

University of Idaho

Banner Cross-Functional Team

Thursday, May 10, 2007

8:30 am, SUB Cataldo Room

Present: Melissa Goodwin, Leo Stephens, Judy Tackett, Pam Beutler, Linda Aherin, Karl Riley, Dan Davenport, Nancy Krogh, Chris Menter

MINUTES

1. Karl reviewed the questions on the identity verification procedures to release ID numbers via phone. The intent of the procedure is to ensure that all service office can assist students in a consistent manner. Two new forms were added for everyone's use: SOAIDNS for student look-up information and AWIEMLK to do a reverse look-up by email address. Nancy reiterated that this is a temporary solution as there is transition to alternate methods of communicating with students and possible single-sign on methods being discussed by ITS, which Nancy and Dan will be involved in. It was agreed to implement this procedure across the student services offices; Judy noted the need for additional training of Alumni staff although Sandy Larson is currently following this procedure; Judy will work with Chad for more direction.
2. Karl noted that there was a discussion in the FSS group about the need for SWAPKEY and SWAPNAM forms. Sharon Jemes had researched the usage of these forms and reported to FSS about them. While there is more discovery to be done, there may not be a compelling need to continue using these forms and alternative methods implemented. There will be no changes implemented immediately. Chris noted that since this is a General Person issue that the general person leaders should be involved with the discussions. Retraining of staff was noted as one of the major changes. There may also be discussion of the need for multiple, alternate ID numbers; Nancy noted that this sounds good on the surface but all implications will need to be carefully considered before action is taken.