Implementation Team Meeting  
September 28, 2001

Present: Carolyn Alexander, Dave Bledsoe, Keith Campbell, Bill Fritz, Charles Gilbreath, Dan Hammond, Dan Niccum, George Rainbolt, Wanda Taylor, Winnie Tsang-Kosma, Jeff Walker, Joann Worthington

Approval of Minutes  
The minutes of the previous meeting were approved as distributed.

Announcements/Review of Summit  
Bill reported many people he spoke with at the Summit liked the approach Georgia State had regarding cross-functional teams and conservativeness on modifications.

There was some discussion on the use of clip-ons. Representatives from Georgia Tech did an overview of the clip-ons they had done and had started a gathering process of add-ons, clip ons and bolt-ons done by other colleges and are willing to share the information with other system schools. That information will be posted on the GA Summit website. Winnie will send the website address to the team.

Other Banner schools emphasized add-ons and clip-ons and few modifications.

Faculty and Staff Teams need to take a look at PACE. Tim’s team is trying to keep the information in the same place. Cherise and John are asked to get a draft of PACE to the Faculty and Staff team to get the Faculty Staff input of text.

Imaging was a session at the Banner Summit some team members found interesting. Dan H. indicated Marvin had stressed the importance of imaging with Web For. An example of how imaging would be useful was a student applying to several graduate schools. Dan N., Charles, Dan H, Dave, and Joanne formed a subcommittee and will investigate and develop a proposal for an imaging system, including cost, workload changes, and a separate Imaging office. The proposal will be brought back to the Implementation Team for a decision to seriously consider or not.

Banner Instances  
The Banner instances are as follows. Not all names are in place.

BSEED – Seed – Banner as delivered from SCT  
BDEV – Development – The instance where GSU modifications and add-ons are developed and where USG modifications are integrated.

BCONV – Conversion – The instance where GSU OASIS conversion processes are developed

BFDEV – Functional Development – The instance where GSU functional implementation teams develop validation tables and rules.

BQA – Quality Assurance – The instance where functional users acceptance testing is performed before modifications, upgrades, etc. are applied to production.

BPROD – Production – The production instance

BREPT – Report – The instance were reports and ad hoc queries are run

BTRNG – Training instance with Banner seed data

BLAB – laboratory – the training and experimentation instance with GSU data.

Dan H. cautioned that when help information is refreshed, the DBAs should make sure local information added is not lost.

John Pratt will map out a vision of changes. Hopefully, by the next meeting, Keith and John will have a preliminary flow chart.
Q&A is ready but there is not any data in it. Admissions is ready to do testing in September and is concerned they are not allowed to test in BFDEV. BAQ will be ready at the end of next week. TLAB is where to start playing General person. Web stuff is in TLab. What Dave needs to test is different from Dan N. and Carolyn needs. Keith asks they send him an email explaining what needs to be kept in TLab.

Project Plans and timeline
Since the majority (95%) of work is done by the teams, Bill wants to ensure what is needed to complete the remaining 5% is done.

Student Accounts Report
Joann presented the proposal on the purchase of the cashiering system including Touchnet Electronic gateway (Touchnet) including Payment gateway, electronic check, and revenue stream totaling $112,000. After careful review, Joann recommends going with Core for the cashiering system. The Implementation team fully endorses this is the right direction for the cashiering system. Bill will discuss the proposal with the Provost on Monday.

Admissions Team Report
Dan N. is eager to start testing and wants to be sure his team has built the rules correctly. His team is concerned about a BOR mandate that would change the transfer articulation process. The Graduate schools hope to start processing in February and Undergraduate hope to start in April. It is urgent Admissions get preliminary estimate on solutions. Jonette is pulling out the transfer student and the number of institutions attended and attendance period to get some sense of how many students would be affected. Dan N. should let Bill know ASAP the ballpark numbers. Dan indicated he is considering talking with Cherise about hiring temporary workers to get through the first hump.

Catalog & Scheduling Team Report
The anticipated go live date is Oct 8. The Catalog team is concerned about the misconception that since Jonette will load the bulk of data, it is perceived the team member’s work will be complete. The team will still have a lot of clean up to do and will still be working on schedule.

Banner/GoSOLAR Icon or label on the GSU home web page
Wider discussion is needed on how to access Banner once it goes live and how Web For will interact with the GSU homepage.

Announcements
• Training information is on the web.
• CS 405 update is schedule for tonight and will be for Monday.
• There will be wireless access point in 260 Sparks with eight laptops.
• Joann indicated AR training would be the week after next. Joann will get an agenda from Candance. GL was completed in TLAB and the Student Accounts team will have to determine what data in Tlab is deleted may have to be recreated.
• The Implementation Team Retreat is October 18-19 at Amicalola Falls.

Jeff raised the issue of a crisis plan for Study Aboard students by capturing and bringing into the Banner process something to track students overseas. This could be handled by creating a zero credit hour Study Abroad Course in Catalog. A policy would need to be developed to explain to OAA that students would need to get advance approval and acknowledge those students that do not, are on their own.
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<thead>
<tr>
<th>Decision or Action Item</th>
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<tbody>
<tr>
<td>Action Item A-010928-01</td>
<td>Winnie will send the GA Summit website address to the team Which Representatives from Georgia Tech will post add-ons, clip ons and bolt-ons done by other colleges and are willing to share the information with other system schools.</td>
<td>Winnie Tsang-Kosma</td>
<td>October 12, 2001</td>
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<td>Action Item A-010928-02</td>
<td>Faculty and Staff Teams need to look at PACE. Tim’s team is trying to keep the information in the same place. Cherise and John are asked to get a draft of PACE to the Faculty and Staff team to get the Faculty Staff input of text.</td>
<td>Cherise &amp; John</td>
<td>October 12, 2001</td>
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<td>Action Item A-010928-03</td>
<td>Dan N., Charles, Dan H (Chair), Dave, and Joanne formed a subcommittee and will investigate and develop a proposal for an imaging system, including cost, workload changes, and a separate Imaging office. The proposal will be brought back to the Implementation Team for a decision to seriously consider or not.</td>
<td>Dan N., Charles, Dan H (Chair), Dave, and Joanne</td>
<td>Next Meeting</td>
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<td>Action Item A-010928-04</td>
<td>John Pratt will map out a vision of changes. Hopefully, by the next meeting, Keith and John will have a preliminary flow chart.</td>
<td>Keith, John</td>
<td>Next Meeting</td>
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<td>Action Item A-010928-05</td>
<td>Bill wanted to ensure that since the majority (95%) of work done by the teams, what is needed to complete the remaining 5% is done.</td>
<td>BIT</td>
<td>Ongoing</td>
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<td>Action Item A-010928-06</td>
<td>Bill will discuss with the Provost, Joann’s proposal on the purchase of the cashiering system including Touchnet Electronic gateway (Touchnet), electronic check, and revenue stream and Core cashiering system.</td>
<td>Bill Fritz</td>
<td>October 2, 2001</td>
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<td>Action Item A-010928-07</td>
<td>Admissions Team to get preliminary estimate on solutions for Regents mandate. Jonette is pulling out the transfer student and the number of institutions attended and attendance period to get some sense of how many students would be affected.</td>
<td>Dan N.</td>
<td>ASAP</td>
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<td>Action Item A-010928-08</td>
<td>Banner/GoSOLAR Icon or label on the GSU home web page: Wider discussion is needed on how to access Banner once it goes live and how Web For will interact with the GSU homepage.</td>
<td>Bill, BIT</td>
<td>October 30, 2001</td>
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<td>Action Item A-010928-01</td>
<td>Jeff raised the issue of a crisis plan for Study Abroad students by capturing and bringing into the Banner process something to track students overseas. This could be handled by creating a zero credit hour Study Abroad Course in Catalog. A policy would need to be developed to explain to OAA that students would need to get advance approval and acknowledge those students that do not, are on their own.</td>
<td>Carolyn Alexander, Catalog Team</td>
<td>October 30, 2001</td>
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