

BANNER USER'S GROUP-STUDENT

Minutes of Meeting – June 10, 2009

Recorded by Cheri Musgrave

- Call to Order: Pat Gebhart called the meeting to order at approximately 10:00 A.M. in DL 439.
- Members Present:

Pat Gebhart	Computing Services/Academic Affairs
Myke Watts	Computing Services
Elizabeth Hanrahan	Academic Affairs
Arnold Miller	Computing Services
Cheri Musgrave	Financial Aid
Howard Young	Residence Services
Bob Collier	Bursar
Sharon Lake	Registrar
Bob Walker	Finance
Kelli Raines	Admissions
Michael Smith	Institutional Research

- Minutes: Previous Meeting minutes were approved with no changes
- Correspondence: None

COMMITTEE REPORTS:

- Banner Oversight Committee (BOC):
 - Some discussion of Masking SSN and when this will take place. Was told after the Banner 8 upgrade.

OLD BUSINESS

- myMU/MILO: Elizabeth stated that a student called and said they could not access the schedule over the weekend. She said this student has had problems in the past with accessing and it is probably more a Student-base problem as opposed to myMU/MILO. Elizabeth also stated that when looking at on-line scheduling it is very difficult to see the prerequisites for a class. You have to “drill down” to see them and they are often missed. An Advisor misadvised a student due to this problem and they had to honor what they told the student. Sharon stated that the Registrar had requested from IT to add an “ALL” category to the Subject box on the form when searching for courses to make it easier. She stated that it is critical to have some improvements made to the on-line scheduling soon because hard copies of schedules are being discontinued. Bob Walker thought that there were “new” online schedule packages coming out soon. Pat stated those should be reviewed to see if they might be helpful. She also stated that there is no documentation available on-line to show users how the process works and maybe before modifying baseline there are things that can be done to improve the on-line scheduling process.

- Human Resources/Finance: Bob Walker said they are still working on Year End and Start Up of the New Year.
- Performance and Priority Issues: No report.
- Multiple PIDM/Person: Myke stated that David is helping the Med School with the process and form and that there are no major problems.
- MCTC Issues/New Status Code: Arnold stated that we are still slowly working through the separation. MU will continue through Summer. Fall may see some “break down”. He is still not sure if we are deactivating MCTC students from MU access. Other past MU students still keep a “low” access on MU Campus as with email after leaving. MCTC’s main issue is library access. He thought we may be able to close facilities (Lab/Classrooms) because MCTC is a high volume user of these facilities. Other things going on in various units like Finance is possibly charging fees for office use and other services that continue. This may cause hard feelings emotionally even though it is considered practical and business-based. IT understands that Library Services will continue as is but believes that this cannot happen due to services and licensing agreements. A major problem for MCTC is that they cannot be accredited without a Library access. Arnold stated that they have a “short” list for resources that MCTC needs and is working on how to handle these. MCTC is close to establishing their Database. They did have to get more data from us that they missed the first time around. He also stated that he has seen MCTC correspondence pertaining to the major slow down of the system at WVNET which is something we dealt with in the past. Arnold also stated that there were still issues with certain reports that MCTC is requesting. Sharon asked if MCTC students in our database who have MCTC Advisor holds on their account could get those holds updated with an ending date of August 14th and Myke responded that this could be done. The holds are being identified by two MCTC Usernames. Sharon was also concerned about MCTC employees having access to MU forms. It was stated that Jan Fox had said that information is in the Document that was passed out previously. Arnold said that access should be removed after summer, during the August 15th or September 1st time frame. Then, in his opinion, all accounts should be removed except for Dean Access for a short period longer to finish out any necessary reporting. He stated that he would look into getting definite timelines for this project. Myke remarked that it is easier to lock an entire account as opposed to pulling privileges from the account. Arnold also stated that the Databases are separate at this time and any MCTC changes will need to be done manually at this point on their database. Myke said that he has received several request for course listings or reports for fall for MCTC the he has had to tell them he cannot do anymore. Elizabeth stated that the University College is physically moving from where MCTC is to Laidley.
- Concurrent Curricula: No report
- Connect2 (Recruitment System): Recruiting may be looking into another system. It was reported that Beth Wolfe said she would keep us informed.
- Oracle Release: No Report

- Faculty Information/Digital Measures: Librarians are looking at modifications to Digital Measures.
- Document Imaging/Extender: Pat asked Jeff Gillis to come and speak to the group but he declined until after the Banner 8 upgrade. Arnold has concerns that everyone is waiting for Banner 8 to move forward with specific projects like Extender and Finance Web, and not communicating this to others in the loop. He said that there were questions on whether these “other” projects were coming up concurrently with Banner 8 or not. He also stated that Jan Fox wanted timelines, especially for Banner 8 which is tentatively scheduled for Labor Day weekend. Arnold also said he takes responsibility for the Extender project and thought it was moving forward. Bob Walker stated that he thought training for Extender was not available until Banner 8.1 which may be why the delay.
- Residency Requirement Tracking Proposal: Pat informed the group that IT just inserted 2500 holds. Residence Services wanted to include summer and fall admits and decided if the student got through last year then they were good. She said 500 students that signed up for Orientation got holds and they are being called to inform them of what they need to do. She also said the script that puts the hold on runs nightly and the script that removes holds runs every 15 minutes. Pat stated that the 21 Age criteria is being calculated from the start of the Fall term to exclude students that will be 21 when school starts. She also said that there was a telephone issue of the number not being included on a list due to an inactive address which Mike Taylor thought was caused by Tape load. Arnold thought that the Telephone Number and Address should not be coupled together by SunGardHE anyway. Bob Walker stated that there is a separate function for the telephone that can be set up. Myke replied that that would still require editing every script to use it. Howard stated that the Hold process seems to be working fine. Bob Collier had concerns with the next Spring term being tracked and Arnold said he thought that issue was fixed. Pat agreed and stated the Spring term would just need to be added to the process when the time comes.
- Faculty Advisor/MyMU hold: Pat said they are still looking into.
- SSN Masking: No report.
- Missing Information: Michael said this item can be removed from the agenda.
- New PIN Proposal: Pat stated that there are three ways at this time that the PIN is being set: By a RORSTAT Record; A General Student Record; A Faculty Record. She was hoping that they could add the Admission Record (SARADAP) but not sure yet. She said that she would send Mike Taylor the information that she has found so that he can research.
- International Address: Kelli stated that this is working fine and has not heard any complaints. Pat said this can be removed from the agenda.
- Banner 8.0: Myke stated that they have started on the General Upgrade to Pre-production and are half way through. They hope to finish up this week and start on the next module.

They are working in a different Pre-production than what we use now. This one is on the Test server.

- Audit Issues: Arnold said the Auditors are due back next Monday for auditing the Computer Control of the system. He said users are doing better at logging their jobs but the auditors would still prefer this to be in one area. If it becomes necessary we could possibly look into buying a “Job Scheduler” software. This could also fix problems with jobs not running in the proper order. Arnold also stated that we have a proposal from Blackboard to maintain an off-site backup Oracle database for MU in case of disaster. There would be cost involved to keep this system updated with our onsite system but it would be cheaper than updating the Graduate College to make that site usable.
- Training Offerings: Arnold sent out training information and the website link but apologized for the short notice. He did not realize that MU could sign up for sessions until it was too late for some classes. Pat suggested removing this item from the agenda and Arnold thought it should be moved to the Banner 8 Working Group for them to consider contracting some training on Banner 8.

NEW BUSINESS:

- BUG-L SPAIDEN Training and Access: Kelli has had requests for General Person training from offices that generally do not have update access to those forms. Pat said they are trying to ‘button down’ loose access to SPAIDEN. BUG-L also thought a refresher course would be a good idea for anyone that has update access now.
- Paper Copy of Minutes: Pat stated that our Policy and Procedure document states that IT maintains a Paper Copy of all minutes from our meetings. She said that they have pulled all those together and are now organized in a book. She also asks that any Proposals be dated and attached to the corresponding minutes.

- Secretary Rotation:

July—Graduate Admissions
August—Institutional Research
September—Registrar
October—Residence Services

- **ANNOUNCEMENTS:** None

ADJOURNMENT: Meeting was adjourned at 11:18 am.