

# University of Idaho

## Banner Cross-Functional Team

Thursday, February 14, 2008

8:30 am, SUB Cataldo Room

Present: Heather Chermak, Leo Stephens, Greg Cox, Karee Head, Tom Valles, Melissa Goodwin, Lloyd Scott, Dan Davenport, Karl Riley, Linda Aherin, Rod Dunn, Nancy Krogh, Ray Gasser, and Chris Menter

### MINUTES

1. Introductions were made for the new faces; welcome Heather, Karee, and Ray.
2. Melissa asked how to direct student questions about health insurance enrollment, waivers and payments. Linda indicated that all questions regarding enrollments, waivers, changes, etc for student health insurance should be directed to Lori Krasselt (885-2210). Students may contact Lori to arrange an appointment or visit her in the Student Health Service building, room 126. Student Accounts does accept payments, however. VandalWeb will prompt students to enter their waiver information (or accept SHIP), but this will not be active during Vandal Friday; new students will encounter this as they login later on, but new students have up to 30 days into their first semester to waive.
3. Karl reported that Banner 8 is planned to have PPRD occurrence in May (Banner 7 PPRD occurrence also) and upgrade to PROD late September/early October. There are still many things pending and decisions to be made. Banner 8 does not appear to be as large of an upgrade as 7, and there appears to be some enhanced functionality such as PIN security and better single sign-on capabilities.
4. The Student Consent to Release Information form was reviewed and based upon input it was agreed that Chris will add birth date, Registrar's address and fax number, address and email area for consentees, and a bold statement indicated current authorizations supersede prior authorizations. There was also discussion of a joint project to make this selection or proxy access available online so that it would not have to be managed manually. There may be functionality in Banner 8 to review.
5. Nancy reported that Engineering Outreach (EO) requested to revoke their exception to VandalMail, which now excludes non-degree, out-of-state students. Dan wondered if we can or are actually changing the approved policy; Nancy had communications from Chuck Lanham of ITS that he did not feel that this was a change to the policy, just the process. Dan wondered if there will be an effect on other populations outside of EO; Chris spoke with Alice in Idaho Falls who indicated she did not feel there would be any negative effect for INL students. Melissa wondered about exchange students who are also non-degree. It is believed that the currently excluded students are not getting an account created at all right now and there was discussion about changing that, but

usage would be up to the student for these off-site situations. Dan will follow-up with EO and ITS to clarify the issues before any changes are made to the process.

6. Nancy wanted to review what communications are being sent to new students to get them to set up their accounts and understand how important those to all aspects of their enrollment. Currently, Admissions is sending Vandal Setup flyers with the acceptance letters and registration packets. New Student Services is not sending anything, but is emailing some information and telecounseling about setup. Financial Aid also refers students to the Vandal Setup instruction sheet. Housing is not sending any information currently. It was determined that the Vandal Setup/account information is always being sent as part of another focus and that maybe we should all consider sending one communication that focuses solely on account setup and importance. Lloyd is going to pursue some changes to the Vandal Friday folder and information to possibly both students and parents. Vandal Setup offers the password sheet now that we all need to remind students to use and how important it is. Registrar's Office will remind students to take this sheet to their advising/registration meetings on Vandal Friday. Remember SWAINFO has an indication if VandalWeb PIN has been setup, although the VandalMail information is no longer accurate. Rod reiterated until we can move toward a single sign-on, there will continue to be issues with confusion of three accounts and what they are necessary for.
7. The discussion regarding NoShows vs Withdrawals will be added to the next agenda as we ran out of time.

The next Banner Cross-Functional meeting is scheduled for Thursday, March 13.