

BANNER USERS' GROUP--STUDENT
Amended Minutes of Meeting March 1, 2007

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

Sonja Cantrell	MCTC
Michelle Duncan	AD Council
Pat Gebhart	Computing Services/Enrollment Management
Myke Watts	Computing Services
Mike McGuffey	Institutional Research
Nadine Hamrick	Financial Aid
Cheri Musgrave	Financial Aid
Bob Walker	Finance
Beth Chipro	So Chas. (via teleconference)

- **Minutes:** January minutes approved with one clarification.
- **Correspondence:** No report.

COMMITTEE REPORTS

- **Subcommittee on Billing:** No Report.
- **Subcommittee on CAPP:** Terri Moran from COB has been hired in the Registrar's Office and half of her responsibilities are going to be CAPP.
- **Banner Oversight Committee (BOC):** Myke reported they met, but nothing to report.

OLD BUSINESS

- **myMU/MILO:** At the time of the last meeting, Terri indicated the Spam filters were turned on, but they were actually only turned on for a pilot group of people and not everyone. It has been expanded, but again not been turned on for the entire community. They are trying to be a little more cautious and prepare people for the configuration that you can do on your own to control your own once it's been set on your mailbox. That should be forthcoming in the near future and an email will be sent.

Daylight Savings Time Issue: An email message was sent from customer service that computing services has done all testing and patches that were necessary. Some systems needed to be patched, but some did not. With regard to Banner, SunGuard did their own testing and sent a message to all clients that they received no problems with their software when they simulated the new Daylight Savings Time changes. A new email message regarding Outlook will be sent giving you more information about what you

need to do specifically with your PC and how that affects your Outlook/Exchange. Any calendar problems you would have will be in the time that the Daylight Savings Time moved.

Spring registration will take its time from the operating system.

- **Human Resources/Finance:** No report.
- **Performance and Priority Issues:** No report.
- **Banner Student Privilege Request Form:** No Report.
- **Multiple PIDM/Person:** Terri didn't attend Oversight Meeting, but really wants to push the HR/Payroll to run their own report during the particular times of the month that it's important to be checking for new employees being duplicated prior to a payroll being run on them. That should be accomplished at the next Oversight Meeting. There has been no other work on the Multiple PIDM Report. Admissions has sent questions and recommendations, but Terri hasn't had a chance to review and address.
- **CTC Shared Service Issues:** Nothing to report.
- **Administrative Solutions Project.** No Report.
- **Campus Codes.** Michelle had assistance from Lisa Penix with regard to two individuals and they were able to update campus codes using an inter-college transfer going from one college to the next, instead of doing the update in the General Student Form. The student is already registered and it has to be updated in SFAREGS. It's a very simple process and they have access now and all is well and they will continue to update their campus codes.
- **Concurrent Curricula:** The last time that group met it was a fairly long session where Admissions demonstrated the process they use when they admitting people to the institution. They actually put in the application and when they admit them, saw how they are putting the curricula in and how it is moving on to the General Student record so the committee could get a much better feel for what they are doing and some of the rationale behind the way they are processing applications. Then Pat did a session on the new concurrent curricula forms in pre-production, which this group has access to at this point, and the changes that are there with regard to how to interact with that and had a lot of discussions on where to go from there and the sorts of things the committee wants to see.

Elizabeth gave Terri an informal update, who is actually working with a smaller group of that group to interact with the software, and they have tried different things and correlate that to the business processes that they have defined so far, and they are making great progress and they think they've decided which method for copying curricula they are going to recommend, so Terri gets that group back together and meet again. They are getting closer to what is going to be recommended to the community as how to deal with it from a procedural perspective such as creating a new effective term, but there are different ways to do that in this new version of the software. Another piece Terri is working on is looking at the data behind the scenes and trying to get things cleaned up

and she will continue working on that and report back to the committee and hopefully will have some major news to share at next meeting.

Terri also encourages everyone to check out pre-production and look at the curricula and how it may affect your processes and any reports you're running and those sorts of things. And it is especially important for those that are going to Summit Conference to be a little bit more educated on that version.

- **Version 7.3:** This week is scheduled to upgrade Finance and HR software into preproduction. Right now what has been upgraded into pre-production is the General, the Student, the Financial Aid, Accounts Receivable and Self-Service. But we don't have the Finance and HR upgrade yet. Aiming to have the system totally upgraded, patched and modifications made to do the official hand over of testing and making sure things work within the next month. Which gives the users April and May to finish out the testing. And if all goes well Memorial Day weekend production will be moved onto the new version of software.
- **New Recruitment System Connect2:** No one from Admissions to report, but Michelle reported that a few Associate Deans have had some type of issue with it. But Scott has been notified and he is working on. The problem seems to be that colleges are receiving a prospect list and an admit list and there are duplications on the list. There are some names that showed up two weeks ago that are showing up on the new list. They have to check very carefully for duplications because some colleges are sending out postcards and letters and in the very beginning where a column on the spreadsheet said "Decision" but it didn't say what decision had been made whether the person was accepted or rejected. COE sent out a few letters and students contacted them back and they had actually gotten a rejection letter from Admissions, but Education had sent them a congratulations letter, so they have changed the decision column to indicate if they were admitted or rejected. And now it's a matter of the duplications that are showing up.
- **Oracle release:** Already discussed Daylight Savings Time issue. The January security patch that was available 9208 has been applied. The 9206, databases are going to have to be upgraded to 9207 or 9208 because no patches were posted for those versions, so a weekend will need to be secured, probably just a Saturday, sometime during this semester to upgrade the Oracle databases to a newer version. The October patches were applied in late November because they wait a month or so to be sure problems don't pop up in the list serves for people that have applied the patch. Sometime soon there will be an upgrade to several of the databases and apply the January patch to those databases. Looking at the upcoming schedules as far as Saturday mornings go for the next several weekends, are there any times that would negatively impact what is going on individual areas? It should only take a couple of hours at the most and typically don't affect anything else that's going on.
- **Faculty Information:** Discuss at last meeting with regard to Banner storing some information on faculty however, it can't store all the information. Jan is supposed to be scheduling another demo of the software called Digital Measures that's going to include a larger group of people to review it because the smaller group that reviewed it the first time really liked it and wants to get more people involved and see whether or not it can be funded for purchase. In conjunction with that, however, because that's moving forward, we also have to move forward with the amount of faculty information that

should be coming from Banner to begin with and into the third-party product. Like all things, everything has to have an authoritative source of information, so there's going to be that question, which pieces of information in Banner is to be the authoritative source and the people interacting with this particular software will not be able to change. As those discussions move forward, this group will have to discuss what's going to be happening within Banner itself of things that might be changing. And where it's really going to affect most people is within the Deans' areas where the faculty members are being entered. Because right now they are identified as faculty and advisors so they can be assigned to courses and to students. That's minimum requirements. Some of things not being done are like what college does that faculty member belong to? At least within the faculty module, it's obviously going to affect things in HR as – you can tell they are a faculty member and what fund and org they are being paid from, but there is other important information not available, so there will be discussions going on of how to get all the information in gear so it can feed the other system properly. Terri had a request from one of the colleges to help them find a common meeting time for their faculty that doesn't conflict with their teaching schedule. There isn't a solution to that yet, but that's the kind of thing that may need to be dealt with in Banner to be able to provide that type of information. Terri is able to view teaching schedules and who has been marked as faculty, but cannot tell what college they work for, and there is no way to marry the two together at this time. Michele indicated there was something similar to that form in MUBERT that Brian Morgan created called a faculty scheduler, but you have to go in and identify which faculty you want in the group, they are not identified by a department or college. Mike McGuffey suggests the solution to that is having faculty putting their schedules in Outlook and using that tool. There's a big disjoint between all these pieces of information and actually being able to access. So unless there is something developed that can get that information out of Banner and put it into an exchange form, it's probably not going to happen. There will be a lot more discussion on where the data is stored and how it is being propagated through the system and used effectively. There is a faculty form in the faculty module in HR that could be used.

- Terri indicated we have not heard anything from Residence Services on the software they want to look at to help with their check-in and Christina is not present to give an update.
- **Document Imaging:** Bob indicates the stand alone system has been purchased and is being installed today. They are working with a project with the State Auditors Office where our documents here are transmitted to them electronically. It's more of a tool than it is an actual product and then other people come along and add stuff to make it the product like Banner has done. There has been discussion with Tammy via email regarding document imaging at So Charleston, a new server needed to be purchased. At the time Terri wasn't aware of the product that the Finance group was looking at and not even sure if the licensing agreement would allow it to extend it beyond, so there may need to be conversation between So Charleston and Finance to see if it would be viable to So Charleston. There was a lot of discussion about a new license and needing servers. Beth indicates they are in the process of ordering a new server to go with the scanner. It's been a big issue as to whether it would be compatible with Banner. They are in a crunch at this point and needed to get it ordered.
- No further old business to address.

NEW BUSINESS:

- Michelle brought up the issue of a photo list for advisors, but no work has been done on that at this time, but would be a nice enhancement whenever the time can be devoted to work on it.

ANNOUNCEMENTS

- The next BUG-S meeting will be April 5, 2007.

ADJOURNMENT

- Meeting was adjourned at 2:50 p.m.