Banner Implementation Team
August 10, 2001

Present: Carolyn Alexander, Dave Bledsoe, Tim Crimmins, Bill Fritz, Charles Gilbreath, Dan Hammond, Mike Moore, Dan Niccum, Cherise Peters, John Pratt, George Rainbolt, Wanda Taylor, Winnie Tsang-Kosma, Jeff Walker, Tim Woltering, Joann Worthington,

The Minutes of the July 27, 2001 meeting were approved.

Announcements

Two additional GoSOLAR teams have been created. The Student Perspective will be lead by Kurt Keppler and is charged with making the GoSOLAR project more student friendly, taking the lead in advertising, training and generally promoting the project to students. The Faculty Perspective will be lead by George Rainbolt and is charged with making the GoSOLAR project more faculty friendly, taking the lead in advertising, training and generally promoting the project to faculty.

Social Security Numbers
Bill reiterated that social security numbers would be used as the primary ID. The reasons include not sure being what the Board of Regents will rule and from the student perspective having too many changes during implementation. The switch will be in place to turn on when ready to do so. International students with “A” number should go in the ID field and the SSN field left blank. Banner places an @ in front of generated IDs, but the decision was reached to stick to the A numbers. Cherise will let the DBAs know the preference for “A”S. “A” will be used for anyone without a SSN and the current IDs used with Oasis will be kept but will require some clean up.

Security/Holds
SCT will modify security by term and by college for Schedule. SCT gave a competitive bid and will keep up with the enhancements.

For Holds, Bill believes Banner could handle policy changes without major programming changes. Banner has a feature that can be set so that the only the person that put on a hold can remove the hold. Departments or colleges could create a generic ID and password to use only for holds. Bill suggested Georgia State start out handling holds in this manner, and a year down the road if problems developed that require a modification, it will be considered.

Unmet Demand
The Reporting Team has been working with Georgia Southern and can capture data in Banner to mean the same things that Georgia State call unmet demand. The screen on the institutional web page has the same information.

Wait List Rollover Sections
Discussions are underway about using the wait list feature in Banner. It was suggested that the use of wait list appear to be student friendly and could give another dimension on unmet demand by capturing the number of people on the end of the wait list. Mike will have to do data extraction, if the data is available. Some disadvantages identified are, it’s a manual process; student will have to remove themselves from the list and does not automatically put them in a course if seats open up. Charles Gilbreath will investigate how other colleges use this feature and report back at the next meeting. Dan Hammond will share information he has collected from other schools.
Printed Schedule
There are discussions regarding eliminating the printing of the class schedule. Some Deans felt it was a disadvantage to students to have the printed schedule and felt it would help the colleges be more reactive in scheduling classes and keep up with unmet demand. Some Dean's have indicated they would give up rollover sections, if the printed schedule were eliminated. Some arguments include, parents rely on the printed schedule at Incept. Bill stated instead of actually doing away with the printed scheduled, it would be printed on demand. Pro's identified include schedulers having more time to get schedule ready, but cautioned is needed, since GSU is moving toward having the schedule for Fall ready in May. It was also suggested that the first 40 or so pages continued to be printed and on the web.

Large Banner Institutions
Attached with the agenda, was the list of large Banner schools given to John Pratt from James Squires. The list includes the total enrollment, product live date, and the type institution. John had asked for a primary contact person at the schools and he hopes to get that information next week.

Project Plans
The status of the Banner modules was distributed as of August 9. Admissions made up a lot of time using their accelerated work plan. Cherise indicated it was important that no more time slip and team leaders should stay on top of their team to get the work done.

Joann and Charles reported on the revenue stream feature with Touchnet. Joann indicated Touchnet is putting a bid together. Bill indicated he was meeting with James Squires on Monday and would see if Touchnet had contacted him regarding purchasing the system through SCT. Bill stated he wanted an estimate with just Touchnet (credit card gate way) and also the electronic check tool.

Cherise indicated she will be meeting with the Reporting Team every other week working with the Implementation Team's timeline. Copies of a report prepared by MJ will be shared with the Implementation Team. MJ needs to know if the information is available in Banner or not.

Admissions Team Update
Dan Niccum indicated the Admissions Team's accelerated work plan went pretty well. They did have some technical difficulty, such as the GA Mods not working and not having documentation. He reported they are working on their letter generation communication plan and the first draft of their procedures have been given to Winning and they are looking at security/access and testing. He indicated the Admissions Team would need to meet more often, but not necessarily three days per week.

Bill stated he was working on getting funds to upgrade the computers and printers in CS 405.

Catalog Schedule Team Report
John Pratt developed a spreadsheet task list for Catalog and Schedule to help the team identify and manage their tasks. Carolyn and Tim reported the meeting yesterday went very well using the form and they were interested to see how the project plan was affected. John took the tasks from the Project Plan and put them in an Excel spreadsheet, which will have to be maintained by the Team Leaders.

Additional Team Reports
There were some problems with BFDEV with information entered on one day and disappearing a day later. The DBA's have backed everything up to August 7 and will do nightly backups. Team Leaders need to go through their tables, look at their documentation and make sure the tables
are correct. If there are errors, Team leaders should email the DBAs, copying Cherise indicating the table form, the value changed and the approximate date the teams made the changes. The DBAs are investigating. An audit trail was activated as of yesterday that will track who makes changes. When updating to BFDEV, print screen. Winnie will send documentation on how to data extract the validation tables.

No one will be allowed to get an ID in BFDEV unless cleared with Cherise. Write Access is limited to the Implementation Team. Team leaders should begin to think about who should have read access to BFDEV and how they want security in BFDEV set up permanently.

Mike Moore announced that the Reporting Team needs to capture information regarding institutional milestones that existed in OASIS, such as BOT and needs Team Leaders help in identifying to start building history in Banner and to capture business practices.

Mike announced a demonstration of reporting tools using crystal reports on Monday, August 10 and Cognos on August 21, 2001.

Cherise stated she met with Alumni and is pretty sure they will stay on a separate instance, but will need to talk with the DBAs and should get a firm answer within the week.