

**BANNER USERS' GROUP-STUDENT**  
Minutes of Meeting September 7, 2000

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:15 in Old Main 103.
- **Members Present:**

Myke Watts	Computing Services
Pat Gebhart	Computing Services/Enrollment Management
Bob Walker	Finance
Cheri Musgrave	Financial Aid
Prudy Barker	Registrar
Michael McGuffey	Institutional Research
Ken O'Neal	South Charleston Campus Graduate College
Kevin McKenna	Admissions
Bob Collier	Bursar
Terri Tomblin-Byrd	Computing Services
Donna Spindel	Academic Affairs

Scott Hoppe from the Center for International Programs also attended.

- **Minutes:** Minutes of the August 2000 meeting were distributed electronically and approved as distributed.
- **Correspondence:** Petition from Scott Hoppe for the Center for International Programs to have a seat on the BUG-S.

**COMMITTEE REPORTS**

- **Subcommittee on Billing:**  
No Report
- **Subcommittee on CAPP:**  
No Report
- **Banner Oversight Committee (BOC)**  
Terri has received responses from Bob Collier and Nadine Hamrick regarding their offices' use of the Confidentiality Flag. Bob Walker stated that the BOC is still discussing training requirements.

**OLD BUSINESS**

- **Marshall E-Course Policy:**  
No Report
- **Missing Address Information:**  
Myke Watts has discovered additional student records with telephone numbers with dashes in them and thinks that they were entered via the Web. A question was raised whether the bad telephone numbers should be dumped. We have no official policy on bad address information. Myke will check on entering a dash via the Web; if dashes are allowed, Terri said that we will send this off to SCT as a defect.

- **MILO:**  
Myke spoke with Brite about our inability to transfer calls from MILO to the Bursar's office—they told him that the problem was with telecommunications. Telecommunications says the offices were receiving calls from MILO, not from the caller. Myke will check the flag to eliminate a caller's ability to transfer. A question was raised about what happens after 4:30 p.m. when offices are closed. Donna Spindel asked if we have made any progress on stopping students from registering for courses on multiple campuses, in error, if they encounter a closed class. SCT gave us a quote of \$15,000 to modify our system so that if a class is closed, the alternates voiced by MILO would be on the same campus. Terri stated that several other institutions have requested the same modification. Donna suggested that we categorize classes by campus location codes. The Bursar uses campus codes to assess fees.
- **Kiosks:**  
The kiosk in South Charleston is not working—probably is a software issue.
- **Banner Documentation:**  
Terri stated that we have received a new compilation CD for Banner documentation through June 30, 2000. She contacted SCT and learned that no Web for Faculty Implementation Guide for version 4 has ever been written. We need documentation to implement the Faculty Electronic Gradebook.
- **Human Resources/Finance:**  
There is no update on where the I-9 paperwork will be stored. The I-9 information will be posted on the International form in Banner. HR is working on entering people and still has some budget issues. The 2001 jobs for people have not been entered. They hope to create a Faculty/Staff directory from Banner. The Finance group is working on customizing the Policies and Procedures Manual for their area.
- **SC Campus Database:**  
No Report.
- **Performance and Priority Issues:**  
Other than the beginning of the term when there were several users logged on multiple times, there have been no performance problems. The main problem was the number of transactions happening at one time, not the number of people on the system.
- **Banner Client/Server:**  
Terri clarified a discussion last month on Donna's question about changing items on the Deans Menu. Terri can easily add or remove forms on the Deans Menu, but changing the Options Menu on any given form is not easily done. She could possibly add an option to the Options menu on a form, but the new option would appear at the end of the list.
- **General Person Data Ownership:**  
No Report.
- **Banner Student Privilege Request Form:**  
No Report
- **Religion Code Collection/Usage:**  
Michael will write a statement on eliminating the religion code collection and data. This will go to the BOC, then to the UITC and then will be added to the Policies and Procedures guide.
- **Duplicate PIDM/Person:**  
Terri worked with Barbara Smentkowski to clear the records of approximately 30 people. They took the General Person record that was in the system first, then moved the Vendor information and will do a name change through the formal name change process. Terri will work on student records next. When HR enters Graduate Assistants and Work-Study

students, they must find an existing student record in Banner as the people must be students first before employees. Bob asked about international students changing their "901" numbers to Social Security numbers. Terri advised that they should change to Social Security numbers through the normal number change procedure.

- **Training Requirements:**

Terri received a statement from Pat Gebhart about Banner training needs. Terri requested again that everyone send her statements on Marshall-based, on-going training ideas, whether certain types of training should be mandatory (e.g. basic navigation before receiving an account), and how training should be delivered (videos, CBT's, one-on-one, etc.).

- **Summer Terms:**

The Academic Deans have made a recommendation on Summer terms for next year. Terri asked Donna to send a copy of the recommendation to the BUG-S list.

## NEW BUSINESS

- **Next Banner Point Release Upgrade:** Terri sent a schedule to the BUG-S list for the point release upgrade. Jim Richendollar will work on the upgrade on Pre-Prod this weekend, and Pre-Prod will then be available for testing next week. The tentative date for the upgrade in Production is September 23 but it may have to be moved to September 30. The upgrade will take one day. Financial Aid needs the upgrade for Title IV processing and must have it available by October 1.
- **Printing Students' Schedules:** Roberta Ferguson submitted this agenda item and asked that it be discussed at the BUG-S meeting. Roberta has requested access for other Banner users (specifically Michelle Duncan in the Student Athlete Program) to be able to print students' schedules through the Web process that Bob Walker has created. Terri asked Bob for an explanation of the process. Bob has set up a database on a separate machine that connects into MUIINFO. Only people in Old Main have access. It is a Perl script that pulls information out of the database and allows users to print Banner registration schedules on a single page. Originally this was confined to the Bursar's area. Terri expressed her concerns about account information sharing in that there is a single log in to the oracle database hidden within the Perl script. This technically violates the existing account/privileges sharing policy. In addition, even though Bob has placed a password on the html request, it is not clear as to who administers that password. Terri also expressed her concerns over the occurrence of unexpected connections to the database that Computing Services did not anticipate. Bob explained that it is secured to allow a maximum of 8 log-ins. Prudy Barker has been using this to print students' schedules. Terri explained to Prudy that she has other options available to her to print schedules. One option would be to use the SCT delivered process SFRSCHD that will produce a very nice one page schedule from within the registration form SFAREGS. There was also a discussion about the ability to take scripts that Bob's area has developed and incorporate them into the existing "Web for" products. This would enable user authentication and help keep things under one technology umbrella. Prudy was advised to contact the Help Desk and tell them she needs a local print queue set up on the new registration NT PC's. Pat can show Prudy how to print schedules through SFRSCHD, and schedules can be set up to run in Sleep/Wake mode. With privileges granted, other Banner users having a networked printer or an NT machine with a local print queue can print schedules. Also, it is possible for Advisors to print schedules from MILO Web for Faculty.
- **Scott Hoppe's Petition for Membership:** Scott Hoppe, Director of the Center for International Programs, initiated a petition for non-voting membership for the Center for

International Programs on BUG-S. Michael moved, and Ken O'Neal seconded a motion that we approve the petition; passed unanimously. Scott asked if the STVNATN validation table could be updated with more accurate nation information. Michael thinks that the UN Web site has a free, alpha, current list of nations. He will look at their site. Terri stated that we should look at the list and see how it compares to the table we are using.

- **Entry of Faculty "Person" Information:** To use MILO Web for Faculty, all faculty members must be entered as persons in Banner, have a birthdate to generate a PIN, be coded as a faculty member, and have CRN's assigned to them. Donna has been concerned about who should be entering birthdates on SPAPERS; selected users in the Deans' Offices now have update privileges. Terri stated that we need to know what is occurring with Human Resources and the Academic Deans' Offices. Donna will gather information from the Deans. We need to set up procedures for all campuses to get faculty information entered into Banner in a timely manner.
- **Oracle Application Server Upgrade:** Terri is looking for a date to complete the upgrade. Midterm grades are due October 16 so she will avoid the week prior while faculty are entering midterm grades. Terri prefers to do the upgrade during a week day in case she needs to contact Oracle for assistance.
- **"Person" Search in Banner:** Pat reported that she has been having difficulty performing "Person" searches in Banner regardless of what form is calling the search. A search gives the message "Query caused no records to be retrieved" and the only way to conduct a search is to log off Banner and log in again. There is no pattern to the problem. Others in the group had experienced the same thing. This is especially critical for an office like Admissions that is adding new persons into the system. Cheri Musgrave suggested that Pat contact Nadine Hamrick as she has encountered the same problem to see if she has discovered any pattern.

#### **ADJOURNMENT**

- The meeting was adjourned at 4:15p.m.

#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be October 5, 2000.
- SCT Summit April 7-11, 2001 in Toronto.