

University of Idaho

Banner Cross-Functional Team

Thursday, May 8, 2008

8:30 am, SUB Cataldo Room

Present: Heather Chermak, Leo Stephens, Chris Menter, Debbie Kolstad, Melissa Goodwin, Dan Davenport, Nancy Krogh, Karl Riley, Tom Valles

MINUTES

1. Chris gave an update from the noshow committee on their proposed change to the current procedure of using withdrawal forms after the 10th day to process no shows. The committee agreed that SWANOSH should be used throughout the entire semester, but no shows after the 10th day should only be entered by Registrar's staff as they are the decision-making body if the student qualifies as a no show. Use of the form would not require any modification to the system, although some may need to adjust their own reports to continue to report data. The committee also struggled with applying "attendance" to online students, but suggested that the 10th day also be used as a point to qualify students as a no show and after that period, they would be considered a withdrawal. Nancy asked what questions are asked of the student to determine their no show status; Chris noted that currently it is based solely on attendance. It was agreed that there are probably more questions to ask. Chris asked if it would be appropriate for the Registrar staff person to have a standard email to route to all core offices to confirm any student activity since one person would not have access to interpret everything regarding a student. Tom had looked into any financial aid regulations regarding online classes but was unable to find a better definition of attendance in such. Karl noted that maybe we should consider any type of login as attendance, even just looking at the syllabus, since a traditional student would receive a syllabus from a first day of class attendance and we would count that. It was agreed that there are still clarifications to be made and Chris will draft up a new policy/procedure with the recommendations from the committee for everyone's review.
2. Chris reminded everyone that she emailed the 2008-09 dates that Clearinghouse would be sent enrollment and degree files and reminded Debbie the importance of having the paid flags set on students by the first early run. Dan will meet with Debbie to ensure that all financial aid and student accounts processes are inline.
3. Chris mentioned that the name type of TRAN will be added to all student ID number records (in SPAIDEN) in order to facilitate the update to transcripts to the current Banner version. The name type is a label and does not have any specific functionality. Sharon will have a nightly process to add the TRAN name type to any student ID number records without it so there will be no additional work for the Admissions Office as they generate new student ID numbers. There was some discussion if name changes will have any effect on this process; they will not and the Registrar will continue to change names of students with required documentation.

4. Dan shared a situation where a student enrolled in "regular" classes, then withdrew and registered with Independent Study in Idaho where he completed 15 credits. Since these were all UI classes, they were recorded on his UI transcript and the Financial Aid process was calculating his progress. Chris indicated that the grade mode of X that appears with the grades followed by an asterisk may be a good indicator for exclusion in their processes. Dan will do some more research on his side.