

<b>Meeting called by:</b>	<b>Jackie McNabb</b>	<b>Type of meeting:</b>	<b>BOC Regular Monthly Meeting</b>
<b>Facilitator:</b>	Randa McDonald	<b>Note taker:</b>	Damien Allen
<b>Attendees:</b>	Ariel Pena, Jimmy Quesenberry, Matthew Bruner, Rebecca Conner, Allison Pratt, Regina Weddle, Damien Allen, Randa McDonald, Greg Shadel, Rebecca Pennington, Carrie Silliman, Debra Johnson, David Horton, Marc Jacobsen, Barbara Porter, Joey Sword		
<b>Designee Attendees:</b>			
<b>Unable to attend:</b>			

## MEETING MINUTES

- ✓ Randa McDonald opened the meeting and asked for a motion to approve the minutes from the last meeting. Motion was made by David Horton and seconded by Matthew Bruner.
- ✓ Banner Summit Experience – Carrie Silliman
  - Attended sessions discussing new ODS, EDW, and Cognos reporting strategies. Talked with an institution who publishes over 250 Key Performance Indicators.
  - Felt the sessions made lots of good resources for BRM available.
  - Banner 9 preview “Horizon”
    - Tentatively scheduled to begin release end of the year 2011
    - First pieces will be the Course Catalog and Schedule
  - Overall great experience from attending Banner Summit

RU has no immediate plans for upgrading to Banner 9 and will continue to use Banner 8.
- ✓ Banner Summit Experience – Greg Shadel
  - Banner 8 and Banner 9 can co-exist which will greatly ease the conversion process on the functional offices.
  - There may be a possible rewrite of SSB to match the new style of INB in Banner 9
  - Any new features in Banner will only be available in Banner 9. Banner 8 will no longer receive any new features.
- ✓ Banner Summit Experience – Regina Weddle
  - Attended many Workflow and EAPF sessions
  - Overall, RU is in better shape than many other institutions who have recently converted to Banner.
  - Learned about a talent management suite which deals with training, performance, and succession. She has recommended that we approach SunGard to present more information on this suite at the MABUG meeting.
- ✓ Banner Summit Experience – Rebecca Conner
  - Attended several Banner Relationship Management sessions
  - Previewed a faculty feedback feature for at-risk and excelling students. She believes this would be very helpful for our retention efforts.
  - Discussed various methods of student communication other institutions utilize for holds and drop for non-payment including text messaging.
  - Learned about how to further use Banner towards a future of a paperless admissions process.
- ✓ Banner Summit Experience – Allison Pratt
  - Discussed a workflow for work study which would help simplify the process when dealing with over 1,000 work study students each year.
  - Attended a session on the impact the Banner Relationship Management would have on other offices
  - Met with other institutions at a session on term structure and how it affects federal aid processing. It is her finding that using enrollment periods may be too difficult and recommends we look at part of term.

- ✓ Banner Summit Experience – Matthew Brunner (speaking for Megan Dixon)
  - The RU attendee was approached by many other institutions for suggestions and ideas on their own implementation.
  - Attended a presentation on room utilization and how we can design policies and procedures to help us meet utilization goals
  - Discovered a new Banner job which will help checking end of term prerequisite requirements. Will help identify students who will need schedule adjustments for the upcoming terms.
  - Attended presentations on wait listing. Many schools have had problems using the wait listing features for their registration and shared common mistakes and suggestions for improvements to other institutions. The biggest recommendation is to take the implementation slowly since it is not only a technical challenge but also a big change to how the registration process works.
  - New features in Degree Works can predict needed courses which will help when planning and scheduling courses.
  - The sessions were very helpful
  
- ✓ Project Priority Updates – Debbie Johnson
  - Has sent out weekly updates on project updates and any schedule changes
  - Can be found in the SoftwareEngineering/Status Reports directory on whale Banner share.
  - Most projects are on track. The emergency loans project has been pushed back with a lower priority due to a change in its scope.
  - Everything has been scheduled through mid-June/early-July, but need to meet to discuss what comes afterwards. She will send out a new list the 3<sup>rd</sup> week of April for review which will be discussed at the May prioritization meeting
  - The consensus of the attending Banner Operations Committee members was the process we currently have in place works very well.
  - Jimmy Quesenberry noted that any audits may trigger new projects and changes which would require reprioritization of some tasks. RU is currently reviewing and performing gap analysis of our post-implementation phase of Banner. The Auditor of Public Accounts is taking more of a systems level approach of auditing. There is a push for documentation and evidence including well-defined Policies and Procedures
  
- ✓ Data Standards – Debbie Johnson
  - Held its Kick-off meeting on Wednesday, April 6<sup>th</sup>.
  - Identified a lot of work will be required on business processes for the SSB address project to be successful.
  - Documents will be published in the Data Standards/SelfServiceProject directory on the whale Banner share.
  - The SunGard delivered SSB address change forms will most likely not be adequate for our needs. The members of the committee are testing its functionality.
  - Rebecca Pennington is leading the effort to define an ownership hierarchy for addresses, phone numbers, and email addresses. This will allow us to define which offices can update which information. The Banner API can be modified to enforce this hierarchy and will be discussed.
  - There is work on using QAS and a nightly cleaning process to ensure the quality of addresses in Banner.
  - Questions from the committee for the BOC
    - What is the scope of authority of this committee? Can it approve these changes or will it need to bring them to another committee?
      - Randa believes as long as all data owners are members the committee will be able to serve as the Data Standards committee. She will check on this and report back at the next BOC meeting. It was recommended that the committee make informational presentations on its work back to the BOC.
    - Will this committee resume the revision of work by the old Data Standards committee?
      - If it is decided that it can act as the Data Standards committee it will resume this work.
  - The Portal team will have work on this project in June for the roll out.
  - Allison Pratt has posted to the SunGard Commons looking for work on similar projects done by other institutions that are willing to share scripts.
  
- ✓ New Business
  - Allison Pratt asked what process needs to be followed to add new tasks to the project list.
    - Any software engineering or SSB projects can be emailed to Debra Johnson
  - Request that the minutes be available for sooner to allow more time for review.
  
- ✓ The meeting was adjourned at 4:02 pm.

**Approved by BOC on 5/5/2011**