Implementation Team Meeting
November 30, 2001


Approval of Minutes
The minutes of the November 9, meeting were approved as distributed

Announcements (Spring registration, IVR, others...)
We will stop using the IVR after Phase III registration sometimes after January 15. Jeff volunteered his voice for the recording. Keith will take the lead working with Charles Gilbreath and Jeff to coordinate recording a message for students calling in after the IVR is turned off.

GPA requirements for more upper-level course
Proposals for Computer Science, Psychology, Biology, and Communication are in the works for prerequisites of GPAs for 3-4000 level courses with the possibility of being asked to implement this fall. If the proposals do go forward, Bill will ask that the prerequisites apply to all students regardless of when they started or majors.

Timeline and Advanced registration
Bill reiterated decision regarding Catalog/Schedule Team’s request to modify the timeline and moving the advanced registration later than May 28. In balancing risks, the IT and Steering teams feel there are a huge number of risks if the date is later than May 28. The date will remain as is and the Catalog/Schedule team will be monitored to see how they are doing. Kim Shannon has been asked to have a backup plan in place for Incept Registration.

There was some discussion regarding an announcement at an Arts & Sciences faculty meeting that Banner would not accept new courses. The Schedulers have stated due to Banner workload issues, the colleges would not be able to process new courses. Bill will make sure it is known this decision is made because of a workload issue in the Arts and Sciences Dean’s office and is not a software issue.

Scheduling Mod and Security
The Scheduling mod will allow the College Schedulers to turn access on and off by term and limited by colleges at the departmental level. Casual schedulers (chairs and departmental schedules) will have access only within their own colleges. The college can turn on/off at will. For security, the college will take ownership of who is and not authorized. The Global Schedulers (1-2 people from each college, Registrar and Associate Registrar) will have unrestricted access at all times. There was some misunderstanding with SCT, but the mod is still expected to be delivered by December 15.

Within the colleges, Department chairs will still have access to the other departments within the colleges. Superusers will have access to the entire Schedule to all terms and all colleges. It should be dealt with by policy on what superusers are allowed to do.

A display error with Oracle has to be attached to the form. The mod does what it is supposed to do, but a cryptic oracle error message is given and should be addressed through training on who to call when this message is received.

ID is attached to a college. A college code XX will be used to keep track of superusers. This is another training issue.
Faculty advisors seem to be the simplest way to hand faculty request for security. There are two types of faculty in Banner. Instructor type can upload grades and see only students enrolled in their course. Faculty Advisors can see everything. It was suggested to make policy that if a student walked in the office of a Faculty Instructor, the student would have to login to the system as themselves, for the faculty to see the student’s record. Without modification to baseline, students could be assigned to only their advisors or to all advisors.

A possible proposal for a post implementation clip on: when a student changes major, he/she is automatically assigned an advisor. There was some discussion on the definition of a primary and secondary advisor and the difference between what they could or not see. George will meet with Tim Woltering, Dan Hammond, and Karen Chastonay to find out what primary/secondary advisor really means.

Dan reported he had looked at a demo of the latest version of Schedule 25 and it has a function that mimics the queue. Charles is investigating if GSU would need to purchase the upgrade from 2.2 to 3.0. Schedule 25 is partnered with SCT.

John has gotten some security documents, but not all. Some team leaders have not even given John the first past, please accelerate completing, and make it a priority to get this information to John.

"Best practice" approach to training the university on GoSOLAR/Banner
Team leaders should forward the names of the persons in their area designated as trainer to Julia and Winnie for the train the trainer session.

E-mail -- student friendly interface; ability to point address from any screen
Seamless entry to WebCT without need for additional log-in
Bill has asked that Banner have a student friendly interface so that students would be able to easily log on and make changes to where they want their GSU email address forwarded. The Email system needs somehow to be connected to Web for Student. Keith will discuss with his people how this could be accomplished. A long term solution is Campus Pipeline, which requires only one log on.

A seamless entry to WebCT would be possible with Campus Pipeline. WebCT has a user interface for Banner. To preserve functionality data have to be entered in Banner. Keith will investigate with SCT the costs of possibly having one screen with all three logins on the same screen including WebCT and Student email.

Cashiering system update
The Cashiering system will be up in March/April instead of February/March. Student Accounts has made the decision there will be no cash payments to students fees until July 1, to avoid operating in two systems and two fiscal years. Student Accounts will accept payments until July 1. Reaction will be gauged in case this becomes routine.

Winnie requested assistance in getting Banner training advertised to the University. She reported sending out 800 flyers and a GroupWise Postmaster message with little results. It was suggested that she target key people in each college to assigned staff to specific dates for basic navigation training. Several names from each of the colleges were suggested as a contact.
<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-011130-01</td>
<td>Jeff volunteered his voice for the recording. Keith will take the lead working with Charles Gilbreath and Jeff to coordinate recording a message for students calling in after the IVR is turned off.</td>
<td>Keith Campbell, Jeff Walker</td>
<td>December 14, 2001</td>
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<td>Action Item A-011130-02</td>
<td>The Schedulers have stated due to Banner workload issues, the colleges would not be able to process new courses. Bill will make sure it is known this decision is made because of a workload issue in the Arts and Sciences Dean's office and is not a software issue.</td>
<td>Bill Fritz</td>
<td>December 14, 2001</td>
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<td>Action Item A-011130-03</td>
<td>There was some discussion on the definition of a primary and secondary advisor and the difference between what they could or not see. George will meet with Tim Woltering, Dan Hammond, and Karen Chastonay to find out what primary/secondary advisor really means.</td>
<td>George Rainbolt, Tim Woltering, Dan Hammond, Karen Chastonay</td>
<td>December 14, 2001</td>
<td></td>
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<td>Action Item A-011130-04</td>
<td>John has gotten some security documents, but not all. Some team leaders have not even given John the first past, please accelerate completing, and make it a priority to get this information to John.</td>
<td>Team Leaders</td>
<td>December 14, 2001</td>
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<td>Action Item A-011130-05</td>
<td>Team leaders should forward the names of the persons in their area designated as trainer to Julia and Winnie for the train the trainer session.</td>
<td>Team Leaders</td>
<td>December 14, 2001</td>
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<td>Action Item A-011130-06</td>
<td>Keith will discuss with his people how to accomplish having a student friendly interface so that students would be able to easily log on and make changes to their email address and where they want their GSU email forwarded.</td>
<td>Keith Campbell</td>
<td>December 14, 2001</td>
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<td>Action Item A-011130-07</td>
<td>Keith will investigate with SCT the costs of possibly having one screen with all three logins on the same screen including WebCT and Student email.</td>
<td>Keith Campbell</td>
<td>December 14, 2001</td>
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