



## Banner Cross-Functional Team

Thursday, March 9, 2006  
8:30 am, SUB Cataldo Room

Present: Dan Davenport, Nancy Krogh, Melissa Goodwin, Jennifer Minke, Sharon James, Leo Stephens, Brant Madson, Karl Riley, Rod Dunn, Chris Menter

Guest: Michael Griffel

### MINUTES

1. Michael Griffel discussed Housing needs for a written notice to cancel the housing contract of a student. Students may reserve rooms through VandalWeb, but not request cancellation although the VandalWeb PIN would satisfy legal requirements for authentication. Michael and/or Leo will clarify with Gayle what "list" she is using to collect no-show information and make sure that their procedures are to use data from SWANOSH to contact students who need to follow-up with a written notification to cancel their housing contracts. However, it is believed that Housing staff are posting to SWANOSH at their first contact with the student and not waiting until written documentation is provided. The no-show procedures will be attached to this communication so that they may be disseminated amongst staff to verify that everyone is using SWANOSH to its fullest potential. If there are any training issues, please contact Chris. Nancy noted that the Registrar's Office is in the development process of generating an email to the student from SWANOSH postings to remind them to contact the Registrar's Office if they change their mind and wish to register again so that the automatic process does not continually drop their classes.
2. The goal is to have all student records converted by Friday, March 17 from CLASS to A&A. Sharon, Kristi, and Brant are working on processes to convert the recruit, admission, and general student records for terms 200610 and forward. Sharon will also be converting the course and faculty records. Chris has reinstated the A&A curriculums in PPRD & PROD effective 200610. Terms prior to 200610 are available to student records, but not recruiting or admission. Note that the curriculum terms are NOT effective term, but rather Catalog term. The effected curriculums will be dually available in CLASS and A&A until after the conversion and then they will be inactivated under CLASS effective 200610. Kristi and Karl will

make sure the web application process is working correctly. Dan and Nancy will make sure that statistical reports for the administration are clear to the reason for data that doesn't seem to match.

3. Brant indicated they are up about 50 students for Vandal Friday this year. There was discussion on the necessity of putting the full name and hometown on the outside sticker on the folders given to students; Brant and Karl will work together to figure that out. Chris indicated that registration will be available beginning at 8am on Vandal Friday for new freshmen only. Registrar staff will be present to help with PIN resets, VandalMail & Novell account setups Friday morning and possibly Thursday afternoon. Karl noted that SWAINFO will be modified in the next week to include information about activation of VandalMail and VandalWeb PIN change/login. Lloyd had also mentioned in the VandalMail Task Force that meetings that he will adjust his information, possibly including a handout in the parent's packet, about making sure to notify the University if they had decided not to attend.