



Minutes

gateway Executive Committee - Steering Committee

April 6, 2005

Attendees: Ellen Harshman, Ellen Watson, Jeff Kapp, Chris Cannon, Steve Dina, Jeanne Donnelly, Greg Haney, Robert Heaney, Paul Jackson, Bobbi Kysar, Phil Lyons, Lee McDurmont, Sandy Pritt, Laurinda Smith, Julie Weissman, Elizabeth Winchester, Kathy Singer, Charlie Caciano, Linda Bantle

Absent: Donna Dorl-Adams, Kathryn Hundman, Steve Miller, Paul Schnabel, Jim Weldon, Andrew Wimmer, Austin Winkleman

Topic	Discussion
Agenda Review – Any additional items?	<ul style="list-style-type: none"> • Reports – Ellen Watson
Review minutes from March 23, 2005	<ul style="list-style-type: none"> • The March 23, 2005 minutes were approved.
Reports - Ellen Watson	<ul style="list-style-type: none"> • Ellen Watson informed the committee that with more activity taking place in Banner, requests for reports have increased significantly. Currently, we are short on resources to generate the requested reports. The University will commit additional resources provided the functional teams commit to take time to prepare in advance of the resources arrival, work with the resources while they are developing the reports and adequately perform testing. Ellen requested the team leaders develop a list of needed reports, put them in priority order and send the information to Jeff Kapp. Ellen Watson remarked that once we have worked through the crunch, normal resources should be able to effectively support the report requests. Jeff Kapp explained that we have a resource to help with the requirements analysis and that will help reduce development time. Bobbi Kysar mentioned that for HR they knew there were a certain number of reports that they needed to have for go-live, now they have an opportunity to step back and access other reporting needs. HR is committed to working with the consultant.
Registration Update – Laurinda Smith	<ul style="list-style-type: none"> • Laurinda Smith distributed a report prepared by John Jaffy outlining registration activities as they occurred. It detailed the number of students that have registered to date and some issues that developed. One of the problems described deals with the number of pre-requisites some departments have assigned to courses. Spring courses in progress are still in SIS, which means Banner cannot check for pre-requisites to fulfill future registrations. Students received error messages that told them that they needed a pre-requisite. Students are encouraged to visit the Registrar’s office if this occurs. Laurinda Smith will be working with different departments to ensure the pre-

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	<p>requisite information is accurate. She will also continue to work with the faculty to help them grow more comfortable with the process. Laurinda reported that while there were some issues, the process is working and we have been able to register students here as well as at the Spain campus. Ellen Watson remarked that the system itself was stable and we didn't see the kinds of problems we had with the PLUS system. Jeff Kapp reported that there were no load issues reported or observed. Jeff raised the question about what kind of issues we anticipate seeing next week as Juniors begin their registration process and what can be done to prevent them from occurring. Laurinda Smith replied that she expected to see some of the same issues, one issue deals with a student being unable to register because the system displays a halt message "Additional instructor permission", she is working to resolve this issue. In addition, the Registrars office is compiling a list of FAQ's which will be placed on the Gateway web site. Steve Dina reported hearing a number of issues with registration and that some advisors were writing hard copy registrations and walking them to the registrar's office. Jeff Kapp asked about the type of issues the advisors were unable to solve forcing them to use hard copy forms. Steve Dina replied that it appeared the issues were primarily due to the new process and the anticipation level of Seniors being registered for their appropriate classes. There is some misunderstanding among the students about how to use Banner Self Serve, WebStar and their PIN. Jeff Kapp reported a change to the front page of WebStar to help clarify that message. Steve Dina remarked that we would improve with each registration cycle. Jeff Kapp asked if there was some form of communication for those who have not registered. Laurinda Smith responded that the FAQ's would be on the web and emails are being sent to students explaining the registration process. A discussion centered on academic history that was not loaded into the system. Jeff Kapp requested the team provide feedback and take screen shots of any error/halt messages to the registrar's office for resolution. There was a discussion about students who do not attend SLU101 or SLU 301 and how to inform them of their PIN. Ellen Watson reported that ITS will provide a number of open labs and encourage people to come in and use the Gateway portal</p>
Student – Go-Live – Laurinda Smithl	<ul style="list-style-type: none"> Laurinda Smith reported on Student Grow Live and felt they are making good progress overall. Christina Bryant is in Madrid this week for user training, the AMCAS application is in the system and is being tested and they are working on WebFocus reports and fee issues.
Alumni Go-Live – Chris Cannon/Paul Schnabel	<ul style="list-style-type: none"> Chris Cannon reported the validation group reviewed the production environment and were pleased to discover the majority of the data came over. Only 3 issues were discovered and 2 were resolved immediately. The 3rd issue will require help from SCT and a call has been placed to the consultant. A resolution will be delivered shortly. Greg Haney asked when the initial feed to finance would take place. The initial feed will take place the week of April 11, 2005.
Data Warehouse Task Force – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp explained the need to form a task force to determine the needs of the university in regards to data storage. The members of the task force need an operational understanding of their department, ability to help define requirements and will act as a liaison for their department. ITS will facilitate the meetings but will not be governing department. Ellen Watson gave instructions for invitations to go out to the Team Leads and they may designate a representative. The first meeting will take place April 12, 2005, the initial plan will be reviewed and determine the structure and ongoing leadership of the committee, goals and deliverables, meeting schedules and regular reports to the Steering Committee.

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Financial Aid – Sandy Pritt	<ul style="list-style-type: none"> Sandy Pritt reported that award letters are going well, graduate and professional letters have been sent. The Financial Aid SCT consultant is on campus this week to help with process flow, work-study program and items that come after award letters. The med school liaison is continuing to develop functional requirements, once those are complete a determination can be made on how much more consultant time is required. Jeff Kapp remarked that we may need some consulting time at the start of the new year and that we should keep that in mind. Sandy Pritt explained that there is some added functionality in version 6.7 that she will take advantage of when it is available.
HR/Payroll – Bobbi Kysar/Linda Noyes	<ul style="list-style-type: none"> Bobbie Kysar reported the HR SCT consultant was on site the week of March 28, 2005, for a post go-live review and it was very beneficial. HR was able to successfully run W2's, handle open enrollments in Self Service and worked on report specifications and how to handle requests for information. A patch was applied which corrected the issue of pre-loaded holidays disappearing from the system.
Finance – Greg Haney	<ul style="list-style-type: none"> Greg Haney informed the committee that they are in the middle of preparing FY06 budgets and have a completion deadline of April 13, 2005. Third quarter financial statements are in the process of being prepared for the upcoming Board of Trustees meetings using Banner created Balance Sheet and Income Statement reports. FAQ's have been posted to the Business and Finance web site.
Banner Issues – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp reported an fsaAtlas project for international students was in progress the projected live date is by the end of July 2005. He also reported progress with Xtender and plans to roll this out to a test group shortly. At the April 13, 2005, Executive Committee meeting a statement of Luminis/Integrated Sign-on deliverables will be presented. The expectation is there will be a recommendation from the Executive Committee to bring this to the Steering Committee for approval.
Data Integrity – Jeff Kapp	<ul style="list-style-type: none"> Jeff Kapp received an update from each functional group regarding duplicate records. Alumni discovered some historical data issues and ITS is working to resolve them.
Items to refer to Executive Committee – April 13, 2005	<ul style="list-style-type: none"> Data Warehouse Application Access/Integrated Sign On Luminis Statement