

University of Idaho

Banner Cross-Functional Team

Thursday, April 9, 2009

8:30 am, SUB Cataldo Room

Present: Heather Chermak, Chris Menter, Leo Stephens, Melissa Goodwin, Erick Larson, Debbie Kolstad, Sharon Jemes, Dan Davenport, Tom Valles

MINUTES

- 1. Red-Flag Rules.** Debbie described the red-flag rules as dealing with identity theft and how address information is updated. This is a federal requirement for any agency with financial associations with an individual. Debbie has modeled a document for the administration to adopt as policy and it should be in place by May 1. There will most likely be a small committee that will be called together to ensure that all General Person trainers and users understand the what new requirements there may be when handling address information.
- 2. Overload Fee Update.** Debbie provided a copy of a memo that Steve Neiheisel will be sending to all dean's and students later today regarding undergraduate fees for 2009-10. There were a few suggestions for editorial corrections that Debbie will follow-up on. From the memo, the overload fee appears to only apply to undergraduates. Full-time fees for undergraduates will also begin at 10 instead of 8 now, but it was unclear what the credit load is for charging full-time graduate fees; Debbie will follow-up on this also.
- 3. Banner 8.1, 8.1.1, and 8.2 Upgrades.** Sharon would like to schedule 8.1 and 8.1.1 minor point upgrades to be in PROD this summer and 8.2 will be released in June. These upgrades appear to be very minor so she hopes to coordinate having them in PPRD after May graduation and PROD in July. Sharon will send the release guides to the modules leaders for review with her timeline. Sharon also noted that she wanted to get caught up on upgrades because there will be another upgrade released this fall that has completely new self-service registration functionality that will require more time to implement. Dan also noted that he has found it is very helpful to have the users review the release guides (functional part) and suggested that all areas consider it also.
- 4. University Withdrawal Workflow.** Heather has been looking into using Banner workflow and thought that beginning with the withdrawal process, since it comes as a standard Banner function, would be a great place to start. Tom, Debbie, Melissa, and Leo volunteered to be on a committee to review the process; Heather will arrange a meeting. Dan also suggested checking with Gonzaga and Eastern Washington University to see if they are possibly using this and glean their expertise; Heather will check into it.

- 5. Camtasia Demonstration.** Heather showed the video tutorials that are currently on the Registrar's website for creating and editing graduate study plans. This is the Registrar's Office first use of video tutorials, but there are ideas for multiple uses. Heather explained that the Camtasia software being used does screen capture with voice over and various other features. Dan asked if these videos could be used in email communication and it was determined that since they are just another file type, that yes they could be attached to emails to a specific population of students. Any software can be used with Camtasia since it is just capturing screen shots from the desktop of the user. Tip from Heather: must have a good microphone for sound quality! Heather volunteered Chris and Jim to visit with any office that may be interested in pursuing using Camtasia.
- 6. Drop for Non-Payment.** Debbie asked if there has been any further discussion of the pending agenda item because she is concerned that there may be issues with fall financial aid getting applied to unpaid summer fees. Financial regulations indicate that current/future aid cannot be applied toward past balances, but that disbursement of aid for fall will automatically credit past due (summer) balances. If anyone has any ideas to assist Debbie let her know as there has been no further conversation or decision to change the registration policy that students will be dropped for non-payment yet.

Next scheduled meeting: May 14, 2009