

Records and Registration Meeting Minutes

March 12, 2007

Ethnicity Coding Structure

Linda Dorn presented an introduction and preliminary training concerning the changes to the race and ethnicity fields in Banner, which will be implemented beginning in September 2007. The new format includes the collection of multiple race definitions for the student and a second field which collects information concerning whether the student is Hispanic or Latino. Linda distributed instructions on how to enter the new data on "IDEN" forms and SPAPERS and where to find detailed information on the topic to assist in redesigning forms. Questions may be directed to Linda Dorn in the Office of the University Registrar.

Next Meeting

Due to the fact Easter weekend and the holidays fall on the next scheduled meeting day, it was discussed and determined that the next meeting will be changed to April 16th.

I and NR Grade Change

Richelle Wesley noted there may be some questions concerning the I and NR change policy. Richelle indicated the grade of IP should never be used for granting extensions of the incomplete policy. After the I and NR deadline has lapsed grades should be changed using the grade change policy.

Clean-up of Program Major and Minor listings

Richelle Wesley announced she is working to complete an accurate listing of the majors, minors, degrees and certificates for the programs. This listing will then be available as a guide for entering valid options. The list will be completed by June 2007.

Blackboard and Faculty Information

Ea Porter announced a reminder that faculty information must to be entered into Banner prior to Blackboard or there may be problems with Blackboard. Once information is enter into Banner it will then be reflected in Blackboard. Questions concerning Blackboard should be directed to IT.

Banner 7.3 and 7.4 Upgrade

Ann Burke reviewed the timetable and process for the coming upgrades to Banner and distributed an upgrade schedule. Any issues identified in testing should be recorded in the Issue log. Questions should be directed to Anne Burke.

Reporting

Jim O'Conner again volunteered to assist with the construction of reports. He asked if there were any reports that had immediate priority that he could assist with developing. Some suggestions were provided. Please let Jim O'Connor know if he can be of assistance in helping with your reports.

Next meeting Monday, April 16, 2007, Location TBD