Banner Implementation Team
July 13, 2001

Present: Carolyn Alexander, Dave Bledsoe, Keith Campbell, Karen Chastonay, Trey Chiles, Bill Fritz, Charles Gilbreath, Dan Hammond, Dan Niccum, Mike Moore, John Pratt, Wanda Taylor, Winnie Tsang-Kosma, Tim Woltering, and Joann Worthington

The Minutes of the June 15, 2001 meeting were approved.

Announcements
Dave Bledsoe has been doing double duty working on Banner and acting Director for Financial Aid during Gwyn Francis's month leave on professional development.

Bill has been selling the University on his vision for the Banner Project and is moving to using a term other than “Banner” as the project is on-line access to student records and “Banner” is a vendor product and Georgia State will not be implementing Banner 100%, i.e., GSU is redoing PACE. One acronym given to Bill was SOLAR which stands for Students On-line Access to Records, which might be limiting because it excludes faculty and staff as also having online access.

Project Plans and Timeline
The biggest challenge to the project is trying to stick to the timeline. Extending the timeline could cost the University $4-5 million. Many of the focus teams are behind project go live dates by several weeks. The major concern is the Admissions Teams could prevent the project from going live in Fall 02, if they do not make up some time. Other teams need to hold steady and make up time. Cornelius and Associates are available to work with any of the teams to shorten time and keep on track.

Hurdles identified include team members are not spending enough time on the project and workspace to work on the project. It is urgent that the Dean’s free up their people to work on the project. The teams would like to have some space set up on campus for their team members to work. Thanks to the Law school, the Admissions Teams now have workspace to work and do training. Wanda is also ordering more computers to set up workstations in the Banner Office. Charles offered 260 Sparks for use, but it was cautioned that 260 is often used for meetings. Bill stated he would look in to extending space in the Banner Office.

Another hurdle identified is the slow approval and getting backfills in some areas, which affects the amount of time team member’s have on the project. Bill stated he has told the deans that with the tight set of budgets years, Georgia State is spending a fraction of the budget that Virginia Tech spent on their implementation and the Dean’s had agreed to release their people to work on the project.

In response to questions regarding the Surefire option, Karen stated that SCT could come in write recommendation procedures. Bill stated if any team feels that it would help them with their project plans, a proposal should come from that team.

Team leaders need to be more assertive in letting Bill Fritz know which team member is not participating so when he go to the Dean’s he will have specific names.

Other frustrations noted were some team members felt they were being asked to reinvent the wheel for rewriting training manuals for their procedures. Teams could contact other schools to
see if they have documented their procedures, and for team’s own process add and adjust as needed. The importance of documenting procedures is that five years from now, avoiding being in the same predicament as the legacy system with little documentation.

Other GA schools do not have any documentation and would like documentation. Team leaders should communicate with their teams how important documentation is.

**Registration restrictions, Security and Access, Unmet Demand and Rollover Sections**

With the decision to stick to vanilla baseline and few modifications, the three areas of concern to the whole campus are Registration restrictions, Security and Access, and Unmet Demand and Rollover Sections.

For registration restrictions from the Robinson College of Business, three have been identified that could be done without modifying code. For others, RCB will need to look at their business practices.

Mike stated Reporting would have something close to handle unmet demand and rollover sections.

Security issues with schedule are the way Georgia State schedule classes. The issues concern mischief and the possibility of someone inadvertent changing another college’s courses. There are no easy solutions, but Bill identified three options:

1. **Modify banner baseline code**: Karen will research and provide cost analysis of real cost estimates of what it would take to modify banner baseline code for Banner to do what we are doing currently. Costs should include the costs for every upgrade (initial and continuing costs) to modify security and making value based security and by term.
2. **GSU to look at Business Practices**: Bill asked John to contact and collect data from four large universities on how they do their Schedule and who has access.
3. **Additional instances**: Keith will do cost analysis for providing additional instances maintained outside of banner where deans have access to their schedules.

Tim Woltering distributed his chart for security for his teams. Other teams should start doing security for their focus teams.

**Law Level**

Law will be set up as a separate level. Bill thought they had reached a nice solution on transcripts. The Board of Regents does not allow law to do numeric grading, so it becomes a policy issue. If Law is granted an exception and can use plus/minus grading, then they will drop their numerical grade. If Law is not granted the exception, the official grade scale will be used, and a numeric transcript will be produced behind the scenes.

**Action item list follow-up**

See Chart

**Team Reports**

Keith reported the servers were up and he anticipates moving instances July 23 and Alumni will move their production instance about August 24 or 25.

Both client and web-enabled (will not recommend at 800 x 600 resolution), will be offered. Both will give more flexibility and it is imperative everyone use both.

DBAs are making GA Mods their top priority and should be complete within a week.
Joann reported working on proposal for a cashiering system.

Dan Hammond reported his contact at Georgia Southern had given him access to their Banner web using a dummy ID. He will send to the team via e-mail the URL for GA Southern and the dummy ID to look at their web product.

The Banner budget would cover the cost of 1-2 focus team members to the Banner Summit in Augusta September 19, 20, 21.