

BANNER USERS' GROUP--STUDENT

Minutes of Meeting May 3, 2007

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

Michelle Duncan	AD Council
Pat Gebhart	Computing Services/Enrollment Management
Mike McGuffey	Institutional Research
Nadine Hamrick	Financial Aid
Cheri Musgrave	Financial Aid
Beth Chipro	So Chas. (via teleconference)
Mary Walker	Registrar
Kelli Raines	Admissions

- **Minutes:** April minutes approved.
- **Correspondence:** No report.

COMMITTEE REPORTS

- **Subcommittee on Billing:** No report.
- **Subcommittee on CAPP:** No report.
- **Banner Oversight Committee (BOC):** No report.

OLD BUSINESS

- **myMU/MILO:** There is a problem with Luminous as part of it is installed and the other pieces won't and it is a recognized defect with SunGuard, so this may not be accomplished this summer. It's too soon to tell. However, because of that delay, a decision was made over Memorial Day weekend to move the portal to what is called a parallel deployment. So right now there is one web server accepting all the requests coming into the portal, and after Memorial Day there will be 3 web servers handling the traffic. Grade retrieval is coming up, but the grade retrieval in December was handled without problem by the system. That's when you see the most concurrent usage. myMU will be down that weekend for maintenance to get the system to parallel deployment architecture. Also, the hint on what your initial pin is was added to the help that exists just below the pin box. Also, discussed last month regarding FERPA guidelines and how MU uses dates of birth as pins. Pat took that to other people and discussed with Roberta and Steve Hensley, who is our FERPA liason, he came back and said he was not aware of any formal warning in any of their guidelines or rules that say you cannot do that. Pat submitted an email response from Steve to attach to the minutes.

Gebhart, Patricia

From: Hensley, Steve W
Sent: Monday, April 09, 2007 11:35 AM
To: Gebhart, Patricia
Cc: Ferguson, Roberta J; Tomblin-Byrd, Terri L
Subject: RE: FERPA

This morning I reviewed the most recent changes in FERPA regulations. The last revision was in 2004 and resulted from comments made by the financial aid community, and involved, in part, provisions for electronic signatures.

Another part of this discussion was the use of a school-issued personal identification number that would enable students to access their educational records. From this discussion:

....a school may not use a PIN or password process that results in a PIN or password that is visible and easily accessible to persons other than the eligible student because that type of process results in an insecure PIN or password.

I did not find any regulation that specifically outlined a PIN protocol. However, it seems clear to me that FERPA requires a secure PIN for institutions that use this mechanism to access student records.

Steve

From: Gebhart, Patricia
Sent: Friday, April 06, 2007 8:50 AM
To: Hensley, Steve W
Cc: Ferguson, Roberta J; Tomblin-Byrd, Terri L
Subject: FW: FERPA

Steve---

Are you aware of any recent changes in FERPA that prohibit the use of any personally identifiable information such as birthdate or parts of an ID number for a PIN? At Marshall, a student's PIN is originally set to the 6-digit birthdate. Could you please check on this so that Marshall is in compliance with FERPA guidelines?

Thanks, Pat

Pat Gebhart
Administrative Applications Software Specialist Senior
Computing Services, Marshall University
Drinks 428H
304-696-2265
gebhart@marshall.edu

From: Ferguson, Roberta J
Sent: Friday, April 06, 2007 7:24 AM
To: Gebhart, Patricia
Cc: Tomblin-Byrd, Terri L

Terri read Steve's response: "This morning I reviewed the most recent changes in FERPA regulations. The last reversion was in 2004 and resulted from comments made by the financial aid community, and involved, in part, provisions for electronic signatures. Another part of this discussion was the use of school-issued personal identification number that would enable students to access their educational records. From this discussion: A school may not a PIN or password process that results in a PIN

or password that is visible and easily accessible to persons other than the eligible student because that type of process results in an insecure pin PIN or password. I did not find any regulation that specifically outlined a PIN protocol. However, it seems clear to me that FERPA requires a secure PIN for institutions that use this mechanism to access student records.” So, again, it’s all open to interpretation based on what Steve’s opinion is on what we consider a secure PIN.

Michael McGuffey reported as he was tasked to look into this also and his results were: One, is the fact that (which we don’t do) when you reset the PIN it’s a person sitting and passing it in from one system to the next to do the resetting. That was discussed on the ACRO website. And something else on the Department of Education website which is a little less direct, but is still germane, is that you cannot use directory information to provide access to non-directory information, which could allow someone to gain access to others non-directory information. The University is in compliance with the spirit of such findings, but this is something that needs continued discussion until the day comes when there is actual wording that says, “You cannot do this.” Need to evaluate and review business processes when Version 8 of Banner is released. Mary inquired about the levels in myMU to get to registration and other items which Terri clarified as the channels and at this time has not been implemented to where pieces can be modified.

- **Human Resources/Finance:** No report.
- **Performance and Priority Issues:** Kelli inquired if there has been a change to the academic history module in production in the last couple of weeks to two months. Mark noticed a change yesterday. Not to Terri’s knowledge has anything been patched or modified. Probably needs to be recorded at the Help Desk footprint software. Send an email or call to get it started.
- **Banner Student Privilege Request Form:** No Report.
- **Multiple PIDM/Person:** No report.
- **CTC Shared Service Issues:** No report.
- **Administrative Solutions Project.** No Report.
- **Campus Codes.** No report.
- **Concurrent Curricula:** Elizabeth and Lisa Penix did a demonstration for the AD council, two colleges weren’t represented but all others were and it seemed to go well. There were questions that were answered. Elizabeth sent another version of the procedures to make concurrent curricula changes out to the committee for review. SGASTDN has replaced SDNSTDN.
- **Version 7.3:** Is the version going live on Memorial Day weekend. An email went out recently encouraging everyone to do the testing and read the release guides as it relates to each area.
- **New Recruitment System Connect2:** No report.

- **Oracle release:** No update.
- **Faculty Information:** No update.
- **Document Imaging:** No update.
- **Photo List:** No new information. Look at again in the fall.
- No further old business to address.

NEW BUSINESS:

- **Outlook 7:** SunGuard did certify two weeks ago IE 7 with Banner. We do need to update our client middle tier software. This is what is between everyone's PC and Banner's database server. It's called the Oracle or IMB server. That's where the software is stored that presents the forms. IE7 will be updated Memorial Day weekend also.

ANNOUNCEMENTS

- The next BUG-S meeting will be June 7, 2007.

ADJOURNMENT

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