

BANNER USERS' GROUP--STUDENT

Minutes of Meeting May 4, 2006

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

- **Members Present:**

Myke Watts	Computing Services
Scott Taylor	Admissions
Nadine Hamrick	Financial Aid
Michelle Duncan	University College
Pat Gebhart	Computing Services/Enrollment Management
Elizabeth Hanrahan	Associate Deans
Cheri Musgrave	Financial Aid
Bob Walker	Finance Information Technology
Bob Collier	Bursar
Carol Kolski	Bursar

- **Minutes:** Reviewed and Elizabeth Hanrahan corrected the word “pre-pod” to Pre-Prod on the last page under New Business Upgrade to Banner 7.2. Approved as corrected.
- **Correspondence:** None

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:** Frances Hensley is tentatively setting up a meeting for May 8th.
- **Banner Oversight Committee (BOC):** No Report.

OLD BUSINESS

- **myMU/MILO:** Elizabeth Hanrahan asked when grades would be posted. The Registrar determines when grades can be viewed. There is an issue as to when students can view grades and Elizabeth asked could a message be placed on myMU to indicate that grades are not posted, etc. Terri can place text message for students to view on myMU. Elizabeth will email Terri a reminder to do it.
- **Human Resources/Finance:** Bob Walker mentioned year end close outs. The date is yet to be determined as to when this will occur.
- **Performance and Priority Issues:**
Elizabeth had an issue where she couldn't get second major posted for a student. Terri will review.

- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:** David Daniel did research and found a report from another University which identifies multiple records within Banner. It is similar to what was used in the past, but is a better report. It can be run within date ranges. Terri ran the report and printed 89 of the pages which were passed out for discussion on how to clean up at MU. Need to create a procedure and use report to clean up and be consistent. The goal for the next meeting would be for each person to take their report and clean it up. Employee records are the most difficult to correct. Once this has been accomplished we will need to then recommend a procedure which can be used to clean up duplicates identified by the report.

Terri has already shared with Oversight Committee.

- **CTC Shared Service Issues:**
No report
- **Registration Permit Overrides:** No report
- **Course Fee Assessments:** No report.
- **Identifying online degree seeking students:** No report.
- **Administrative Solutions Project.** Bob indicated still progressing on ARGOS which is end user reporting tool which allows information to be brought together. It has been purchased, but will need further discussion on setting up.
- **Campus Codes.** At the database level, Terri is updating the SDNSTDN record for campus code when it is blank and the college is Community College. Updating occurs nightly and changes the Campus Code to a 4. Terri has chosen not to touch the current curricula tables at this time. Financial Aid does not look at current curricula at this time.
- **Upgrade to Banner 7.2** on target to occur over Memorial Day weekend. Terri urges everyone to review the 7.2 release guide. Pre-prod is updated to the latest patch.
- No further old business to address.

NEW BUSINESS:

- **Resetting PINS:** Gary Hall, Manager of Computing Services, made a request to allow managers and “trusted employees” to reset PINS. Elizabeth Hanrahan inquired as to how often it was occurring. Terri indicated it was seasonal. Bob Walker commented that it would be necessary to get away from date of birth. Need to have valid conversation (this-is-what we’re here about meeting) regarding PINS in the future. Need to prepare list of questions to be reviewed before next meeting. (See below). Provide feedback because they won’t want to wait 30 days for an answer. As a side note, Terri reported that expirable PINS were in the works.

Once we have answers to the questions as noted the Users Group will make a recommendation.

- **Multiple PIDM/Person.** Scott had previously inquired about inserting the last name of the person with the incorrect PIDM and Terri suggested putting the last name followed by the correct ID. Terri urged everyone to use the report mentioned earlier to work through the clean-up process and try to determine the best way to identify the duplicate record. Example: "Smith DUP901#". Will discuss further next month.
- **Concurrent Curricula:** Terri passed out a handout from the SCT Summit in Florida for discussion. This is a very critical item and the way the information is stored in Banner will have to change with the upgrade to 7.4. It is being implemented in phases. Until the dust settles our concurrent curricula is going to be changing and we cannot as an institution continue to move forward blindly without understanding the ramifications of the changes we are making. One of the main concerns is that all offices are changing the data in a consistent format. This is a critical issue and decisions need to be made as to the institutions plan of action.

Pat Gebhart suggested that we need professional advice and guidance from an SCT consultant or send someone to Malvern for training. This could be a joint State effort as this will be affecting all WV institutions.

- Terri reminded the group that as of July 1, 2007 MUIINFO will no longer be available.

ANNOUNCEMENTS

- The next BUG-S meeting will be June 1, 2006.

ADJOURNMENT

- Meeting was adjourned at 3:55 p.m.

Questions from BUGS meeting May 4, 2006

1. How many pin resets per week is required after Help Desk is closed?
2. Are the Lab Managers work hours just the normal work week or do they work during the evening/night hours?
3. When would “trusted employee” need the capability of changing pins?
4. Is the 24-hour lab actually open 24/7 during the summer?
5. If no to question 4, does a decision need to be made right now or just before the fall semester?