

**BANNER USERS' GROUP--STUDENT**  
Minutes of Meeting May 1, 2003

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Drinko 439.
- **Members Present:**

Terri Tomblin-Byrd	Computing Services
Pat Gebhart	Computing Services, Enrollment Management
Myke Watts	Computing Services
Bob Collier	Bursar
Michael McGuffey	Institutional Research
Dan Holbrook	Academic Deans
Nadine Hamrick	Financial Aid
Prudy Barker	Registrar
Joe Whitt	Residence Services
Ken O'Neal	South Charleston
Cheri Musgrave	Financial Aid
Marc Danner	Admissions
Bob Walker	Finance

- **Minutes:** The April 2003 minutes were approved as distributed.
- **Correspondence:** None.

**COMMITTEE REPORTS**

- **Subcommittee on Billing:**  
No Report.
- **Subcommittee on CAPP:**  
Dan Holbrook reported that Elizabeth Hanrahan now has a CAPP manual and that we will be working with her to enter her programs in CAPP.
- **Banner Oversight Committee (BOC):**  
Report covered in E-mailing Test Scores agenda item.

**OLD BUSINESS**

- **myMU/MILO:**  
Terri reported that the only outstanding issues are reports of individuals not passing the requirements in VR: Summer works fine, but they can't access Fall. Terri asked if the Registrar's Office had written a policy statement on restricting access for students to MILO (see MILO discussion in April 3, 2003 minutes). Prudy Barker will see that a statement is written and will inform Terri if/when student access must be denied.
- **Human Resources/Finance:**  
Bob Walker reported that they are working toward year-end processing.
- **Performance and Priority Issues:**  
No Report.
- **Banner Student Privilege Request Form:**  
No Report.

- **Multiple PIDM/Person:**  
Bob Collier reported that Admissions has reviewed the Multiple PIDM list of records that pertain to their office and notified Jim Richendollar of ID's to delete. Bob's committee will meet soon. Michael McGuffey asked if we are keeping a database of deletes--Terri said that is not being done but that Jim keeps a paper record of every ID he deletes.
- **Printing Students' Schedules:**  
Ken O'Neal has tested the procedure and has not made it work. He asked Terri if there were a problem on form SFAREGS as the Print Checkbox is grayed out when he navigates through the form. Terri asked Ken to test the process again and let her know when he has done this so she can trace the process.
- **Bad Addresses Causing Returned Paper Mailings:**  
Terri is currently testing the resolution in PreProd. She has created the address code and source codes and asked everyone to go to PreProd and review. She has some more testing to do. She has used the max sequence number associated with the "PR" address that will be de-activated and used to place/remove holds. After much discussion on timing, it was decided that we should implement as soon as possible. Prudy agreed that the Registrar's Office should compose the text of the e-mail message to students who have a hold placed on their record—she will bring to the June BUG-S meeting for review. The process will put a letter code in a student's mail table to indicate that the e-mail message was sent.
- **Policy Change for Deficiency/Probation Calculations:**  
No Report.
- **New Withdrawal Code:**  
Bob Collier discussed the new withdrawal code: NW (Nonpayment Withdrawal) that will be an RSTS code. Michael McGuffey moved and Prudy seconded that we approve the "NW" code and its use—motion passed unanimously.
- **E-mailing Test Scores:**  
Bob Walker reported that the BOC sent back the BUG-S proposal on the unsecured pick-up of test scores in Computing Services, questioning our authority or that of the BOC on this matter. Michael explained his position on this. After much discussion of jurisdiction and FERPA issues, Michael moved and Myke Watts seconded that we re-word our original proposal to read as follows and send it back to the BOC—motion approved unanimously:  
"We **recommend** that test scoring results compiled by Computing Services be picked up by either the requestor of the service (faculty member) or by a person named by the faculty member at the time of the request of the test scoring. Such person will be asked for identification before Computing Services will release test score results." Michael volunteered to send the original request on e-mailing test scores to Steve Hensley, University FERPA representative, and to discuss our recommendation with him. Bob Walker will explore the options we have with Form Fusion.
- **CTC Shared Service Issues:**  
Prudy reported that Roberta Ferguson has not had further communication with Vicki Riley. Nadine reported that Jack Toney has met with Vicki to discuss issues.
- **Policy Change for Late Registration Period:**  
No Report.

## NEW BUSINESS

- **Oracle 8.1.7.3 Upgrade to Production:**

There will be an Oracle 8.1.7.3 upgrade to Production over the Memorial Day week-end. We must upgrade the operating system before Oracle 9.2 is installed. Both must be upgraded before we can move to Banner 6.0. Terri is meeting with the Computing Services Systems group next week to discuss and plan a schedule for the upgrades.

- **SCORES Participant Data to be Loaded into Banner:**

Terri reported that she is working with Michael Smith, Enrollment Management Electronic Marketing Specialist, to load SCORES data stored in an Access database into Banner via the tapeload process. Admissions would be asked to do the match since this is a recruiting function.

- **D/F Midterm Grade Issues:**

Prudy brought up several issues regarding MILO and D/F Midterm grades. The Registrar's Office has met with Frances Hensley, and they are all concerned that all students appear on the midterm grade roster within MILO rather than just freshmen. They are also concerned that the time-out period on MILO is only 15 minutes and asked if this could be expanded to 30 minutes. Prudy suggested that if no freshmen on a grade sheet earned a "D" or "F" that Computing Services could add a checkbox that a faculty member could click to indicate that they had calculated grades and had no grades to submit. Discussion ensued on the issue of midterm grades and encouraging faculty to submit freshmen D/F grades in a timely manner. Terri reviewed the process of submitting requests for modifying baseline Banner and asked Prudy to submit a formal request to her if the Registrar wishes to have modifications made to MILO.

#### **ADJOURNMENT**

- Meeting was adjourned at 3:45p.m.

#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be June 5, 2003.