Implementation Team Meeting
January 11, 2002


Approval of Minutes
The minutes of the December 14, 2001, meeting were approved as distributed

Announcements/state of the project
The first phase implementation eliminating the printed scheduled of classes has proven successful since the spring enrollment has been the largest ever.

Wanda will be moving from the Implementation Office next week over to the Associate Provost’s office. She will continue to handle Banner responsibilities including budget and travel. A new person will be hired to provide the day-to-day logistical support needs of the Banner office. Cherise announced she has scheduled two interviews set up for next week. The student assistant position is posted and will be filled.

Minimum System requirements
Keith will review the minimum system requirements posted on the web for running Banner. Bill indicated he had received requests for money to upgrade computers to meet the basic requirements and felt they might be set too high. Bill agreed if Banner requires the upgrading of systems, the Provost should address from where funding would come.

Keith stated he would differentiate between what would trigger one to buy a new system versus what he would suggest if one was already planning to buy a new system. Keith will work with Bill and draft the wording for minimum requirements for distribution across campus.

For printers, users should closely examine volume. This statement will be added to the requirements posted on the web.

Possible web design Mod request from the faculty team
Bill gave a heads up on a possible web design mod requests from the faculty team. The Faculty Team realized to do simple things in Banner requires going through several pages. George has been talking to Patti Karst and wants to approach SCT to modify Web For so that it would be simple for faculty. If necessary, a change request including costs, etc. would come through to the Implementation Team for vote.

Updated timeline with dates for mock registration
A copy of the time line with the dates for mock registration was distributed. Cherise asked the Team to review before the next KD meeting. At the Mock Registration meeting on Monday, the decision will be made on who and what will be involved in the mock registration. The IT will be informed of the decision at its next meeting. The timeline would be reviewed in more detail at the next KD meeting. The Team should let Cherise know what other dates should be included.

It was suggested that the group of students that participate in mock registration be allowed to participate in the Advance registration, but this might limit the number of participants. Another suggestion was to raffle off a Palm Pilot and pizza to encourage students to participate in mock. The Student Perspective Team will be asked to come up with ideas.
**Retreat Plans**
For the February 8 retreat at Timber Ridge, plans are to have the retreat be issues oriented. Bill plans to invite Judy Muse from SCT and have Karen attend so that the focus could be on issues, hurdles, and plans.

**Team Reports**
Joann reported she was told senior management was interested in revenue stream and a Banner update and asked to do a 10-15 minute demo of Revenue Stream and Banner on February 13. Bill said he would call and talk to Katherine Johnson regarding a Banner update and indicated he would want to attend the meeting.

Tim Woltering reported he had training scheduled for all Advisement staff set up for February including Basic Navigation, Student Query, and Functional training.

Joann introduced Susan Crosier, the new Associate Director in Student Accounts and functional lead.

John reported he had found cheap airline tickets to the SCT Banner Summit in Anaheim running $187-$317.

Dan Niccum reported Graduate Admissions Training was scheduled for January 24, but lack of training space is an issue.

Winnie reported 125 staff has signed up for the upcoming training sessions. Winnie and Michelle will provide a list to the Implementation Team so they will know who has signed up for Basic navigation training and who needs to sign up.
<table>
<thead>
<tr>
<th>Decision or Action Item</th>
<th>Description</th>
<th>Assigned To</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Item A-020111-01</td>
<td>Keith will work with Bill and draft the wording for minimum system requirements differentiating between what would trigger one to buy a new system versus what he would suggest if one was already planning to buy a new system.</td>
<td>Keith Campbell</td>
<td>January 30, 2002</td>
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<tr>
<td>Action Item A-020111-02</td>
<td>Bill will call and talk to Katherine Johnson regarding a Banner update and a 10-15 minute demo of Revenue Stream and Banner on February 13 by Joann Worthington</td>
<td>Bill Fritz</td>
<td>January 30, 2002</td>
<td></td>
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<td>Action Item A-020111-03</td>
<td>Winnie and Michelle will provide a list to the Implementation Team so they will know who has signed up for Basic navigation training and who needs to sign up</td>
<td>Winnie Tsang-Kosma</td>
<td>January 30, 2002</td>
<td></td>
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