

## BANNER USERS' GROUP-STUDENT

Minutes of Meeting November 2, 2000

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Old Main 103.
- **Members Present:**

Myke Watts	Computing Services
Roberta Ferguson	Registrar
Bob Walker	Finance
Nadine Hamrick	Financial Aid
Cheri Musgrave	Financial Aid
Michael McGuffey	Institutional Research
Joann Wetherall	Residence Services
Ken O'Neal	South Charleston Campus Graduate College
Terri Tomblin-Byrd	Computing Services
Donna Spindel	Academic Affairs

- **Minutes:** Minutes of the October 2000 meeting were distributed electronically and approved as distributed
- **Correspondence:** Received correspondence that will be addressed later in Meeting from Michael McGuffey.

### COMMITTEE REPORTS

- **Subcommittee on Billing:**  
No Report
- **Subcommittee on CAPP:**  
Ken stated that their primary discussion was on plan of study and not CAPP.
- **Banner Oversight Committee (BOC)**  
Bad Data - Terri indicated that no formal policy had been established only a statement. She has been tasked with setting up a statement. But it will be left up to the functional areas.

Policy & Procedures - One working document of general policies governing all user groups.

HR - Terri discussed the matrix related to ownership.

### OLD BUSINESS

- **Marshall E-Course Policy:**  
No Report
- **Missing Address Information:**  
No Report
- **MILO:**  
Terri reported MILO was ready to go for registration with the exception of high demand classes. Terri is still working on this problem. Roberta will send Terri the latest list of high demand

courses. Terri restated in case of an emergency to contact the Help Desk. Roberta discussed earlier problems with the Help Desk. The Calendar Committee has approved that MILO would not be available over Christmas Break in 2002 and not be available again until 1/2/03. Basically this was decided due to classes starting later in January thus students will have time to register.

a. Oracle Application Service Upgrade - Terri reported success in getting new version to be up and running on the machine. V3 is in Production and chose not to go to V4 at this time because we are too close to Registration.

- **Kiosks:**

- **Banner Documentation:**

- **Human Resources/Finance:**

Bob Walker reported that payroll for 7/16 with 1300 employees ran with about 40 deduction errors. This data is being compared to data residing in EPICS for problems. No student employment was included in this run. Legislative auditors are reviewing 1998/99, 99/00, 00/01 FIMS Accounts which is the first audit since 1987.

I-9's - Nadine reported that there have been meetings regarding housing of I-9's and completion of forms in Banner. HR will be housing all I-9's and obtaining those from the Financial Aid Office. I-9's will be completed at various offices on campus. A policy statement is being currently being designed and will be disseminated at a later date.

- **SC Campus Database:**

The Committee is moving to complete Graduate School's Legacy data into the MU Foundation Data Base within the next seven months.

- **Performance and Priority Issues:**

Terri reported that SGASTDN is working the way it is suppose to work. Roberta reported that this creates major concerns for Academic History.

Terri reported there is no resolution for transcript problem. She reported that other institutions were experiencing the same problem.

- **Banner Client/Server:**

No Report.

- **General Person Data Ownership:**

a. Entry of Faculty "Person" Information -There is no formal policy for entering of "faculty person" into the system. Terri feels this is confusing. Michael McGuffey indicated that Herb had tasked Jim Stephens with having a paper form. It is understood that the Deans Offices would have only a few individuals who would enter faculty into the system via SPAIDEN and make sure that SPAPERS was also populated.

Michael also indicated there were many faculty in the Banner that had a null SPBPERS records. He will supply a listing of current faculty to Donna Spindel so that this may be corrected. He also indicated that both graduate and undergraduate students had null SPBPERS records.

- **Banner2000 Version 4.0:**

No Report

- **Banner Student Privilege Request Form:**

No Report

- **Religion Code Collection/Usage:**

Motion made by Michael McGuffey and seconded by Roberta Ferguson to stop collecting religion, take off questions from any remaining form

- **Duplicate PIDM/Person:**  
Jim Richendollar is currently working on getting generated ID's with no other pertinent data attached out of Banner.
- **Training Requirements:**  
BOC will be writing a proposal and Terri again encouraged the User Group to send input.
- **Summer Terms:**  
The Users Group was informed that the Calendar Committee has recommended summer 2001 would be the same as summer 2000 - Sessions A, B (with parts of term), C & D. It is understood that Session B will be used by the MU Graduate College.

### **Printing Student Schedules**

When Pat Gebhart returns she will work on the printing process for MU Graduate College.

## **NEW BUSINESS**

- 1 - PIN Maintenance - Has been moved from GOATPAC to GOATPAD.  
The PIN form is now non-viewable. When the reset button is selected the form will grab the birthdate from SPAPERS or if missing grab the last six characters of ID of PIN field.

Roberta indicates that they are frustrated because they cannot help the student in making sure "what" the PIN actually is since the actual PIN is non-viewable by the Registrar's Office. She feels like she cannot adjudicate a problem with a blindfold, i.e., not being able to view the pin. As an example she indicated a student had called and she reset the individuals pin by using the appropriate form which should have returned it to the student's date of birth, however, the student said it still did not work and they retried it and the student still could not get it to work. Terri indicated that if it is a system error she could contact Jim Richendollar to determine if it is being reset properly on an individual case. However, Terri indicated that this is the case with all passwords on campus, that only one designated individual has access to passwords.

2 - Student 4.3.3 and Finaid 4.7.1 Upgrade Schedule - End of December. There is no "major" hurry but by the end of January for Financial Aid at least.

3 - Oracle 8 and VR 4.1 Upgrade schedules - Banner - Brite will have to do the work on V4.1 and Oracle 8 is not certified by SCT as yet. They will need a weekend to take care of this. Looking at Martin Luther King weekend.

## **ADJOURNMENT**

- The meeting was adjourned at 4:00p.m.

## **ANNOUNCEMENTS**

- The next BUG-S meeting will be December 7, 2000.
  - CMOS System @WVNET has a 2 year life span - 2002. All data must be removed by September 2002. MU Graduate College has data that must be removed. Terri indicates the last report from WVNET shows only August usage. Anyone using ADATABASE would need to remove their data. The Central Office is also looking at using Oracle.
- SCT Summit April 7-11, 2001 in Toronto.