

BANNER USERS' GROUP--STUDENT
Minutes of Meeting September 5, 2002

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Old Main 103.
- **Members Present:**

Cheri Musgrave	Financial Aid
Pat Gebhart	Computing Services, Enrollment Management
Bob Walker	Finance
Mary Waller	Registrar
Myke Watts	Computing Services
Terri Tomblin-Byrd	Computing Services
Luther Workman	Admissions
Joe Whitt	Residence Services
Dan Holbrook	Associate Deans
Michael McGuffey	Institutional Research

- **Minutes:** The August 2002 minutes were approved as electronically distributed.
- **Correspondence:** None

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Dan Holbrook reported that Pat Gebhart did a demo of CAPP for the committee on CAPP implementation. The committee has set a May 2003 implementation date that Dan termed "officially optimistic."
- **Banner Oversight Committee (BOC):**
Terri reported that the BOC is working on an Administrative Information Security Policy.

OLD BUSINESS

- **MILO:**
Mary Waller stated that the Registrar's Office had received phone calls from students who could not access MILO, but she thought the problems were usually user errors. Terri informed the group that MILO may be down this week-end for the latest security patch on OAS.
- **Human Resources/Finance:**
They are working on the EPICS interface and will not be using the EPAF until the EPICS interface is completed. Paper PAR's will be used until late Spring.
- **Performance and Priority Issues:**
No Report.
- **General Person Data Ownership:**
Dan will discuss the entry of faculty "Person" information into Banner with the Associate Deans on September 20. Terri has received phone calls from Teaching Assistants (who are not recorded as the instructor of record) wanting access to faculty class lists in MILO. The TA's must be entered in Banner with a certain percentage of teaching assignment to be able to access the class

- lists. The matter of entering TA's with teaching assignments has been left up to the departments, and some are entering that data in Banner. The academic departments are the only ones who have a real record of who has taught a CRN in any given term. The group felt this entire matter should be re-visited and that there should be consistency among departments on handling teaching assignments in Banner. Terri asked Dan to discuss this at the Associate Deans' meeting.
- **Banner Student Privilege Request Form:**
No Report.
 - **Duplicate PIDM/Person:**
No Report.
 - **Printing Students' Schedules:**
Terri sent Sleep/Wake process to Ken O'Neal to test, but she hasn't heard back from him. Mary stated that someone from Computing Services looked at the printers in the Registrar's Office to determine networking capabilities. Terri will follow up on this site visit.
 - **myMU:**
Fall term information has been loaded. The new functionality is a Group Portal (both restricted and public groups). So far, requests have been received from 6 groups to be created in myMU. Steve Hensley has hired a GA to coordinate groups. The next enhancement will be smoothing out and publicizing PDA synchronization with portal calendars. Faculty teaching multiple sections of a course can consolidate the courses virtually for syllabi and messages. The courses are maintained as separate courses, but this saves time on administrative tasks for faculty. Dan asked how we can publicize myMU to faculty. Terri sent information to UNI 101 faculty, and Pat and Roberta Ferguson conducted training for new faculty. Terri asked Dan for ideas on publicity and training. There are statistics on the Web for use of myMU at:
<http://webstats.marshall.edu/webstats>.
 - **STVNATN:**
Pat completed the STVNATN table and notified Scott Hoppe that the table has been updated. Remove item from agenda.
 - **Legislative Bill:**
Michael McGuffey stated that HB2374 essentially prohibits the public posting of Social Security numbers. Michael has written a policy that was distributed to deans and faculty. He will provide the policy for posting on the Banner Web site.
 - **April 5.x Release:**
The April 5.x releases are now on Pre-Prod. Terri asked everyone to test their forms on Pre-Prod and to read the release guides. We need to pick a date for the Production upgrade that can be done on a week-end. Terri suggested a week-end in October—if any week-end is bad, let her know. Otherwise, she will select a date. The SEVIS upgrade is being released today. We must have that in place for January reporting and must upgrade General to use SEVIS. COMPAQ needs approximately 90 minutes of down town to replace a back-up power supply for the MUIINFO machine—Terri will let us know when that is scheduled.
 - **BUG-L Group:**
Pat presented a new MUIINFO Account Request form and a policy statement on the Banner Basic Navigation training requirement to receive an MUIINFO account. The forms were approved with a request for routing instructions to be added.

NEW BUSINESS

- **September Release:**
Contact Terri if there is anything you need in the upcoming September release so that the upgrade can be scheduled.
- **Oracle Accounts/Passwords:**
Terri has started the process of disabling Oracle accounts for employees who are terminated. This Phase I process is run once a month. Only a few people have had to be re-activated if they are being paid by someone else or working in some other capacity. Phase II is the expiration of passwords on a regular basis. Current recommendation is 45 days. She is waiting for SCT who is working on the password form GUAPSWD to make the process work better. Currently, the only person who can reset passwords is the DBA. We want to get a process in place to provide a message that states “password expires in __ days”—this will be done by next summer’s auditor’s visit. One problem with changing passwords is that passwords are hard-coded into a number of jobs. Michael asked about disabling student accounts such as those created for Work-Study students. Terri said that this is in Phase III. The goal is to be able to tap into the EPAF process for transfers from one area to another. Supervisors are not diligent about reporting transfer assignments.

ADJOURNMENT

- Meeting was adjourned at 3:25p.m.

ANNOUNCEMENTS

- The next BUG-S meeting will be October 3, 2002.

BANNER BASIC NAVIGATION TRAINING and MUINFO ACCOUNT CREATION for ALL MARSHALL UNIVERSITY EMPLOYEES

Banner Training Policies:

- The **completion of the Banner Basic Navigation class is required** prior to the receipt of a Banner account. An account request form must be completed during the class, approved by the trainer, and taken back to the employing department for supervisor approval. An MUINFO account will be created upon receipt of a completed account request form.
- Banner Basic Navigation Training classes are offered shortly after the beginning of each semi-monthly payroll period. These are 2-hour sessions. It is the responsibility of the hiring department to register the new employee in the appropriate Banner training session(s). Banner Basic Navigation Training Class will be held even if there is only one registrant.

At the completion of Banner Navigation training, participants will:

- Understand and use navigation techniques throughout the Banner Administrative Information System
- Know and understand the importance of confidentiality of Banner data
- Understand the importance of accurate data entry
- Understand the relationship of data among modules
- Demonstrate confidence in using Banner
- Be able and motivated to explore Banner functionality independently

Topics Covered:

- Logging in/out of Banner
- Access to Banner: Update and Query Privileges
- Menus
- Form Names
- Parts of a Banner Form
- Navigation on a Form (Using the Mouse, Pull-Down Menus, Icons on the Toolbar, Options Menu, Keystrokes)
- Validation Tables
- Searching the Database
- Banner Web Site

Guides and Resources on the Banner Web Site:

- Banner Home Page <http://www.marshall.edu/banner/>
- Basic Navigation Guide
- Faculty Guide for Using the Dean's Menu
- User's Guide for Finance Operations
- Instructional Guides (Printing transcripts, class lists, etc.)

