

# **BUG-L Minutes**

## **October 17, 2013**

### **MEMBERS PRESENT:**

Judy Blevins  
Pat Gebhart  
Juanita Parsons  
Erica Thomas  
Amy Workman

Meeting was called to order at 10:15 a.m.

### **OLD BUSINESS:**

**Minutes were approved for the August 21, 2013, meeting.**

**SPAIDEN (GOAMTCH) TRAINING** – Erica and Juanita reported that both BOC and ITC approved the BUG-L recommendation to **require** special training for 60+ individuals currently having the ability to Add records to the General Person/SPAIDEN records in order for them to retain their privileges. Going forward, any request to allow the Add function by an individual will be reviewed by the BOC. Juanita reported that Jan Fox said she would send the appropriate announcement to the 60+ employees regarding the upcoming required training.

Pat volunteered to assist Amy with the supplementary sessions. It was noted that current users should receive revised training by November 11<sup>th</sup> in time for the implementation of PeopleAdmin. Judy asked Amy and Pat to create a training schedule and she would help with reserving facilities.

Erica stated that the need for Common Matching for PeopleAdmin should not be required in the beginning since paper PARs will be used, rather than the electronic version EPAF. If supplemental GOAMTCH training could not be accomplished prior to November 11<sup>th</sup>, she did not think that would be a critical issue.

Judy requested Pat to draft a formal proposal from BUG-L trainers recommending that current users being required to take Banner General Person Entry training participate in workshop-style sessions. In the future, an online video can be recorded as suggested by the ITC Chair, Dr. Jan Fox. However, we recommend this be for review/refresher purposes only. Testing employees as advocated by Dr. Fox for online instruction will require a great deal of work and time commitment for IT staff and BUG-L trainers for a limited number of users. The committee does not support online training for this particular topic for newly hired/promoted employees requiring update privileges in the future. It is the opinion of this committee that these employees would benefit more from in-person participation rather than on-line instruction.

### **NO NEW BUSINESS**

Meeting was adjourned at 10:50 a.m.