

**BANNER USER'S GROUP-STUDENT**  
Minutes of Meeting – November 6, 2008

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:16pm in Drinko 439.
  
- **Members Present:**
  - Terri Tomblin-Byrd      Chair
  - Roberta Ferguson      Registrar Office
  - Beth Chiparo      Graduate Admissions
  - Carol Kolski      Bursar
  - Pat Gebhart      Computer Services/Enrollment Management
  - Bob Walker      Finance
  - Cheri Musgrave      Financial Aid
  - Nadine Hamrick      Financial Aid
  - Sonja Cantrell      Community & Technical College
  - Kelli Raines      Admissions
  - Michael J. Smith      Institutional Research
  - Myke Watts      Computing Services
  - Howard Young      Resident Services
  - Michelle Duncan      University College
  
- **Minutes:** The minutes of October 2, 2008, were approved with corrections (Bob Walker's name added to the members present and admissions codes corrected).

**COMMITTEE REPORTS:**

- **Subcommittee on Billing:** No report
  
- **Subcommittee on CAPP:** Pat indicated that an AD working team meets every two weeks. They are currently doing testing.
  
- **Banner Oversight Committee (BOC):** The recommendation for the protection of Social Security Numbers by masking the SSN in Banner and giving select users permission to access the SSNs went to the ITC for a first reading in September. It was not included on the agenda for October for the second reading. It should be on the November agenda for the second reading. The masking on the SSNs will not happen until final approval. The recommendation indicates that if a user needs access to SSNs in Banner, then the user will need to complete a request form signed by the department vice president and submitted to Computing Services. The form has been developed and will be available on the Banner site once the recommendation is approved.

**OLD BUSINESS:**

- **myMU/MILO:** No report
  
- **Human Resources/Finance:** No report
  
- **Performance and Priority Issues:** No report

- **Banner Student Privilege Request Form:** A form has not yet been created. They are not sure who the requests will be sent to after Terri leaves in mid-November.
- **Multiple PIDM/Person:** No report
- **CTC Shared Services Issues:** No report
- **Concurrent Curricula:** No report
- **Connect2 (Recruitment System):** No report

**Oracle Release:** Myke reported that a new patch was released about a week and half ago. The patch will be run on a Saturday. An email will be sent to ensure that it does not coincide with a critical time.

- **Faculty Information:** Roberta and Terri have been working on the Digital Measures Project . Frances Hensley within the Office of Academic Affairs has reviewed the data for the faculty database information system and has some concerns. She will discuss this with Roberta before the digital matrix can move forward. The faculty from last semester has been loaded into the system but the faculty from the current semester has not been.
- **Document Imaging:** An email was sent from Arnold Miller to the Implementation Team. Brett Maynard will now lead the team.

**New Hold Process:** The new process is in place, but the shared accounts are also still in place. They will be disabled after advance registration is over which should be in the next few weeks.

- **Residency Requirement Tracking Proposal:** The Registrar's Office is finding Residency Holds on a daily basis. Roberta would like a report ran to identify all currently enrolled students with the residency hold and have them removed before registration begins for freshman students on November 18<sup>th</sup>. Roberta sent Karen Kirtley an email to review and resolve this issue before the aforementioned registration date. One nuance that was not thought about was students who turn 21 years of age after the hold is placed on their account.
- **Community & Technical College New Hold:** Terri reported that the new hold (PA) and process is in place and it running. There were 37 holds placed for MCTC provisionally admitted students in the first run. The process is also in place to remove the holds for students who become fully admitted. This process also runs on a nightly basis.
- **Associate Deans Request for JE Junior Degree Evaluation Hold:** Pat reported that the new JE Junior Degree Evaluation hold is in place. Elizabeth Hanrahan sent a description of the process out via email and did not receive any objections so it is currently running.

**Readmission Enforcement/NE Process:** Roberta formally asked for this to be placed on hold until the Graduate Council discusses the readmission process.

## NEW BUSINESS:

- **Math Workshop:** Michelle recapped the proposal to add the Math workshop to BANNER. Kendra Bolen had recently sent out an email explaining the Math workshop. The Math workshop is not a course but will satisfy the developmental math requirement. The workshop first began in the summer of 2004. It has been offered every fall, spring and summer since that point. To enroll in the workshop, students pay an additional fee that is not associated with their tuition cost. Marshall University is not allowed to teach developmental courses. Currently, students needing to complete this deficiency enroll in MCTC developmental math courses. Due to the split between MU and MCTC, as of Fall 2009, University students will not be allowed to pick up a MCTC course. This workshop model is being reviewed to possibly use for developmental English as well. In Fall 2008, the workshop was capped at 35 students. For the Fall 2009, the workshop enrollment is projected to be 500 students. This workshop would begin two weeks after the semester begins in hopes that the student will be able to pay the workshop enrollment fee with their financial aid reimbursement. With the workshop added to BANNER, offices will now be able to see if a student is enrolled in the workshop. Currently, University College collects the registration fee for the workshop. Beginning in the Fall 2009, the Bursar's Office will collect the fee. A new level will be created in BANNER to denote the workshop to differentiate it from a course. The workshop will be for zero credit hours and will not count towards graduation. Roberta stated that the level WK and grade code of .5 was created in Pre-Prod to designate this workshop. The student will be given a + sign if they pass and a – sign if they do not pass. The symbol will be entered by the instructor. It was evident in Pre-Prod that this workshop was not a normal class. The information regarding the math workshop being added to BANNER will need to be communicated with advisors and the entire Marshall campus. If a student receives a passing symbol, it will suffice as a pre-requisite when the student is registering for 100 level math courses. When Roberta tested this feature in Pre-Prod it worked. This workshop will not be available for online registration. An advisor will have to register the student for the workshop. A student must be admitted to MU before being allowed to enroll in this workshop. This was brought to the attention of the BUG-S to perhaps think of issues that have not been thought of and to approve to move forward with this. Pat would like to see formal written approval from Academic Affairs before this workshop is entered in BANNER and taught. Michelle will pursue this. This item will be tabled until the next meeting to allow the BUG-S members to give thought to their business processes, etc.
- **ID Creation:** Kelli stated that MU Admissions Office is considering generating 901 identification numbers from credentials they receive prior to the student submitting an application for tracking purposes and contacting students. Predominately, the two types of credentials that would be used to create the id would be a high school transcript or a college transcript. Beth reported that their main source would be from hard copy test scores. Pat had a concern that if the credential was old, such as a college transcript, the person could have changed their name.
- **Faculty Advisor/MyMU hold:** Pat reported that she has been in discussions with the Dean of COLA and the Provost concerning faculty advisors and students. In order to form stronger relationship between faculty advisors and students, she would like to investigate to write our own process to allow a person to remove a hold and MyMU. The only thing that an advisor can not do in MyMU is remove holds. Pat has not seen any research done at other institutions on this topic. Terri suggested that the committee find out why that this isn't something that is developed by Sungard. From a technical standpoint, it seems ok. It is basically an extension of what is already in BANNER.

- **Election:** Since this was Terri's last meeting prior to leaving MU, she stated that a new chair needed to be appointed for this committee. Several members were suggested but each one declined the offer. A new chair was not appointed.

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** The meeting was adjourned at 3:40 p.m.