

**BANNER USERS' GROUP-STUDENT**  
Minutes of Meeting September 6, 2001

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

Nadine Hamrick	Financial Aid
Prudy Barker	Registrar
Terri Tomblin-Byrd	Computing Services
Cheri Musgrave	Financial Aid
Ken O'Neal	South Charleston Campus
Linda Templeton	Admissions
Pat Gebhart	Computing Services, Enrollment Management
Michael McGuffey	Institutional Research
Myke Watts	Computing Services
Bob Walker	Finance

- **Minutes:** Minutes of the August 2001 meeting were distributed electronically and approved as distributed.
- **Correspondence:** None.

**COMMITTEE REPORTS**

- **Subcommittee on Billing:**  
No Report.
- **Subcommittee on CAPP:**  
No Report.
- **Banner Oversight Committee (BOC):**  
No Report—BOC did not meet in August.

**OLD BUSINESS**

- **MILO:**  
As of this morning, there have been 876 PIN hint questions and answers created since the Web upgrade.
- **Human Resources/Finance:**  
Michael McGuffey reported that Jim Stephens called him to find out how and why academic colleges enter people into the Banner system. Jim wants to grant privileges to enter persons in Banner to units such as Physical Plant that employ large numbers of people. Nadine Hamrick stated that departments need to learn how to do I-9's. Bob Walker reported that Finance is working on the July payroll.
- **Performance and Priority Issues:**  
No Report.
- **General Person Data Ownership:**

Terri has not heard from Dan Holbrook on the creation of procedures for the Deans' offices for entering faculty data into Banner. Michael is missing some South Charleston faculty assignments.

- **Banner Student Privilege Request Form:**  
Pat Gebhart sent Terri a sample Request Form for Student Privileges that she found on the Virginia Tech Web site. Terri will review it and see if we might use something similar to it
- **Duplicate PIDM/Person:**  
No Report.
- **Printing Students' Schedules:**  
Terri found a solution to printing students' schedules through Sleep/Wake with the proper orientation on the page by creating a separate print queue. Ken O'Neal asked if he could also use this process for printing transcripts. Terri will continue to test transcript printing. Terri explained the Sleep/Wake process and told Prudy Barker to let her know if the Registrar's Office is interested in using this to print students' schedules. If so, Prudy should send Terri specifics on the Registrar's printers and operating systems on their PC's.
- **PIN Maintenance:**  
Terri asked all to review the instructions on creating the PIN security question and answer in Web for Students 4.2. We have the ability to change the verbiage.
- **Simple Class Roster via MILO Web for Faculty:**  
Terri put the simple class roster into production. There have been no complaints from faculty using it. Remove from agenda.
- **Pipeline and a WebCT Integration:**  
myMU has gone live. Marshall was able to find funding to move from the grant model to the licensed model so advertising will not appear on myMU. MILO is integrated with it, and e-mail capabilities are open to the entire student body so the project is well ahead of schedule. The calendar portion was not delivered with Campus Pipeline, but it was released last week. We will install it on a new machine and hopefully have it available for use by the Spring term. The target date for WebCT integration is January 2002. Brad Morgan will call together groups to discuss the WebCT integration. A week and a half ago, the log-in authentication was changed from the MUNet username and PIN to the MU ID# and PIN. The targeted announcement capabilities are to be enhanced in the next version. Ken stated that we should inform off-campus students of the availability of myMU. Terri will take his request to the myMU Publicity Committee for review and action.
- **Training:**  
The training document is on the agenda for the ITC meeting tomorrow. Terri will notify the BUG groups of the document's status after the meeting.
- **eRecruiting Software:**  
Terri has not delivered any data to eRecruiting yet as she wanted to wait until the Fall enrollment was more settled. Career Services has gone live with 800+ students they already had in their database. The suggestion has been made to load data with a random password, and have the person who wants to use eRecruiting request the password via e-mail. Sue Wright appears to be open to

what will work best for Marshall students. Terri will present the latest recommendation to her. Terri wants to integrate this with myMU.

- **Enrollment Management—Recruitment CD:**  
No Report.
- **Common Name/Address/SS# Change Form:**  
No Report.
- **Upgrade Production to Student 4.4, AR 4.4, and Web for Students 4.2:**  
The upgrade over the Labor Day week-end was completed. The upgrade to version 5 could be scheduled for Thanksgiving or Christmas break. By the end of the month, we should have 5.0 up in a test environment. There are not a lot of major changes in version 5.
- **GTVZIPC:**  
Terri has not received any corrections for this table. Ken reported a problem with a South Charleston zip code not properly filling in the city/state information. Terri asked him to send the zip code to her.

#### **NEW BUSINESS**

- **FIREWALL:**  
Terri discussed the firewall. MUIINFO is outside the firewall, and some user machines are behind the firewall. She has been working with the Systems group in Computing Services. They want to attempt to move the machine again; Terri will notify us when they are ready to do this. Those individuals connecting to the Banner application (not telnet) from home will have to make special arrangements to continue to do so once MUIINFO is behind the firewall. They should contact the help desk.

#### **ADJOURNMENT**

- Meeting was adjourned at 3:30p.m.

#### **ANNOUNCEMENTS**

- The WVNet Conference will be held September 24-26 at Lakeview Scanticon Resort in Morgantown. Terri encouraged all to attend if possible and to consider presenting at the conference next year.
- The next BUG-S meeting will be October 4, 2001.