

University of Idaho

Banner Cross-Functional Team

Thursday, October 9, 2008

8:30 am, SUB Cataldo Room

Present: Heather Chermak, Melissa Goodwin, Erick Larson, Dan Davenport, Debbie Kolstad, Rod Dunn, Karl Riley, Chris Menter

MINUTES

1. Welcome Erick Larson as the new representative from Graduate Admissions.
2. **Retroactive No Show Processes:** Chris started the conversation about ensuring communication between offices is clear when determining activity status of a student as there has been some confusion what the responses mean when received by the Registrar's staff. Each area should have in place, their own method of verification, but communicate that clearly back to the Registrar's Office without using internal terminology. Any questions Registrar staff encounter, they will work with the individual offices to clarify. Chris had one of the requests they are working with as a sample of the confusion. There are a number of them in the works currently. As a side issue to this, Rod asked Debbie to clarify when billing statements are sent out after the semester begins as it will often bring these students "out of the woodwork". Debbie noted that she is only sending email bills out. There was some discussion about having a better confirmation process (i.e. acceptance of aid or another indicator of activity) in the future; Dan, Debbie, and Nancy will meet to discuss the options of drop for non-payment versus positive confirmation of enrollment and bring it back to this group.
3. **Provisional Admit Flags:** Heather reported that due to the new degree audit and updated transcript that the statement that used to appear on the transcript regarding provisional admission has been removed. She has created and tested attributes in PPRD to display this same message (for both graduate and undergraduate) on the degree audit. All agreed that this process was ready to be moved to PROD so that it is available to advisors; Nancy reiterated that the degree audit should be the primary advising tool instead of the transcript. Heather will meet with Melissa and Erick regarding expanding the use of degree audit to track and display the provisional requirements. Melissa noted that the current process of setting holds will have to be updated once everything is worked out, but they won't hurt anything for now.
4. **Dual Credit Admission Coding:** Melissa reported that there had been a meeting to discuss the functional and technical needs for coding dual credit students and that it was decided that an attribute in conjunction with a hold is the best option. The student type will remain as high school. Melissa has tested the admissions piece in PPRD and everything is working fine; Cliff is working on the fee assessment piece for Student Accounts. Melissa has also been testing the registration credit limits using the new attribute and find that they are also working (Heather and Chris will talk to Melissa about this as they have been having difficulty getting this to work for athletes and want to know what she is doing differently). We will not be changing the registration procedures by putting in the credit limitations before upgrade to Banner 8, but will look into using it in the future.

Next scheduled meeting: November 13, 2008