

University of Idaho

Banner Cross-Functional Team **Thursday, September 13, 2007** **8:30 am, SUB Cataldo Room**

Present: Dan Davenport, Karl Riley, Tom Valles, Margie Hartnett, Greg Cox, Leo Stephens, Melissa Goodwin, Rod Dunn, Chris Menter

MINUTES

1. Chris welcomed Margie Hartnett, manager of Student Accounts, to the group and briefly explained our purpose.
2. Improvements for Fall Startup: Dan announced that Bruce Barnes was having a meeting in October to discuss issues for improvement for the fall semester startup and Dan asked if anyone had suggestions. Chris mentioned the continued confusion with multiple logins and the need to reset/use the VandalWeb PIN for Student Lab/WebCT and VandalWeb account reset when they are separate accounts. Rod brought up the issue that add/drop, refund, and census date deadlines are all different which is confusing to students (as well as us). Vandal Card lines were another item discussed. Margie confirmed that the Vandal Card Office will be moving to the empty area across the hall from the Cashiers; probably sometime in December. One concern was the congestion in the hallway around that area during startup times. Dan reminded everyone to think about policies or procedures throughout campus that may affect the problems being encountered (i.e. housing requirement for Vandal Card on specific day). Margie also noted that she feels students, new freshmen especially, are getting bombarded with too much information to digest at one time. If anyone has any further issues, please let Dan know.
3. No Show Process: Dan wanted to review the no show process to make sure we are all on the same page. Currently SWANOSH is being used for everyone through the tenth day of the semester. It is important that staff make sure to ask the right questions after the beginning of the semester and that data is entered onto SWANOSH right away. After the tenth day of the semester, SWANOSH is not currently used and all no shows and withdrawals are handled through the Registrar's Office. If we decide (in the future) to change this practice, it is important that there is consistency across all offices and that the decisions made to determine a no show versus a withdrawal are made by the appropriate staff in each office. Currently the Registrar's Office simply uses the attended versus not attended to determine this.

4. Security Question on VandalWeb: Chris thanked Karl for getting the security question, which is required for VandalWeb, is now part of VandalSetup. The security question is required for a student to use the online PIN reset so this should help greatly with new students. The issue of single-sign on was brought up again; no one has heard of any movement toward this yet.
5. Student Consent Form: Chris confirmed that we are all up and running with SWACONS, the Banner student consent form and that all modules have provided names of the staff selected to have maintenance access to enter the data. Chris confirmed that she has moved all of the Registrar data from GWACONF to SWACONS. The question has now come up how to interpret receipt of multiple forms for the same student—are they cumulative or overriding requests? Dan is checking with legal counsel on how we should handle this issue, although everyone thought it seemed logical to consider them overriding. With that said, the form may need to be modified to have a Yes or No check for each option and to include language to detail the overriding factor. Adding this option to VandalWeb has been thought about, but until the login/PIN is secure enough to be considered a signature we feel it will be an issue (single sign-on again!!). Chris also noted the ISI had contacted her about entering data for “their students” on both GWACONF (confidentiality) and SWACONS. There was concern because rarely does an individual only have association as ISI. It was determined until we are all more comfortable using the new form and understand the meaning of the documents we will not grant further access. Chris will let ISI know to keep their information internally for now.
6. Conference Person Records: Leo is researching the possibilities of using the Banner Housing module (within the student module) for providing accurate records for housing guests of summer conferences and camps as Housing will now be managing all summer room assignments for non-students. Greg noted that New Student Services will most likely work in cooperation with Leo as they have an interest in these people for recruiting purposes. Greg said that he would work with Leo to data load the information to create the ID numbers. We all want to be careful about not creating duplicates, so it was suggested to Leo that there are some data elements that will absolutely be required to facilitate this: legal name, nickname, address, gender, and date of birth. While this is not foolproof it should be fairly reliable and it will also meet the liability necessity to know who is where. Greg noted that there will be some of these conference attendees who they would not want to recruit and Melissa indicated that using a combination of a special contact code and the birth date should allow elimination from further recruiting efforts. Margie also mentioned we may want to know about the older folks attending as they could be recruiting contacts for children or grandchildren, or possible donors in the future. Leo will take this information and proceed with development of a plan.
7. Meeting Time Change: It is not known for sure, but Dan and Nancy have a possible conflict with this meeting time so we may need to adjust. Until further notice, the next meeting will be October 11, 2007 at 8:30am.