Implementation Team Meeting  
December 14, 2001


Approval of Minutes
The minutes of the November 30, 2001, meeting were approved as distributed.

Announcements/state of the project
The project is in its home stretch, the timeline will be met. Bill and Cherise urge everyone to keep working with the timeline. Other offices are coming to Bill and Cherise requiring training attention indicating awareness of Banner is increasing. Cherise advises the team leaders to keep focus and enjoy the holidays because January will be busy.

IT and KD meetings scheduled for December 21 and January 4 were cancelled. The next Implementation Team meeting will be January 11, 2002 and the next KD meeting will be January 18, 2002. Future meetings will be decided.

Change Request for Queue Process in Banner Scheduling (Carolyn Alexander)
Carolyn explained the necessity for the Queue in addition to the R25 upgrade. The Queue is the automation of the communication process between the colleges and Registrar’s Office regarding schedule changes, such as adding classes, getting them in the system, and tracking to know who, when and the action taken. Banner cannot track this information.

All classes for the schedule are built in Banner. R25 is used to assign rooms. The Queue is needed for changes after the schedule has been created and rooms assigned or tracking purposes and making sure rooms are available. R25 does not have the capability to add classes. Room assignments are only a small portions of the changes made.

The Change Request for Queue Process in Banner Scheduling has been given to Troy Page to determine what resources and the number of hours needed to do this. Initially, SCT did not think it would be difficult. Carolyn will provide the impact on the workload of the Schedulers in terms of handling procedures if the Queue is not done.

All change requests should include the need for the requested item, the impact of not doing it and the cost (resources) involved.

Bill cautioned against spending resources to maintain policy. In an effort of managing resources correctly, Carolyn will take the issue of the Queue back to the Schedule Team for discussion of features included in the change request that could be dropped out. Charles will provide a summary of the queue of work requested. The Change Request for Queue Process in Banner Scheduling will be placed on the agenda of the January 11, 2002 meeting.

Timing of creation of Student Record in Banner
The Admissions Office believes creating the General Student record slows down Admissions processes and has requested that General Student records be created as a batch file right before registration. Julie indicated granting this requests would mean Financial Aid rules would have to be rewritten and Financial Aid would be concerned about the accuracy of the information.

A special meeting of EMG is scheduled for next Tuesday (December 18, 2001) to discuss Admission’s request. Diane, Dave, Tim and Charles are a subgroup of the major EMG. Dan H. and Dan N. were
invited to attend this meeting. If at the EMG meeting, Admissions presents data to support this request, this issue will be placed on the January 11 agenda for reconsideration.

**Scheduling mod and security**
The Scheduling mod and security is on track for the first week in January. SCT will modify six forms. For crosslisted courses within a college, Chairs can work on directly. Across colleges, a crosslisted course can be done by the Superuser (college schedule or Registrar) or the chair must be listed on both colleges’ users list.

**E-mail & Seamless entry to WebCT -- update**
Keith reported he has scheduled a meeting with his technical team to discuss the e-mail issue. Judy Muse will send someone from SCT to work on WEBCT integration.

**Additional team reports**
Troy reported he is working on Web resources for TEMPO and parking registration and hoping to integrate with Web For so that students can use one login as done currently.

Troy has been given the code for Web for Faculty that will limit grades for a course and will show only legitimate grades.

Charles reported he has submitted funding for R25.

Winnie reported 100 people have registered for Basic Navigation training. After May, all Basic Navigation Training will be held the 2nd week of the month. Team leaders should continue to spread the word about training and encourage people to register. It was suggested that Winnie schedule additional training sessions in late July and August.

Dan Hammond reported Martha Fowler in Student Support Services has requested usage of Banner student support forms not used by Disability Services. Cherise will schedule a meeting to discuss Student Support Services Banner information needs.

Discussion ensued regarding Disability Services desire to not use Banner and continue using their own shadow system. It is Bill’s intent that they use Banner. Mike suggested a GAP analysis to determine the functionality of Banner vs. Disability’s shadow system. Disability’s concern is confidentiality and functionality.
<table>
<thead>
<tr>
<th>Decision or Action Item</th>
<th>Description</th>
<th>Assigned To</th>
<th>Due Date</th>
<th>Status</th>
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