we will migrate Banner from the current platform to a Linux platform
- Myke and Terri are working on Internet Native Banner (INB) and will need volunteers to test.

ADJOURNMENT

- Meeting was adjourned at 3:30p.m.