

BANNER USERS' GROUP--STUDENT
Minutes of Meeting September 4, 2003

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:15 in Drinko 439. She welcomed Elizabeth Hanrahan, the new Associate Deans' representative.
- **Members Present:**

Terri Tomblin-Byrd	Computing Services
Pat Gebhart	Computing Services, Enrollment Management
Bob Walker	Finance
Cheri Musgrave	Financial Aid
Nadine Hamrick	Financial Aid
Elizabeth Hanrahan	Associate Deans
Myke Watts	Computing Services
Mary Waller	Registrar
Bob Collier	Bursar
Michael McGuffey	Institutional Research

- **Minutes:** The August 2003 minutes were approved as distributed electronically.
- **Correspondence:** None.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Pat Gebhart reported on progress with CAPP. She has been meeting with Elizabeth Hanrahan and working on the Safety Technology program.
- **Banner Oversight Committee (BOC):**
No Report.

OLD BUSINESS

- **myMU/MILO:**
Michael McGuffey asked about the status of Voice Response, and Terri explained that the VR Subcommittee approved the e-mail message summarizing recommendations concerning retirement of the system. Elizabeth stated that we need messages on MILO about fee payment, especially for graduate students. Terri is opposed to modifying MILO with pop-up messages about fee payment, but she supports e-mail notifications to students or Targeted Announcements. Terri emphasized the need to educate students to read Web page instructions. Terri stated that there are still 2 entries into MILO: logging into MILO or logging in to myMU. All agreed that on September 22, 2003 we turn off the MILO log-in page and redirect everyone to myMU. We will post notices on the WEB and Mary Waller will change instructions in the Schedule of Courses. We will need to post notices that the MILO and myMU PIN's are the same. Michael asked what will happen when myMU is down; Terri could link to MILO log-in page that would still be active.
- **Human Resources/Finance:**
Bob Walker reported that they had a demo of Self-Service for Employees and Finance.
- **Performance and Priority Issues:**

Terri explained some of the contributing factors to performance problems during the first week of classes for the Fall term. Processes were almost triple during that week, and we reached the maximum number of processes so the number had to be increased. Users were asked to limit themselves to one Banner session and to log off when not in use. Computing Services will watch the traffic in January. We are due for hardware replacement this year and will go for more memory.

- **Banner Student Privilege Request Form:**
No Report.
- **Multiple PIDM/Person:**
No Report. Bob Collier will schedule a meeting of his committee.
- **Printing Students' Schedules/Transcripts:**
No Report.
- **Bad Addresses Causing Returned Paper Mailings:**
The Bad Address policy will be implemented on October 1, 2003.
- **Policy Change for Deficiency/Probation Calculations:**
No Report.
- **E-mailing Test Scores:**
No Report.
- **CTC Shared Service Issues:**
No Report.
- **Baseline Modification Request:**
There was a second reading of the proposal from the Registrar's Office (see attachment to August 2003 minutes). Terri has researched the requested changes and the amount of time and effort required on the part of Computing Services to make the modifications. She estimates 25 man-hours to code and 10 hours to test for the modification to display a Midterm Grade Report for freshmen only. She estimates 5 man-hours and 2 hours to test for the submission function to indicate the absence of D and/or F grades in a CRN. If the proposal is approved and changes made now, we might have to re-write procedures with the installation of version 6.0. Terri explained the Learning Management System (LMS) that will be in production in January. One of the goals is to have every course on campus have a presence in LMS; it also has its own gradebook functionality where faculty will seamlessly go to enter grades. It is possible that we would have to make the requested changes there rather than in MILO. Michael suggested that faculty be instructed to enter a "NG" (No Grade) for the first person on the midterm class list to indicate that an instructor had no D/F grades rather than creating a submission function to indicate no D/F grades. Pat reported that there is discussion in Enrollment Management/Academic Affairs about providing midterm grades for all students as part of a retention plan. It was moved (Waller) and seconded (Hamrick) that we postpone action on both proposals until further information is obtained from Barbara Tarter, the Registrar's Office, and Academic Affairs on future retention strategies relating to midterm grading; motion passed. The suggestion of the "NG" is a procedural one and was referred to the Registrar's Office for a decision of its use.

NEW BUSINESS

- **Data Entry/Processing Changes to Support Data Warehousing/Data-Marting:**
Michael explained the need for changes. He has talked with Roberta Ferguson about adding section attributes for high school classes. Roberta will approve privileges for the Bursar to update

the third-party waiver checkbox. Michael and Roberta will set up rules for implementing the student type roll process each semester.

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

Terri stated that we must upgrade the Production database to Oracle 9i; Computing Services probably only needs one day. She asked the group to consider a date between now and midterm grade entry. She hopes to have PreProduction upgraded to Banner 6.0 by the end of September which will give offices October and November to test. Terri asked Michael to test SAS on PreProd.

- **Student Training in UNI 101:**

Elizabeth asked if we could train students in UNI 101 classes to use MILO on the PreProd database. Terri stated that she could move new students into PreProd and that the Registrar would have to set up a course schedule to use for registration. It would be a big job to prepare the system for a mock registration; we could possibly be able to do this next Spring or next Fall. Terri asked Elizabeth to check with Michelle Duncan to see if she were interested in this.

ANNOUNCEMENTS

- The next BUG-S meeting will be October 2, 2003.

ADJOURNMENT

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