

BANNER USERS' GROUP--STUDENT
Minutes of Meeting November 6, 2003

- **Call to Order:** Myke Watts called the meeting to order at 2:10 in Drinko 439
- **Members Present:**

Pat Gebhart	Computing Services, Enrollment Management
Bob Walker	Finance
Cheri Musgrave	Financial Aid
Ken O'Neal	South Charleston
Elizabeth Hanrahan	Associate Deans
Myke Watts	Computing Services
Roberta Ferguson	Registrar
Bob Collier	Bursar
Michael McGuffey	Institutional Research
Joe Whitt	Residence Services

- **Minutes:** The October 2003 minutes were approved as distributed electronically. Elizabeth Hanrahan asked if the minutes could reflect the voting members of BUG-S. Since offices have a vote and not necessarily individual people, this is difficult to do. Pat Gebhart referred Elizabeth to the BUG-S Web site:
<http://www.marshall.edu/banner/STUDENTBANNERUSERSGROUP.HTML> which states:
"There is one eligible voting member on the Banner Users' Group-Student representing the following departments: Accounting, Academic Deans, Admissions, Alumni/Development, Bursar, Community College, Computing Services, Financial Aid, Graduate College, Institutional Research, Medical School, Registrar, and Residence Services. Additional individuals routinely meet with the group but are not voting members."
- **Correspondence:** None.

COMMITTEE REPORTS

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

OLD BUSINESS

- **myMU/MILO:**
Terri Tomblin-Byrd placed a Campus Announcement in myMU explaining what MILO is and that it can be located on the School Services Tab. Elizabeth asked how someone could access the Spring Schedule of Courses without logging into myMU. Pat explained that there is a link to the Course Schedule on the Marshall home page. Roberta Ferguson is writing an announcement to be placed on Voice Response about the retirement of VR on December 19. She will see that an announcement is sent via e-mail to the Associate Deans and to the Faculty Senate list and also contact the Parthenon.
- **Human Resources/Finance:**

No Report.

- **Performance and Priority Issues:**
Cheri Musgrave stated that Banner performance has been very slow. This was echoed by Bob Collier, Roberta Ferguson, and Ken O'Neal. Myke stated that Computing Services is aware of the slow performance. Jim Richendollar has been investigating and rebuilding some indexes. Some offices reported that performance problems were sporadic; others felt they were constant.
- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
Bob Collier's committee met last month. Bob is going to speak with Terri about some requested Multiple PIDM report modifications. Bob Walker stated that there is a real problem if an employee gets paid twice under two PIDM's and that a solution is needed to back out an employee's payment.
- **Printing Students' Schedules/Transcripts:**
Ken has nothing new on this—he will get back to Myke soon.
- **Bad Addresses Causing Returned Paper Mailings:**
The Bad Address policy is in place and functioning. Roberta said the use of the procedure will increase with the next mass mailing of bills. She will speak to the Associate Deans at their next meeting and discuss access for staff in the Dean's Office to place the "RPM" source on a student's address. She will stress to them how important timing is in placing the source code for the proper functioning of this procedure.
- **Policy Change for Deficiency/Probation Calculations:**
No one could report on the status of implementing the policy change, and there was some confusion on what the October minutes said about this. Elizabeth stressed the importance to the students and the Associate Deans of implementing this policy at the conclusion of the Fall term.
- **E-mailing Test Scores:**
No Report.
- **CTC Shared Service Issues:**
Roberta has spoken with Dr. Riley, and the CTC does want to pursue printing a separate transcript. Roberta explained that transcripts are created by level, and since CTC courses are the same level as undergraduate courses, this could be a major problem if they wish to create a separate transcript of CTC courses.
- **Data Entry/Processing Changes to Support Data Warehousing/Data-Marting:**
Michael has not worked anymore on this project. The Bursar's Office is getting privileges to enter data on third party contracts. The student type roll process may not be implemented soon.
- **Setting Student Status to "Inactive" (SGASTDN, SDNSTDN):**
Roberta thinks that the Admissions Office is doing this. Myke stated that there had been no negative feedback from the process if they were. Roberta stated that this could have negative implications for the Registrar with off-campus classes registering late in many cases. Roberta submitted a request to Terri Tomblin to use the Inactive Status to force readmits, but she has not received a response.
- **Request from Dean's Offices to Place the "RPM" Address Source Code on SPAIDEN for Returned Mail:**
Covered under "Bad Addresses Causing Returned Paper Mailings."

- **Fee Assessment for Graduate Students with Dual Majors:**
Bob Walker is researching this.
- **Migration of Production Database to Oracle 9i:**
Jim Richendollar requests feedback from the migration other than the slowness of forms. Roberta stated that the migration corresponds with the slowness. Michael and Cheri Musgrave discussed the need for and related problems with using SAS.

NEW BUSINESS

- **Banner 6.0 Demo, Training, and Upgrade Issues:**
Pat provided a demo of version 6 on PreProd. Aside from the display of the menus, users will not notice many navigation changes. All agreed that upgrade training for current users is not necessary. Pat will post a document on the Banner Web site reflecting some of the changes. There was a discussion of taking the database down on Monday, December 22 to start the upgrade before Christmas. Roberta will make grades available on MILO at 4:00 on December 16. Since VR is scheduled to be retired on December 19, there was concern expressed that students might not have time to get their grades before the start of the upgrade since the Registrar will not be mailing paper grade reports for the first time. Joe Whitt stated that students are leaving computers in their residence hall rooms rather than taking them home over holidays. Offices are open on the 22nd, and Roberta and Ken both expressed concern over the need to produce academic transcripts before the holiday break and without Banner, the work day would be wasted. Bob Collier is concerned about the ability to test the new fee assessment procedures in Banner version 6. Current functionality has been totally re-written. Both he and Bob Walker have doubts about the ability to properly test fee assessment on PreProd with outdated data and need to have current registration and fee data moved to PreProd. Without updated data, they may not be willing to sign off for the upgrade to proceed. If the upgrade is not done over the Christmas break, the next available time would be Spring break.

ANNOUNCEMENTS

- The next BUG-S meeting will be December 4, 2003.

ADJOURNMENT

- Meeting was adjourned at 3:15p.m.