

University of Idaho

Banner Cross-Functional Team

Thursday, April 10 2008

8:30 am, SUB Cataldo Room

Present: Heather Chermak, Leo Stephens, Karee Head, Melissa Goodwin, Karl Riley, Rod Dunn, Nancy Krogh, Debbie Kolstad, and Chris Menter

MINUTES

1. Debbie Kolstad, new Student Accounts manager, was introduced to the (illustrious) team and Chris described the functions and interactions of the members.
2. Chris reminded everyone that VandalWeb PROD has now been updated to allow use of the Novell user name and password as an alternative login. Users who continue to use their ID and PIN will get a message indicating they may also use their Novell information, but the sentence designating a time frame for a full switch-over has been removed to alleviate panic and confusion for now. Karl noted that MSDG, however, committed to solving the whole login issue with the implementation of Banner 8 which means late September. Nancy noted that this summer will bring a sufficient amount of work to determine the proper policies and procedures for accommodating all users with this change. If anyone has any problems with using their Novell information to login to VandalWeb they should report it to the DBA's and the Help Desk.
3. The removal of the exception for creating VandalMail accounts for EO students has been postponed until after this term is over as the parties involved realized there were more populations beyond EO that this affected. Melissa indicated that there is also an issue with students who have been granted deferred admission. There was consensus that this will be an issue to consider as we move forward with the change of login information also.
4. ITS had contacted Greg Cox about some confusion with Vandal Setup; on the portion creating the VandalMail account, some students were trying to create an entire email address instead of just the user name. ITS had asked for consideration to change the verbiage in Vandal Setup to clarify this. It was decided that this issue should be considered later as part of the entire upgrade of the VandalWeb login so that multiple changes are not being made in a short period of time.
5. Nancy reminded everyone that SWANOSH is currently used to post noshows through the tenth day of each semester and the Registrar makes the determination after that point based upon attendance. We need to revisit the definitions for no show and withdrawal used by each office and make sure we are all asking the right questions to make a fair determination. Do we just go by the word of the student or do we verify with additional information such as housing check-in, residual check pick-up, login to Blackboard, etc.? The past request was that, assuming we are all clear on what a no show really is, why can't we continue posting to SWANOSH instead of using paper to

communicate to everyone. It was determined that a committee with a representative from each office would be formed to research this issue; each office should send Chris contact information for their representative and she will call a meeting.

6. Debbie noted that summer bills, all hard copy, will be sent on approximately May 2 and every Friday thereafter.
7. Melissa noted that ALCP wants to begin using more of a standard process to admit their students. Nancy suggested waiting until their new coordinator was hired before making any major changes and reminded everyone about issues with reporting and other processes that may be affected.
8. Leo updated everyone that he is still working with Greg on processes to create person records in Banner for conference attendees in order for them to better track their housing information (and generate recruiting information). He hopes to have things functional by Summer 2009.
9. Rod noted that the 2008-09 financial aid awards had some issues that were being worked out so that they were temporarily unavailable on VandalWeb in case anyone asks.