

BANNER USERS' GROUP--STUDENT
Minutes of Meeting October 2nd, 2003

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

Terri Tomblin-Byrd	Computing Services
Joe Whitt	Residence Services
Ken O'Neal	South Charleston Campus
Bob Walker	Finance
Marc Danner	Admissions
Tammy Johnson	Admissions
Elizabeth Hanrahan	Associate Deans
Myke Watts	Computing Services
Prudy Barker	Registrar
Bob Collier	Bursar
Michael McGuffey	Institutional Research

- **Minutes:** The September 2003 minutes were approved as distributed electronically. Since Pat Gebhart was out of town at a conference, Bob Walker recorded the minutes for this meeting.
- **Correspondence:** Memo on Fee Assessment for Graduate Students with Dual Majors – in New Business.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Elizabeth Hanrahan reported on progress with CAPP. Elizabeth Hanrahan has been working on a few different programs of study in CITE.
- **Banner Oversight Committee (BOC):**
No Report.

OLD BUSINESS

- **myMU/MILO:**
Ken O'Neal reported that it is difficult to find MILO now that the only link to it is in myMU. Elizabeth Hanrahan agreed and said that something needed to be done to enhance the visibility of the link to MILO in myMU. Michael McGuffey recommended that brief instructions about how to navigate to MILO inside myMU be added to the marshall.edu/milo page before the re-direct to myMU. Prudy Barker said that they are planning to put directions on accessing MILO in the Spring Schedule of Courses to assist students in finding it. Ken added that those directions should also be added to the Web Schedule. Terri Tomblin-Byrd said that she would try to enhance the visibility of MILO by creating an Announcement in myMU to direct people to the School Services tab and redesign the marshall.edu/milo page to give directions on how to access MILO in myMU and remove the re-direct. Elizabeth Hanrahan stated that it would be beneficial if there was a description of what MILO was for those students who were not familiar with MILO. Terri said that she would look into placing the description from the old marshall.edu/milo page on the School Services page in myMU.

- **Human Resources/Finance:**
No Report.
- **Performance and Priority Issues:**
No Report.
- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
Bob Collier reported that a meeting of this committee is scheduled for October 8th.
- **Printing Students' Schedules/Transcripts:**
No Report.
- **Bad Addresses Causing Returned Paper Mailings:**
Terri reported that the Bad Address Policy has been implemented and is currently running. Terri stated that sixty six holds were placed by the process and subsequently 3 were removed where students updated their address.
- **Policy Change for Deficiency/Probation Calculations:**
Terri reported that the Database and Shared Systems group has begun work on converting the program that does the deficiency/probation calculations to correspond to the policy changes. Terri said that the changes would probably need to be reviewed with the academic administration to ensure the calculations were being performed as expected. Terri stated that the modified calculation should be ready by December, but that the redesign of the code would probably not be ready by December.
- **E-mailing Test Scores:**
Bob Walker reported that the output from the test scores process was not compatible with the way FormFusion processes report information and therefore cannot email the test scores.
- **CTC Shared Service Issues:**
No Report.
- **Data Entry/Processing Changes to Support Data Warehousing/Data-Marting:**
Michael McGuffey reported that he has been working with the offices involved with these changes and that this was proceeding well. Michael explained that he was currently working with the Registrar's Office on setting up Banner to roll the Student Type from First Time Freshman (Graduate or Transfer) to Continuing Student for students who have enrolled and are no longer First Time. Michael stated that he was also working with the Bursar's Office and the Registrar's Office to indicate which courses are Tuition Waived courses. Michael also talked about using two new attributes for sections that are either Dual Credit (high school and college credit for one course) or college credit for high school students.

NEW BUSINESS

- **Setting student status to "inactive" (SGASTDN, SDNSTDN):**
Tammy Johnson reported that the Admissions Office was planning to change the Student Status from Active Student to Inactive Student for students who are admitted but did not attend that semester. Tammy explained that this would allow the Admissions Office to keep track of these students. Michael McGuffey asked if this was also to be used for returning students who were out for more than two years. Tammy emphasized that this was for students who had not attended the university. Prudy Barker stated that there has been some discussion about making a student Inactive after being out for more than two years, but nothing has been determined as to when this process will start. Tammy stated that the changing of Student Status was currently in effect for Transient students with a future Effective Term to assist in tracking Transient students.

Terri explained that as far as she knew, most of the in-house reporting that used SGASTDN or SDNSTDN records did not check the Status and suggested that everyone test this thoroughly to see what modifications to in-house reports may be needed and how the system handles a student who is Inactive.

- **Migration of Production Database to Oracle 9i:**

Terri announced that the Production Database will be down Saturday, October 11th and possibly the 12th. Terri stated that we must upgrade the Production database to Oracle 9i and that hopefully it will only take one day. She hopes to have PreProduction upgraded to Banner 6.0 as soon as possible to give offices time to test.

- **Request from Dean's offices to place the RPM address source code on SPAIDEN for returned mail:**

Terri reported that there had been requests from the Dean's offices to place an RPM address source code on SPAIDEN when the office receives a piece of returned mail. Prudy Barker stated that the Registrar's Office did not have a problem with this, but that there would need to be some training to make sure that this was handled correctly. The committee agreed with Prudy. Terri asked if a user should be able to ask for SPAIDEN update privileges just to place the RPM. Terri explained that the ability to update SPAIDEN required special training and that the placing of the RPM should be done by those who already update SPAIDEN. Elizabeth Hanrahan stated that she thought two users in each Dean's office would be sufficient to accomplish this task. Terri explained that the Registrar's Office is responsible for the PR address and that they have the authority to refuse authorization to change PR address information. Prudy recommended that the RPM be placed by users who currently have SPAIDEN update access and that the Registrar's Office be notified as to who will be processing the RPM in each office.

- **Fee Assessment for Graduate students with dual majors:**

Leonard Deutsch, Dean of the Graduate College, sent a memo to the Banner Users Group – Student to request assistance in finding a solution to a fee assessment problem he has encountered. The memo explains the problem as when a student has more than one major they are only assessed the fees associated with the first major listed (Major 1) even if the student is taking classes for his second major exclusively. The memo further explains that “billing should be based upon the classes the dual major takes because that would reflect the reason for the fee in the first place: to reward the effort of the faculty and to provide resources to the program so it can survive.” Terri explained that this was a request for a solution to a problem which was beyond the scope of this committee. Bob Walker stated that he asked that the Student User Group be involved if there was a request for modification to the system. Since this was just a request for solutions, Bob volunteered to provide possible solutions to this problem that he would share with this committee.

- **Changes in Banner 6:**

Elizabeth Hanrahan stated that she had heard that there may be a need to retrain users on how to use the new Banner 6 that is due to be installed over the Christmas break. Terri stated that she was waiting for feedback from the user community after they get a preview of Banner 6 when it was installed in Preproduction to see if more training is necessary. Terri explained that the forms still basically looked and worked the same as Banner 5, but that the navigation when you first log into Banner and moving between forms has changed. Terri said that Banner 6 should be available in Preproduction soon for testing and review.

ANNOUNCEMENTS

- The next BUG-S meeting will be November 6, 2003, hosted by Myke Watts.

ADJOURNMENT

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

