

University of Idaho

Banner Cross-Functional Team

Thursday, July 12, 2007

8:30 am, SUB Cataldo Room

Present: Greg Cox, Melissa Goodwin, Rod Dunn, Karl Riley, Miki Kurosawa (via phone), Dan Davenport, Chris Menter

MINUTES

1. Student Consent Form: Karl indicated that nothing has been done yet on completing a Banner form for recording these requests. Chris asked that everyone remind their staff that when a request is received from a student to make sure and share copies with all other offices since there is no central recording location. Also, the original forms may be given to the Registrar's Office for safe keeping in the student's folder. Rod noted that Financial Aid has printed copies on orange paper and to let him know if there are any clarity issues with faxing due to the color.
2. Security Question added to VandalSetup: Karl also indicated that no work has been done yet to add the VandalWeb security question to the VandalSetup process. The security question is required for a PIN reset, so students who use VandalSetup and then need to reset their PIN are not able to do so online.
3. Course Campus Codes: Chris asked that the modules to begin thinking about the impact, if any, of removing the second campus code associated with course sections records (SSBSECT) would have for them. Since this is a UI modification to Banner, there is consideration that it will be removed by the implementation of Banner 8. Chris believed the second campus code is used mainly for revenue. Miki also noted it is used for location schedule display and that there is a concern with distance programs having classes listed on the correct schedule. Chris indicated that the class schedule would be one area that some type of different format may need to be used. Chris reiterated that there be no need for alarm at this time, just for everyone to begin thinking about the effects on their modules so that all aspects can be reviewed when further decisions are made.
4. Process for Reporting Duplicates: Dan asked if there was any report being run to proactively search for duplicates. Alumni may have run something in the past, but nobody believed that there is anything currently being done on a regular basis. Dan asked Karl to check with FSS and Chris will check with Alumni to see what report was being used (if it still exists). Karl noted that he didn't feel there are any more duplicates than in the past, but that they are just more visible with the matching process now. Chris reminded everyone to make sure that staff react and respond to reported duplicates quickly so that a bigger mess is not created when more data gets added to a

pending bad record. Greg noted that he is still learning the processes of New Student Services but sees that they are in the process of cleaning up a large number of duplicate records (Chris has processed around 400 for them in the past few weeks).

5. VandalWeb Login page Simplification: Chris mentioned that the Registrar's Office has reviewed the VandalWeb login page since the intermediary page has now been removed, hoping to suggest a simplification of the information. There is some informational text about phishing (not fishing, Karl) that could probably be removed. Chris was also contacted by an HRS staff member about suggestions for updating the login information. There is some concern that putting too much information may be a security issue. Karl will take information from this meeting to FSS for discussion by module leaders. Chris indicated to have staff give suggestions to their module leaders so some kind of consensus can be reached by all modules to make appropriate changes.
6. Fall Bills: Linda was not able to attend today's meeting, but sent Chris an email indicating that the goal of Student Accounts is to start printing bills by noon today and have the bills in the mail by Monday, July 16. Student Accounts has run into some issues they are trying to correct and Financial Aid will review the bills before they are mailed.