Purpose: The Banner Operations Committee acknowledges and accepts shared responsibility for the standardization, upgrade/maintenance support, adherence to standards, systems, processes and development of policies and procedures for security of administrative data. The committee:

- Encourages open communication and information sharing for issues, concerns, enhancements, and information that apply to functional offices, business processes, and administrative systems and data of Radford University.
- Serves as an advisory group pertaining to new administrative projects and systems that significantly impact functional offices and business processes of the University.
- Coordinates institutional resources (primarily project scheduling and personnel) to implement, integrate, upgrade, secure, test and support administrative systems.
- Reviews and prioritizes requests from the university community for enhancements of administrative systems to measure the impact of recommended changes on all areas.
- Reviews and recommends policies related to administrative systems.
- Continually identifies, reviews, evaluates, and enhances training needs and opportunities provided to the University community.
- Supports, implements, and communicates group decisions and policies to respective University departments and organizations.
- Collaborates with other committees and groups such as Data Standards to communicate administrative policies and processes as well as to solicit feedback to improve systems and processes.

Membership: Membership is comprised of Banner Data Owners and other representatives from administrative offices. Guests may be invited as needed for input to key decisions. Where specific topics or policy recommendations dictate, the committee may form sub-committees and invite other members of the university community to participate.

The Director of Enterprise Systems will chair the committee.

The following administrative offices are represented on the Banner Operations Committee:

- Admissions (Undergraduate) - Database Manager, Dean of Admissions
- Admissions (Graduate) - Graduate College Advising Coordinator
- Advancement - Director of Advancement Systems Operations
- Financial Aid – Systems & Quality Assurance Manager, Director of Financial Aid
- Registrar’s Office – Registrar
- Human Resources – Director of Human Resources
- Internal Audit – University Auditor
- Institutional Research – Reporting & Fac Data Warehouse Manager
- Finance – Assistant University Controller, Assistant Director of Budget
- Technical – Director of Enterprise Systems
- Student Affairs – Associate Vice President of Student Affairs
- New Student Programs – Assistant Director

Meetings: Members of the Banner Operations Committee attend [schedule of meetings]. Special meetings may be called as needed. A simple majority will adopt matters put forth for decisions.

Executive Sponsor: Vice President & CIO, Division of Information Technology

Approved by: President’s Cabinet on November 4, 2010