Implementation Team Meeting
March 15, 2002


Approval of the Minutes
The minutes of the March 1, 2002 meeting were approved as distributed.

Fall 2002 Enrollment Projections
As of early this week, 7259 freshman applications have been received. This number is 20% ahead of last year’s numbers, with no indication that the volume of applications is decreasing. At the end of cycle last year, we had received 8000 applications. If our maximum projection is met, we could have five to six hundred more freshmen than last year. Thus, our challenge will be to have enough sections of English and math to meet student needs. Transfer applications are up 10% as well. A slow economy, increased retention, and the fact that UGA is decreasing its freshman class admissions by 300 may all result in increased enrollment. George predicts that there will be great many changes to the schedule as departments scramble to meet the demand.

Budget
Next year’s budget projections are not at all favorable. In fact, the cuts for next year could raise the reduction needed from 5% to 5.85%. An increase in credit hours may serve to offset the reductions. Bill is projecting a 7% increase in credit hours to 700,000. The BOR might allow the research institutions to raise tuition, which would be very beneficial, since the money would be received immediately. This could have a negative impact on yield, however. 04 workload dollars are based on 02, so 2004 should be a much better budget year. Bill reported that the rumored cap on raises did not have a basis in fact. FACP has been scrutinizing the Banner budget. It appears that backfill positions may have to be absorbed by the units, but no firm decision has been made.

WebCT issues
Work on the upgrade is in progress, and there is testing of the new version. A new low-end server will be needed. Mercury Message Broker (MBB) will integrate WebCT and Banner. The approved remote installation will save us from paying travel expenses. The cutover to the upgraded system will be Fall. The WebCT can be tested outside of mock registration, and we should probably do this before Mock 3. George suggested that the test be done prior to April 22nd to ensure faculty participation. Bill pointed out that the Center for Teaching and Learning will assume the key role in faculty support services, such as WebCT, and UETS will provide support.

Timeline
Cherise verified with the group that the dates for ADVANCE Fall 02 web registration were correct. Cherise corrected the target population from a small cross sectional group to all students. Without graduating seniors and freshmen, the number of students who potentially might register is between eight and ten thousand, but it could be as low as 3,000. We are currently working on a message to students to let them know about this registration, which will appear in The Signal and on the GSU homepage. All students will receive this information via email also. The target date for this communication is April 15th. Carolyn suggested that we also let students know that the on-line schedule will not be available until the morning of May 28th. Charles has been working on a proposed schedule of three to six hour blocks, which will differ slightly from the appointment times we are currently using.

Bill has been working with Katherine Johnson to get an incentive for the students to register during this advance registration. Under consideration is a discount coupon for the bookstore. Once a student has registered, she or he could print out his or her schedule, which will have a date stamp to indicate that it was done during advance registration. The student would take the printout to the bookstore to get a discount on a purchase. The fact that the “coupon” could be counterfeited did not seem to trouble Finance and Administration. Alternately, we could provide the bookstore with a list of students who registered during this time period to verify students claiming a discount. Bill will discuss this alternate suggestion with Katherine Johnson.

Cherise pointed out that the go live date for graduates has been moved from late February to early March. Health and Human Sciences, Policy Studies, Business and Education will all go live in March.

George pointed out that it is time to take down the original web interface and to put up the new one. Cherise asked George to communicate his approval to the parties involved to get the new interface operational.

George suggested that student be told that not all classes will be available during mock registration. Cherise also suggested that students be given information about how to report a problem encountered during mock registration.

Carolyn pointed out that Cherise needed to add course evaluations to the post-implementation list in October. Mike added feeds in place for Regents’ and federal reporting in September.

Consideration needs to be given to Key Control’s needs. Apparently, Key Control uses an IDMS program to keep track of keys issued. Key Control will use Banner to see who is teach in what room. Police will use Banner to locate students and faculty, and Banner training is in progress.

HR had a fear that students could change their names or social security numbers in Banner, wreaking havoc on pay records for student employees. Bill assured HR that the Registrar’s area is the data steward for this data. We will need a feed from
Banner to HR to pay students who are also employees, since HR will not be converting to Banner, but to PeopleSoft. We need to examine the cost effectiveness of using the Banner HR module versus building a feed from Banner to HR.

Bill has met with Doug Podoll to discuss the uploading and downloading of data on international students that will be required by INS.

Cherise is working on a write-up of the first mock registration. Faculty will play a much greater role in the next mock registration. Cherise encouraged the group to move as much as possible into production before the next mock.

We will need to get the new interfaces out before we demo Web for. There was no interest in a Banner demo at Dean’s Group.

**PDF Schedule of Classes**
George asked the group if there was a need for the schedule of classes in pdf format as a link on the web. The Banner schedule of classes is not meant to be printed, and the results of printing it are less than desirable. Since users like Incept need a printed copy, Charles volunteered to run it in Crystal as a pdf file. This would eliminate the hourly updating by IS&T.

Mike pointed out that Charles didn’t need to do this on demand. In fact, he could set the Crystal report to run daily and email to those who request it, or he could make it accessible to departments that need it. Crystal can output in Word as well as pdf.

**GoSOLAR Icon Committee Report**
George asked the group if they wanted to identify Banner (INB) and GoSOLAR (Web for) and differentiate between the two or if they wanted to identify both as GoSOLAR on one page with and icon for INB and an icon for Web for faculty/student. The group favored identifying both with GoSOLAR. Bill suggested telling users how to create an icon for a webpage on the GoSOLAR page that would open the browser and take the user to the page desired. He also suggested that we tell users that you can have more than one instance open at one time. The group selected icon number 5 with the sun from number 4. Mike suggested that perhaps we could rotate the icon slightly like the GSU logo.

**Registration Restrictions and CAPP**
The Senate passed three minimum GPA restrictions. For Fall 02, CSC will require a 2.30 GPA. This will be monitored manually at the department level. Film and Journalism will each require a 2.20 GPA to be implemented when CAPP is working and when we feel comfortable with it.

**Summit Plans**
Bill suggested that the group attending Summit meet for dinner or lunch on Sunday or Monday.
Follow-up
Winnie offered to teach two fast-track navigation courses for Rebecca at 1.5 hours each. She will email Rebecca to see if this will work for her.

Keith found out that there is no resolution to the options panel that is not available in Banner proper and is not available in Internet native Banner.

Winnie discussed the fact that all of those who have been trained thus far know to use Citrix to access Banner. Since we know that Citrix will be going away, she wondered if we should let those trained know that they can use INB. The decision was to wait until multiple sessions are allowed and the data extract issue has been resolved before we put such a message on the Citrix sign on screen. The decision was made to stop training in Citrix and begin in INB with the next sessions.

Carolyn reviewed the catalog forms with the group. This demonstration will prove extremely helpful when we look at the catalog on the web.

The KD meeting on March 22nd has been cancelled. The group will decide at Summit whether or not to hold the March 29th Implementation Team meeting.

Joann heard from Roberta that the Aderhold building is eleven weeks behind schedule. No one else had heard this.