

# University of Idaho

## Banner Cross-Functional Team

Thursday, November 13, 2008

8:30 am, SUB Cataldo Room

Present: Heather Chermak, Erick Larson, Karl Riley, Jason Mayer, Greg Cox, Chris Menter

### MINUTES

- 1. Using non-VandalMail for international admits.** Erick asked for input on the possibility of using a personal email address, which is collected on the admission application to correspond with international students in the application process. All agreed that this was feasible by using the PERS type in their email generation process, but that the student should be directed to use VandalMail once they are admitted and warned that this will be the point of contact for the university. The only catch is the validity of the personal email addresses provided. Erick will talk further with Melissa about getting this setup for them.
- 2. ALCP admission.** Melissa was absent, but Chris shared that there have been discussion and processing being put into place to have the ALCP students go through a more formal admission process, which in-turn will create them in Banner sooner and allow them the same services (i.e. housing, email, etc.) that other students have. More to come on when this will be implemented fully.
- 3. Consent to Release form update.** Chris shared with the group a draft of an updated version of the Student Consent to Release form that has a check-box option to allow the student to revoke their consent. The need has arisen to allow an easy way for students to accomplish this. The SWACONS form has a revoke date field already for use. Chris will implement the new version of the form if there are no complaints by Friday, November 14.
- 4. Registration minimum/maximum hours.** Chris shared that the Registrar's Office is using new Banner 8 functionality to control the minimum number of credits certain students must maintain registration for such as athletes and international students. This functionality also allows an increase for non-degree students who are automatically approved to take more than 7 credits such as exchange students. Karl asked if this functionality could also control the online withdrawals where the student drops all but one class and then takes days to finish the process manually. Chris noted this is a different situation, but that it is something that can always be looked at.
- 5. Ethnicity code updates.** Chris asked if and when the ethnicity codes and/or descriptions needed to be updated on STVETHN. Karl noted that it is only the descriptions that need to be updated and that Admissions has re-coded their web application to use the new terminology. Heather and Chris will talk with Nancy to see if our table should be updated.
- 6. Business address requirements.** Jason ran into a consistency issue with BU address types when trying to use them for a bulk mailing. Some of the addresses contain the business name in the street line 1 field while others had the street address in this field (and the opposite information on the street line 2 field). For bulk mailings, the information must be consistently formatted. Chris indicated that this is a general person issue of consistency and some retraining seemed to be in order. She will ensure that the General Person Manual is accurate and send out an email reminder to all users about the data entry of BU addresses. It was felt that it was unnecessary to go back and correct data at this point since this address type is rarely used for bulk mailings.

- 7. Telephone number fields.** Karl noted that there is still some cleaning of telephone numbers ongoing and that the admissions web application is still being worked on to format telephone numbers correctly. All forms have been modified for the most part to only allow the proper number of characters in each telephone number field, except for Greg who is having a bit of weirdness with one of his recruiting forms. Again, it was noted that there needs to be consistent training for data entry personnel to ensure they are entering the data correctly to begin with (i.e. not entering a 1 prior the area code).

Next scheduled meeting: December 11, 2008